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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, page 4.**

**Graduate Student Advising and Supervision, page 20.**

**Policy and Regulations on Ph.D. Comprehensives, page 22.**

**Policy on Research Ethics, page 28.**

## Welcome

Dear Reader,

McGill University received its Royal Charter in 1821 and was formally opened in 1829. As one of North America's older universities, it has seen much growth and change since those early days.

In response to the realities of life in Lower Canada at the time, McGill stressed practical fields of education such as medicine, law, science and engineering, while retaining the liberal arts inherited from the British tradition. The result has been the development over the years of a unique Canadian institution. Today, McGill University enjoys an international reputation in many fields. It has maintained a tradition of scholarship and research through the Faculty of Graduate Studies and Research. The scope of the Faculty is very broad: it administers more than 250 graduate programs, in most of the academic Departments at McGill, at the Doctoral, Master's, Graduate Diploma and Graduate Certificate level. It also provides research services to these Departments.

Approximately 25 per cent of students in McGill degree programs are graduate students. They come to us not only from Quebec but also from across Canada and from nearly 100 other countries. Graduate studies is a logical extension of undergraduate training. A Ph.D., Master's, Graduate Diploma or Certificate from McGill University represents a personal challenge that should be considered by all students interested in Graduate Studies.

This Calendar brings together in one place a list of all graduate programs and courses and of all professorial Faculty members at McGill who are authorized to direct graduate students. It also includes current regulations and guidelines in the Faculty of Graduate Studies and Research. I draw your attention to the list of Faculty Administrative Officers who can help with detailed information on specific programs.

Please make use of our offices. We will always do our best to assist you.

*Pierre R. Bélanger, Dean  
Faculty of Graduate Studies and Research*

## 1 Calendar of Dates 2000-2001

Given in this section are key dates for the Faculty of Graduate Studies.

For information concerning other units, consult the 2000-2001 Calendar of Dates, accessible via the McGill website <http://www.mcgill.ca>, click on *infoMcGill*, or refer to the appropriate Calendar: Continuing Education; Health Sciences – Dentistry, Medicine, Nursing, Physical and Occupational Therapy; Law; Summer Studies; Undergraduate Programs – Agricultural and Environmental Sciences, Arts, Education, Engineering, Management, McGill School of Environment, Music, Religious Studies, Science.

**MARS** is McGill's Automated Registration System. Students register and make course changes by using a touch-tone telephone and calling (514) 398-MARS [398-6277].

**Registration:** Registration is done using MARS during the published registration dates. Students will be charged a late registration fee during the late registration period. To avoid the late registration fee call MARS and press "1" to confirm your registration. Courses may be added until the end of the course change period without penalty.

**Returning Students:** Following the telephone call to MARS a returning student's record must be checked to verify that they have no outstanding debts with the University. Confirmation of verified registration happens nightly, except for calls to MARS on Friday, August 4, 11 or 18 or on a weekend, when confirmation for I.D. purposes will only be available the following Tuesday.

**IDs:** Students may only obtain their McGill ID card after they have confirmed their registration via MARS.

**Fees:** Once a student has confirmed his/her registration and/or added courses, fee statements will be mailed out beginning in August for the upcoming academic year. Fee payments are due by the date indicated on the statement.

Students may also obtain their latest fee information by accessing SATURN (<http://www.is.mcgill.ca/students>) or get their fee balance by calling MARS.

ACTIVITY CODE LEGENDS	
<b>APP</b>	Application
<b>AWRD</b>	Awards (including scholarships)
<b>CONV</b>	Convocation
<b>EXAM</b>	Examinations
<b>HOLIDAY</b>	Holiday
<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>WD</b>	University withdrawal

DATE	ACTIVITY CODE	ACTIVITY
<b>MARCH 2000</b>		
Mar. 1, Wed.	APP	Deadline for applications for admission to most departments in the Faculty of Graduate Studies and Research, Admissions and Records Office (Many departments have different deadlines. Please verify with the individual department.).

DATE	ACTIVITY CODE	ACTIVITY
Mar. 6, Mon.	THES	Deadline to submit doctoral theses for students expecting to convocate in Spring 2000. Meeting this deadline does not guarantee a Spring graduation.
<b>Mar. 14, Tues. to July 19, Wed.</b>	<b>REG</b>	<b>Registration period for students returning in all faculties (except Continuing Education and Law). Individual faculties &amp; departments set their own dates within this period.</b>
Mar. 20, Mon.	THES	Deadline to submit Master's theses for students expecting to convocate in Spring 2000. Meeting this deadline does not guarantee a Spring graduation.
March 28, Tues.	REG	Summer Session registration opens for Graduate Studies and Research. Please confirm dates with individual departments.
<b>APRIL 2000</b>		
Apr. 7, Fri.	THES	Non-thesis forms to be returned to the Thesis Office for Spring 2000 Convocation.
Apr. 12, Wed. to Apr. 28, Fri.	EXAM	Examination period for "B" and "D" courses. No exams on April 20, 21, and 24.
Apr. 21, Fri. and Apr. 24, Mon.	HOLIDAY	EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.
<b>MAY 2000</b>		
May 1, Mon. to July 28, Fri.	LEC	Graduate Faculty Summer Term. (Not all departments offer a Summer Term. Please check with the individual department.)
May 5, Fri.	THES	Nomination of Examiners Forms to be returned to the Thesis Office for students expecting to graduate in Fall 2000.
May 17, Wed.	CONV	10:00 Dentistry, Physical and Occupational Therapy, and M.Sc.A.(Health Sciences). 15:00 Medicine and Nursing.
May 22, Mon.	HOLIDAY	<b>VICTORIA DAY.</b> (Classes cancelled). Administrative offices closed.
<b>JUNE 2000</b>		
June 2, Fri.	CONV	09:30 Law Convocation. 14:30 Agricultural and Environmental Sciences (Macdonald Campus).
June 7, Wed.	CONV	09:00 Continuing Education and Management. 14:00 Arts, Religious Studies and Social Work.
June 8, Thurs.	CONV	09:00 Education and Engineering. 14:00 Music, Science, and Health Graduate, except M.Sc.A.

DATE	ACTIVITY CODE	ACTIVITY
	<b>NOTE</b>	<b>On Thursdays June 22 and June 29 and all Fridays starting June 23 until August 18 (inclusive) administrative offices will be closed.</b>
June 23, Fri.	HOLIDAY	Classes cancelled. Administrative offices closed (for La Fête Nationale du Québec).
June 24, Sat.	HOLIDAY	<b>LA FÊTE NATIONALE DU QUÉBEC.</b> Libraries closed.
June 30, Fri.	HOLIDAY	Classes cancelled. Administrative offices closed (for Canada Day).
<b>JULY 2000</b>		
July 1, Sat.	HOLIDAY	<b>CANADA DAY.</b> Libraries closed.
July 3, Mon.	THES	Deadline to submit doctoral theses for students expecting to convocate in Fall 2000. Meeting this deadline does not guarantee a Fall graduation.
July 17, Mon.	THES	Deadline to submit Master's theses for students expecting to convocate in Fall 2000. Meeting this deadline does not guarantee a Fall graduation.
July 19, Wed.	REG	Last day for returning students to register for all faculties (except Continuing Education) without a late registration fee.
July 20, Thurs. to Aug. 2, Wed.	NOTE	MARS cannot be accessed for registration or course change.
<b>AUGUST 2000</b>		
<b>Aug. 3, Thurs.</b>	<b>REG</b>	<b>Registration, late registration and course change reopens on MARS for all students.</b>
<b>Aug. 3, Thurs. to Sept. 5, Tues.</b>	<b>REG</b>	<b>Registration period for all newly admitted students in the Faculty of Graduate Studies and Research.</b>
<b>Aug. 3, Thurs. to Sept. 5, Tues.</b>	<b>REG</b>	<b>Late registration period for returning students with \$50 late registration fee.</b>
Aug. 10, Thurs.	THES	Non-thesis forms to be returned to the Thesis Office for Fall 2000 Convocation.
Aug. 24, Thurs. to Sept. 8, Fri.	ORIENT	Orientation Centre opens daily at 10:00 a.m., Brown Student Services Building, 3600 McTavish Street (closed weekends and Labour Day).
Aug. 28, Mon. to Sept. 1, Fri.	ORIENT	Orientation Week
Aug. 31, Thurs.	REG	Deadline for cancellation of registration for the Fall Term. (Deposit, if applicable, is non-refundable for new students.)

DATE	ACTIVITY CODE	ACTIVITY
Aug. 31, Thurs.	THES	Registered additional session students in 1999-2000 who submit their theses on or before this date are not required to register for the Fall Term. Students who have already registered for the year must ask the Records 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 2000, but must graduate by Fall 2001 (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 2000</b>		
Sept. 4, Mon.	HOLIDAY	<b>LABOUR DAY.</b> (Classes cancelled). Administrative offices closed.
<b>Sept. 5, Tues.</b>	<b>REG</b>	<b>Deadline for new students to register without a late registration fee for all faculties.</b>
Sept. 5, Tues.	LEC	Lectures begin.
<b>Sept. 6, Wed. to Sept. 17, Sun.</b>	<b>REG</b>	<b>Late registration period with \$100 late registration fee.</b>
Sept. 8, Fri.	ORIENT	University Orientation for graduate students in Moyse Hall, Arts Building, 10:30 - 11:30 a.m.
Sept. 8, Fri.	THES	Nomination of Examiners Forms to be returned to the Thesis Office for students expecting to graduate in Winter 2001.
<b>Sept. 17, Sun.</b>	<b>REG</b>	<b>Course Drop deadline for "A" and "D" courses in the Faculty of Graduate Studies and Research. After this date students receive a mark of "W" (withdrawn).</b>
<b>Sept. 24, Sun.</b>	<b>REG</b>	<b>Course Add deadline to add "A" and "D" courses for Graduate Faculty students.</b>
<b>Sept. 24, Sun.</b>	<b>W/WD</b>	<b>Deadline to withdraw ("W") with full refund (less \$100 minimum charge, in case of complete withdrawal from the University).</b>
Sept. 29, Fri.	AWRD	Returning Master's and doctoral level students should enquire to their departments or the Office of Fellowships and Awards regarding precise deadlines for internal and external fellowship competitions; important deadlines normally fall during the months of October and November.

DATE	ACTIVITY CODE	ACTIVITY
<b>OCTOBER 2000</b>		
Oct. 9, Mon.	HOLIDAY	<b>THANKSGIVING DAY.</b> (Classes cancelled). Administrative offices closed. Continuing Education evening classes will be re-scheduled.
Oct. 15, Sun.	W	<b>Deadline for withdrawing ("W") from "A" (Fall Term) courses for students in Graduate Studies and Research.</b>
Oct. 26, Thurs.	CONV	14:30 Fall Convocation
<b>NOVEMBER 2000</b>		
Nov. 3, Fri. to Jan. 14, Sun.	REG	Final Course Change (drop/add) period for "B" courses in Graduate Studies.
Nov. 6, Mon.	THES	Deadline for submission of doctoral theses for students expecting to convocate in February 2001. Meeting this deadline does not guarantee a Winter graduation.
Nov. 20, Mon.	THES	Deadline for submission of Master's theses for students expecting to convocate in February 2001. Meeting this deadline does not guarantee a Winter graduation.
<b>DECEMBER 2000</b>		
Dec. 5, Tues. to Jan. 3, Wed.	REG	<b>Winter Term registration period for new students.</b>
Dec. 6, Wed.	LEC	Last day of lectures.
Dec. 7, Thurs. to Dec. 21, Thurs.	EXAM	Examination period for "A" and "N" courses.
Dec. 8, Fri.	THES	Non-thesis forms to be returned to the Thesis Office for the February 2001 granting of degrees.
Dec. 25, Mon. to Jan. 2, Tues.	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.
<b>JANUARY 2001</b>		
Jan. 1, Mon. and Jan. 2, Tues.	HOLIDAY	<b>NEW YEAR'S.</b> Administrative offices closed. Library hours available at Reference Desks.
Jan. 3, Wed.	REG	Deadline for new students to register for Winter Term without a late registration fee for all faculties.
Jan. 3, Wed.	LEC	Winter Term lectures begin.
Jan. 4, Thurs. to Jan. 14, Sun.	REG	<b>Late registration for new students with \$100 late registration fee.</b>
Jan. 5, Fri.	THES	Nomination of Examiners Forms to be returned to the Thesis Office for students expecting to graduate in Spring 2001.
Jan. 9, Tues.	ORIENT	University Orientation for new students (5:30 - 6:30 p.m. in Leacock Building, Room 132).

DATE	ACTIVITY CODE	ACTIVITY
Jan. 14, Sun.	W	<b>Deadline for withdrawing ("W") from "D" (full year) courses (with fee refund for Winter Term).</b>
Jan. 14, Sun.	REG	<b>Final Course Drop deadline for "B" and "N" courses. After this date students receive a mark of "W" (withdrawn).</b>
Jan. 21, Sun.	REG	<b>Final Course Add deadline for "B" and "N" courses for Graduate Studies and Research.</b>
Jan. 21, Sun.	W/WD	<b>Deadline to withdraw ("W") from the Winter term/courses with fee refund (less \$100 minimum charge in the case of complete withdrawal from the University).</b>
<b>FEBRUARY 2001</b>		
Feb. 18, Sun.	W	Deadline for withdrawing ("W") from "B" (Winter Term) courses.
Feb. 19, Mon. to Feb. 23, Fri.	BREAK	<b>STUDY BREAK</b> (Classes cancelled for all faculties except Dentistry, Medicine, Centre for Continuing Education non-credit courses.)
<b>MARCH 2001</b>		
Mar. 1, Thurs.	APP	Deadline for applications for admission to most departments in the Faculty of Graduate Studies and Research, Admissions and Records Office (Many departments have different deadlines. Please verify this date with the individual department.)
Mar. 5, Mon.	THES	Deadline to submit doctoral theses for students expecting to convocate in Spring 2001. Meeting this deadline does not guarantee a Spring graduation.
Mar. 13, Tues. to July 18, Wed. (tentative)	REG	<b>Registration period for students returning in all faculties (except Continuing Education). Individual faculties &amp; departments set their own dates within this period.</b>
Mar. 19, Mon.	THES	Deadline to submit Master's theses for students expecting to convocate in Spring 2001. Meeting this deadline does not guarantee a Spring graduation.
Mar. 27, Tues.	REG	Summer Session registration opens. Please confirm dates with individual departments.
<b>APRIL 2001</b>		
Apr. 6, Fri.	THES	Non-thesis forms to be returned to the Thesis Office for Spring 2001 Convocation.
Apr. 10, Tues.	LEC	Last day of lectures for Winter Term.
Apr. 11, Wed. to Apr. 30, Mon.	EXAM	Examination period for Winter Term "B" and "D" courses.

DATE	ACTIVITY CODE	ACTIVITY
Apr. 13, Fri. and Apr. 16, Mon.	HOLIDAY	<b>EASTER.</b> (No examinations or classes). Administrative offices closed.
<b>MAY 2001</b>		
May 4, Fri.	THES	Nomination of Examiners Forms to be returned to the Thesis Office for students expecting to graduate in Fall 2001.
May 21, Mon.	HOLIDAY	<b>VICTORIA DAY.</b> (Classes cancelled). Administrative offices closed.

## 2 Faculty of Graduate Studies and Research

### 2.1 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: [info@admissions.fgsr.mcgill.ca](mailto:info@admissions.fgsr.mcgill.ca)  
Website: <http://www.mcgill.ca/fgsr>

### 2.2 Faculty Administrative Officers

PIERRE R. BÉLANGER, B.Eng.(McG.), S.M.,E.E., Ph.D.(M.I.T.)  
**Vice-Principal (Research) and Dean of the Faculty**

IAN BUTLER, B.Sc., Ph.D.(Brist.), F.C.I.C.  
**Associate Vice-Principal (Research)**

MARTHA CRAGO, B.A., M.Sc.A., Ph.D.(McG.)  
**Associate Vice-Principal (Graduate Studies)**

ANNE SAGE  
**Secretary of Faculty**

DAWN CONWAY, B.A.(Ott.), M.Sc.(D.E.S.S.)  
**Director, Office of International Research**

CHARLOTTE E. LÉGARÉ, B.Sc.(Montr.), M.Sc.(Sher.),  
M.B.A.(McG.)  
**Director, Graduate Studies Office**

ALEX NAVARRE, M.Sc., Ph.D.(McG.), M.B.A.(W. Ont.)  
**Director, Office of Technology Transfer**

JANINE VASSEUR, B.A.(Montr.)  
**Director, Research Grants Office**

RICHARD LATT, D.V.M.(Ont.Vet.Coll.)  
**Director, Animal Resources Centre**

ROGER PRICHARD, B.Sc., Ph.D.(N.S.W.)  
**Canadian Pacific Professor of Biotechnology**

HUGH BENNETT, B.A.(York, UK), Ph.D.(Brunel)  
**Director, Sheldon Biotechnology Centre**

### 2.3 Members of the Faculty

Every full-time member of the teaching staff, who is actively engaged in the instruction of graduate students, is a member of the Faculty.

### 2.4 Council of the Faculty

Council consists of about 130 staff members and about 80 graduate student members, both groups elected by peers with numbers of representatives per department determined by a formula that depends on graduation statistics.

### Executive Committee of Council, 1999-2000

#### Professors:

D. Berk, D. Desrosiers-Bonin, D. Farrow, K. Gowrisankaran,  
P. Jones, L. McAlpine, M. McKee, C. Morales, P. Oxhorn,  
W. Woszczyk

#### Graduate Student:

K. Kazemi

#### Associate Vice-Principals:

I. Butler, M. Crago

## 2.5 General Statement Concerning Higher Degrees

The Faculty of Graduate Studies and Research 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.

## 3 Programs Offered

### 3.1 Graduate Diplomas and Certificates

Graduate diplomas and graduate certificates are programs of study under the academic supervision of the Faculty of Graduate Studies and Research. 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:

- Child Psychiatry
- Clinical Research in Experimental Medicine
- Earth and Planetary Sciences
- Epidemiology and Biostatistics
- Housing
- Islamic Studies
- Library and Information Studies
- Mining Engineering
- Psychiatry
- Public Accountancy (C.A.)
- School and Applied Child Psychology (post-Ph.D.)

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, Counselling Applied to Teaching, and Post-M.B.A.

All regulations of the Faculty 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)

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 also 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)
- Art History
- Bioethics
- Classics (Thesis and non-thesis)
- Communications (Thesis and non-thesis)
- Economics (Thesis and non-thesis)
- Education
- English (Thesis and non-thesis)
- French (Thesis and non-thesis)
- Geography
- German (Thesis and non-thesis)
- Hispanic Studies (Thesis and non-thesis)
- History (Non-thesis)
- History of Medicine (non-thesis)
- Islamic Studies
- Italian (Thesis and non-thesis)
- Jewish Studies
- Linguistics (Thesis and non-thesis)
- Mathematics (Thesis and non-thesis)
- Medical Anthropology (Thesis and non-thesis)
- Music (Thesis and non-thesis)
- Philosophy (Thesis and non-thesis)
- Political Science (Thesis and non-thesis)
- Psychology
- Religious Studies
- Russian
- Sociology (Thesis and non-thesis)

Prerequisites:

Bachelor of Arts in the subject selected for graduate work. See also 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:

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

Prerequisites:

An undergraduate degree from an approved university. See also Management.

#### Special programs:

Joint M.B.A./M.D., Joint M.Sc.(Agr.Econ.)/M.B.A., Master of Manufacturing Management (see Management).

#### Joint M.B.A./Diploma in Management (Asian Studies) Degrees

A program leading to the Joint M.B.A./Diploma in Management (Asian Studies).

Conditions and Restrictions:

This joint program will be restricted to M.B.A. students. Only those students admitted to either the full-time or part-time M.B.A. program can be admitted to the Diploma. The awarding of the Diploma is contingent on the successful completion of the M.B.A. In other words, the Diploma in Management (Asian Studies) exists only in conjunction with the M.B.A. In addition, it is an integrated program and the necessary requirements for both the M.B.A. and the Diploma must be carried out at the same time. The Diploma (Asian Studies) will, therefore, only be awarded to students who complete the Asian Studies requirements within four months of graduating from the M.B.A. Program.

#### Joint M.B.A./Law Degrees

A combined program leading to the degree of Master of Business Administration and a Bachelor of Law. This degree will be modified for the coming year.

Prerequisites:

Students who are interested in applying must meet the entrance requirements of both faculties and must also demonstrate a substantial fluency in both the French and English languages.

#### Master's Degrees in Education

Two types of Master's degrees are offered: M.A. (with thesis) and M.Ed. (without thesis).

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

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

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

- Counselling Psychology
- Educational Psychology

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 also Education.

#### 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)
- Pulp and Paper (Project)
- Civil Engineering and Applied Mechanics (Thesis and project)
- Mechanics (Thesis and project)
- Environmental Engineering (Project)
- Electrical Engineering (Thesis and project)
- Mechanical Engineering (Thesis and project)
- Aerospace Engineering (Project)
- Mining and Metallurgical Engineering (Thesis and project)
- Mining (Thesis and project)
- Metallurgy and Materials (Thesis and 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 Mining and Metallurgy, Biomedical Engineering, and Civil Engineering.

Prerequisites:

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

**Master's Degrees in Law**

The degree of Master of Laws is offered in:

- Air and Space Law
- Comparative Law

The degree of Master of Civil Law is offered by the Institute of Comparative Law.

Prerequisites:

An acceptable degree in Law or equivalent qualifications. See also 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 also 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)
- Sound Recording

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 also 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 also Nursing.

**Master's Degrees in Religious Studies**

A program leading to the degree of Sanctae Theologiae Magister 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 (with thesis) is also available.

Prerequisites:

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

**Master of Science Degree**

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

- Agricultural Economics
- Agricultural Engineering
- Anatomy
- Animal Science
- Atmospheric and Oceanic Sciences
- Biochemistry
- Biology
- Biomedical Engineering
- Chemistry
- Civil Engineering
- Communication Sciences and Disorders
- Computer Science (Thesis and non-thesis)
- Earth and Planetary Sciences
- Entomology
- Epidemiology and Biostatistics (Thesis and non-thesis)
- Food Science and Agricultural Chemistry
- Geography
- Genetic Counselling
- Human Nutrition
- Mathematics (Thesis and non-thesis)
- Medical Radiation Physics
- Medicine, Experimental
- Microbiology and Immunology
- Microbiology (Macdonald Campus)
- Mining and Metallurgical Engineering
- Neurological Sciences
- Nursing
- Otolaryngology
- Parasitology
- Pathology
- Pharmacology
- Physics
- Physiology
- Plant Science
- Psychiatry
- Psychology
- Radiology (Diagnostic)
- Rehabilitation Science
- Renewable Resources
- Surgery, Experimental

Prerequisites:

Bachelor of Science in the subject selected for graduate work. See also 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:

- Agricultural Engineering
- Animal Science
- Chemistry
- Communication Sciences and Disorders
- Earth and Planetary Sciences
- Environmental Engineering
- Microbiology and Immunology
- Nursing
- Occupational Health Sciences
- Pharmacology
- Physical and Occupational Therapy
- Plant Science

**Prerequisites:**

A Bachelor's degree in the subject selected for graduate work. See also 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 also Social Work.

**Joint M.S.W./Law Degrees**

A program leading to the Master of Social Work and Bachelor of Law. This degree will be modified for the coming year.

See also Law and Social Work.

**Master of Urban Planning Degree**

The program requires a minimum of two years residence and a 3-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 also Urban Planning.

**3.4 Doctoral Degrees Offered****3.4.1 Doctor of Civil Law Degree**

Doctoral programs are offered by the Institute of Air and Space Law and the Institute of 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 also Law and the Faculty of Law Calendar.

**3.4.2 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 also Music.

**3.4.3 Doctor of Philosophy Degree**

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

Agricultural Engineering  
Anatomy  
Animal Science  
Anthropology  
Architecture  
Art History  
Atmospheric and Oceanic Sciences  
Biochemistry  
Biology  
Biomedical 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 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  
Pathology  
Parasitology  
Pathology  
Pharmacology  
Philosophy  
Physics  
Physiology  
Plant Science  
Political Science  
Psychology  
Religious Studies  
Rehabilitation Science  
Renewable Resources  
Russian  
Social Work  
Sociology  
Surgery, Experimental

The following joint Ph.D. programs are offered:

Atmospheric and Oceanic Sciences (McGill/UQAM)  
Nursing (McGill/Université de Montréal)  
Oceanography (McGill/Laval/UQAR)  
Management (McGill/Concordia/H.E.C./UQAM)  
Social Work (McGill/Université de Montréal)

**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 Faculty 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.

**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.**

- a) The following Master's Thesis 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.



- b) The following Master's programs have a **minimum** residence requirement of **four full-time terms**: M.B.A., M.L.I.S., M.Mus. in Sound Recording, M.U.P.
- c) The residence requirement for the Master's programs in Education (M.A. and 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.
- d) For Master's programs structured as Course, Project or Non-thesis options, residence requirements are normally fulfilled when students complete all course requirements in their respective programs (min. 45 credits) 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 or project) 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- (65%) or better, all those courses which have been designated by the department as forming a part of the program.

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 or project) can be credited. If an **exemption** is granted, it must be replaced by another 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 must be forwarded on a Nomination of Examiners form through the Chair of the department concerned to the Thesis Office at least two months before the thesis is submitted to the Faculty. 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 (150 pages in the Faculty of Law); in some disciplines, shorter texts are preferred.

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

Most Master's degree programs do not contain 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.

## 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 customary in some subjects and required in others 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.

A student who has obtained a Master's degree (with thesis) at McGill University or at an approved institution elsewhere, and is proceeding in **the same subject** to a Ph.D. degree may, on the recommendation of the department, be registered in Ph.D.2.

**N.B.** 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 Faculty of Graduate Studies and Research, it will not be changed after obtaining of 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 Graduate Faculty. It is the responsibility of students to inform themselves of these details at the commencement of their programs.

See [section 8.3 "Policy and Regulations on Ph.D. Comprehensives"](#).

### 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 offered.

**All** language requirements must be fulfilled and the marks reported to the Records Office **before** submission of the thesis to the 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 on the Nomination of Examiners form in accordance with the Calendar of Dates. The list of examiners must be approved by the Department Chair 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 Dean. Under no circumstances should any student contact the external examiner.

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

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

An applicant who wishes to pursue a Master's 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, Graduate Faculty confirms an Advisory Committee (recommended by the academic unit) to be responsible for program planning and monitoring of research progress. Graduate Faculty regulations are fully described in the document "Procedures for Admission in *Ad Hoc* Master's and Doctoral Programs", available from the Records Office.

#### 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. Graduate Faculty regulations are fully described in a document available from the Records Office.

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

Upper undergraduate level courses will be exceptionally considered for degrees, diplomas and certificates if relevant to the graduate work undertaken and not already listed as required courses in the approved program description. Such requests must come to Graduate Faculty for approval before registration in the courses. Furthermore, all substitutions for course work in graduate pro-

grams, diplomas and certificates must be approved by the Faculty of Graduate Studies and Research.

## 5 Admission

[Info@admissions.fgsr.mcgill.ca](mailto:Info@admissions.fgsr.mcgill.ca), [www.mcgill.ca/fgsr/](http://www.mcgill.ca/fgsr/)

**Deadline: March 1 (verify different earlier deadlines with individual departments).**

### 5.1 Application for Admission

Applications for admission should be obtained in individual departments. For Departments in the Faculty of Agricultural and Environmental Sciences including the School of Dietetics and Human Nutrition, program information and application forms are available from the Student Affairs Office - Graduate Studies at the MacDonald Campus. 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.

**Note:** A fee of \$60 in Canadian funds **must** accompany each application, otherwise **it cannot be considered**. This sum must be in negotiable form, such as a bank draft, money order or certified cheque (but not in cash), at the current rate of exchange, or credit card payment and is non-refundable. Candidates for Special Student status must apply and pay the application fee every year.

It is desirable to 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, should reach departmental offices according to individual department deadlines. (N.B. 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 unless exceptional circumstances are argued by the department concerned. Candidates will be notified of acceptance or refusal as quickly as possible.

### 5.2 Graduate Record Examination

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 the Faculty of Graduate Studies and Research 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 are required to submit documented proof of competency in oral and written English, by appropriate exams, e.g. TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (or 213 on computer-based test), or IELTS (minimum overall band of 6.5) **before acceptance**. Permanent Residents may be required to submit a TOEFL score. Applications will not be considered if TOEFL or IELTS is not available.

### 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 or a CGPA of 3.2/4.0 for the last 2 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 Faculty.

### 5.5 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 courses to be taken in a "Qualifying Program" will be prescribed by the department concerned. "Qualifying students" are registered in the Graduate Faculty, **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" to "Master's Degree 1st Year" **this change must be made prior to January 1st**. 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. 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 the Graduate Faculty at a later date. The normal admission requirements must be met and the usual procedures followed.

### 5.6 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.

### 5.7 Admission to Two Degree Programs

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

### 5.8 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

Associate Vice-Principal (Graduate Studies), or delegate. 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. Full description of this program is available in a document issued by the Records Office.

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

Before the Faculty of Graduate Studies and Research will authorize the acceptance 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 Records Office.

### 5.10 Reinstatement

Candidates who have severed their connection with the University may be reinstated only if the department concerned so recommends, in writing, suggesting the imposition of such conditions as seem desirable. The final decision rests with the Faculty of Graduate Studies.

**A reinstatement fee will be charged in addition to the fees due for the academic session into which the student has been readmitted. The amount of the reinstatement fee is the tuition portion of fees owed for unregistered terms (maximum of five semesters just prior to the term of reinstatement).**

## 6 Regulations

### 6.1 Categories of Students

#### 6.1.1 Full-Time Students

Full-time students are students 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 other than additional sessions.

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 limitations imposed by the Faculty, and that if they choose to be half-time they must: a) be so for an even number of terms (i.e., two half-time terms = 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.A. Educ., 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 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 limitations imposed by the Faculty.

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 sessions.

#### 6.1.4 Additional Session Students

Additional session students are students paying additional session fees. 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).

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 additional session 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 Faculty. The courses taken during a qualifying year will not be credited towards a degree program. Students are registered in the Graduate Faculty but have not yet been admitted to a degree program. These students take a full load (12 credits minimum) per semester primarily of undergraduate courses as indicated by the department. Only one qualifying year is permitted.

#### 6.1.6 Special Students

Students who meet the minimum entrance requirements of the Faculty and wish to take **one, or at most two, graduate level courses per term** (6 credits) in the Graduate Faculty without intention of proceeding to a degree or diploma awarded by this Faculty are termed "Special Students" of the Graduate Faculty. 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.

**Students who wish to take further undergraduate courses must only 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 special Inter-University Transfer forms. These forms are available from the Graduate Faculty Admission and Records Office or the Admissions, Recruitment and Registrar's Office. McGill University and Université de Montréal participate in an exchange (graduate) with the University of British Columbia and the University of Toronto. 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. 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.

Graduate students wishing to come to McGill to do **only research** may do so after acceptance by Graduate Faculty. The department recommending admission must submit the same documentation as for Visiting Students but specify "**Visiting Research**" on the Decision Form. "Visiting Research" students are charged additional session fee rate. Any courses will be charged extra at the per credit rate.

#### 6.1.8 Non-Resident Status

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

1. Departments with the approval of the Faculty of Graduate Studies and Research, 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 should be sent, accompanied by a letter from the Chair of the department, to the Associate Vice-Principal (Graduate Studies) 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** should first obtain permission to do so both from their department and the Faculty of Graduate Studies, Admissions and Records Office.

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 (\$275 for International students).

#### 6.1.9 Leave of Absence Status

A leave of absence may be granted by the Faculty of Graduate Studies and Research for maternity or parenting\* 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. The department shall advise the Associate Vice-Principal (Graduate Studies). Students who have been granted such a leave will have to register for the term(s) in question and will be given an academic load of "K" showing 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. Leave of Absence for Parental\* or Familial Reasons

During such a leave, 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 Faculty of Graduate Studies and Research for a student when a close family member is ill.

\* This term is interpreted according to McGill's "Parental Leave Policy" for non-academic staff.

## B. Leave of Absence for Health Reasons

During such a leave, 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.

### 6.1.10 Medical Interns

Interns, residents and fellows on staff of teaching hospitals associated with the University, and candidates for diplomas in anaesthesia and psychiatry, are considered graduate students.

### 6.1.11 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 the Faculty be promoted to professorial rank, they may no longer remain graduate students, unless they resign or are granted leave of absence from their professorial appointments.

In certain exceptional cases, professorial members of the academic staff may apply to the Graduate Faculty Executive to enter graduate programs in academic units other than their own. The Executive Committee 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.

## 6.2 Registration

### 6.2.1 Registration for Fall and Winter Terms (including additional session students)

All returning and new graduate students must register via MARS (McGill's Automated Registration System), after completing a MARS registration worksheet and obtaining departmental approval.

**Returning students must** register via MARS between March 14, 2000 and July 19, 2000. **New students must** register via MARS between August 3, 2000 and September 5, 2000. Students who register after the above mentioned dates will be subject to a late registration fee.

All students must register (and pay fees) annually up to and including the term in which they expect to graduate. Outstanding tuition fees must be paid **before** graduation.

**N.B.** A registered additional session student in 1999-2000 who meets the August 31 thesis submission deadline to the Thesis Office does not need to register for the 2000-2001 academic year. The student should not expect to graduate in Fall 2000, but **must graduate by Fall 2001 graduation 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. Students who have already registered for the year must ask the Records 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 session and pay fees. If the thesis is submitted after August 31, and the student graduates in June of the next year, he/she must register for Fall and Winter sessions and pay fees.

### 6.2.2 Summer Registration

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

## Course Registration

Students taking summer courses register via MARS within Faculty deadlines after completing a MARS registration worksheet 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. 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".

### 6.2.3 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 directly on MARS.

Fall courses (course numbers ending in X or Z) can be added on Mars starting August 15. Winter courses (course numbers ending in Y or V) can be added on MARS starting December 15.

Non-credit general interest or languages courses cannot be added directly on MARS. Students may register for these courses in person at the Centre for Continuing Education, where the course(s) will be added to their record as "Extra" to their program.

Summer courses offered through the Centre for Continuing Education (course numbers ending in R,S,U,) cannot be added directly on MARS. To add these courses, students must bring a copy of their approved MARS worksheet to Graduate Faculty where, subject to space availability and program controls, the course(s) will be added to their record. Students must enter the section number on the MARS worksheet.

To register for courses offered through the Centre for Continuing Education, students must be registered in their Graduate Faculty program. All courses taken at CCE must be completed unless the course has been dropped on the appropriate form and according to CCE course drop/withdrawal deadlines. **Graduate Faculty reserves the right to place limitations on the number of Continuing Education courses taken for any one program.**

### 6.2.4 Registration for Two Degree Programs Concurrently

No student may register in two degree programs or in two departments or faculties concurrently without special permission granted by the Faculty. 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 Graduate Faculty Records Office before a student in this category will be permitted to register.

### 6.2.5 Time Limitation

Candidates for Master's degrees must complete the degree **within three years of initial registration**. If the degree is pursued 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. Readmission fees will apply.

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.

### 6.2.6 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.

Any student who withdraws from the University **must complete a Withdrawal Form** available from the Faculty Office. Fees will then be refunded according to the conditions outlined in **section 6.4**.

### 6.3 Summer Studies

Registration regulations may change for Summer 2001. Students should consult their department.

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 students in the Faculty of Graduate Studies and Research takes place via MARS. It is the responsibility of the student to register for courses via MARS, within faculty deadlines, after completing a MARS registration worksheet 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 this Calendar (section 6.2.2).**

Special and Visiting students must pay the full tuition fee for Summer courses **at the time of registration** (a bank draft, money order, or **certified** cheque, is required).

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 Faculty Records Office where the course will be added if there is space available in the course.

The summer session is divided into two parts and each part is subdivided into two "terms".

Please consult the Summer Studies Calendar for specific information on course dates and times. Information is also available on the Summer Studies website (<http://www.mcgill.ca/Summer/>).

### 6.4 Change of Course and Withdrawal Policy

**Students who wish to add or drop courses from their programs after initial registration must do so via MARS by the deadline. Instructions on how to use MARS and information on deadlines can be obtained 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 described below.

Students who wish to withdraw from the University must complete a **withdrawal form** and submit it to the Admissions and Records Office of the Faculty of Graduate Studies and Research. The effective date for refunds will be the date on which the official withdrawal form is received. **The responsibility for initiating withdrawals rests solely with the student.**

The dates for refunds for students paying per course or withdrawing from the University are as follows:

#### FALL TERM

##### Up to and including September 24:

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

**After September 24:** No refund.

#### WINTER TERM

##### Up to and including January 21:

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

**After January 21:** No refund.

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

**These dates do not necessarily, and are not intended to, coincide with the dates given in the academic policy for withdrawal from individual courses.**

### 6.5 Grading System

#### Classification of Marks:

- A – 85 - 100%
- A- – 80 - 84%
- B+ – 75 - 79%
- B – 70 - 74%
- B- – 65 - 69%
- F – 0 - 64%; failure
- 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
- HH – **To be continued.** The use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated by the Faculty of 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 equivalent to 0%.
- 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).
- KF – **Incomplete/failed:** failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement.
- KK – Completion requirement waived. This is used in exceptional cases only.
- K\* – Further extension granted with the approval of the Associate Vice-Principal (Graduate Studies) (maximum two years.)

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 Graduate Faculty 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.

- N – **Withdrawn without approval.** This is equivalent to a failure.
  - Q – *Course continued in next term.*
  - R – **Course credit:** if a student has been **required** to take the course but not the final examination for credit, an "R" should be used. (Limited use.)
- Satisfactory/Unsatisfactory – Not used for graduate students**
- W – **Withdrawn with approval.** A course dropped, with permission, after the change of course period.
  - && – *Grade not yet available.*
  - – **No grade.** Student withdrew from the University.

\*\* 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.

#### Special codes:

- E** – **Pass at the undergraduate level only.** Students who obtain marks between 55 and 64% or letter grade C or C+ in undergraduate and 500-level courses will be recorded as having "passed at the undergraduate level". Such a grade will not count as credit towards a graduate degree.
- X** – **Extra course.** Not required for the student's degree, diploma or certificate. **Fees are assessed separately.**

**Failures:** Students who have failed in required examinations may, under exceptional circumstances, be permitted to write supplemental examinations only on the recommendation of the department and with the permission of the Associate Vice-Principal (Graduate Studies). Individual departments may have special regulations concerning failures. It is the student's responsibility to ascertain what these regulations are.

A student who has failed in any course required for the degree and has not received permission to attempt a supplemental examination will be required to withdraw. Only under exceptional circumstances may permission be granted by the Associate Vice-Principal (Graduate Studies), on the recommendation of the department, for the student to repeat any such course. In such a case the student is required to pay the fee charged for the course in question.

## 6.6 Regulations Concerning Theses

A thesis submission package, which includes the Nomination of Examiners form and Thesis Submission form, may be obtained from the Faculty of Graduate Studies (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 Faculty regulations concerning the submission of a thesis. Thesis submission guidelines and most forms have been posted on the Web at <http://www.mcgill.ca/fgsr>, under Thesis Office.

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

Dates of submission of theses, convocations, etc. are listed in the Calendar of Dates, [section 1](#), and also available via the McGill homepage (<http://www.mcgill.ca>).

## 6.7 Graduation and Convocation

Graduate certificates and diplomas, Master's degrees and doctoral degrees are granted by Senate to those students recommended for graduation by the Faculty of Graduate Studies and Research. Names of candidates who have completed all their program requirements are presented to Senate on three occasions during the year: February, May and October. Transcripts of successful candidates will indicate the date on which the degree, diploma or certificate was granted and this is the official date of graduation.

Convocation ceremonies are held in June and November at which time the degree, diploma or certificate is conferred by the Chancellor of the University.

### 6.7.1 Dean's Honour List

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

**Master's Candidates:** Truly outstanding ratings from External and Internal Examiners

**Doctoral Candidates:** Truly outstanding ratings from the External and Internal examiners and from the Oral Examination Committee.

## 6.8 Access to Records

Statements of account and all other correspondence are sent directly to the students who retain full control as to who has access to their accounts. No progress report or any other information is sent to parents and/or sponsors unless specifically requested by the student. In accordance with provincial legislation, personal information, including transcripts of academic records, may be released only with the signed authorization of the student.

Notwithstanding the above, the University will, upon request, release certain personal information to the following recipients unless students signify their opposition on forms available at the Admissions, Recruitment and Registrar's Office:

- the Student Associations recognized by McGill University;
- the McGill Alumni Association;
- the school(s) or college(s) which the student attended;
- the appropriate authorities involved with the external or internal funding of fees;
- professional bodies or corporations (e.g., engineers, dentists).

## 6.9 Transcripts of Academic Record

Certified transcript(s) of a student's academic record may be obtained by applying to the Admissions, Recruitment and Registrar's Office, James Administration Building or the Student Affairs Office, MacDonald Campus. With each new order of transcripts, one copy of the transcript is sent to the students (stamped "UNOFFICIAL/ STUDENT COPY").

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. Transcripts are NOT available from faculty offices. Unofficial copies of a student's transcript are available on-line at the Admissions, Recruitment and Registrar's Office counter.

## 6.10 Plagiarism and Cheating

In submitting work in their courses, students should remember that plagiarism and cheating are considered to be extremely serious offenses.

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.

The possession or use of unauthorized materials in any test or examination constitutes cheating.

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the "Student Rights and Responsibilities Handbook" which is distributed to new students at the Dean of Students' Orientation Session and is available on the Web at <http://www.mcgill.ca/secretariat/students>. The Code may also be obtained from the Office of the Dean of Students.

## 6.11 Permanent Code (*code permanent*)

The Ministry of Education of Quebec (MEQ) now requires all students attending a Quebec University, for whom the University receives funding from the MEQ, to hold a Permanent Code. Any student who has attended high school or CEGEP in Quebec should already have a Permanent Code issued by the MEQ. This identification number can usually be found at the top right-hand corner of a CEGEP or high school transcript.

Students applying to McGill who already hold a Permanent Code should indicate this number on their application forms.

Newly accepted students who *do not* hold a Permanent Code will receive information in their acceptance package on how to obtain one. For more information on this subject, please refer to the ARR website <http://www.aro.mcgill.ca> or contact the ARR.

## 7 Student Services and Information

### 7.1 Fellowships, Awards and Assistantships

Office of Fellowships and Awards  
McGill University  
James Administration Building  
845 Sherbrooke Street, West  
Montreal, Quebec H3A 2T5  
Telephone: (514) 398-3990  
Fax: (514) 398-2626  
E-mail: [info@fellowships.fgsr.mcgill.ca](mailto:info@fellowships.fgsr.mcgill.ca)

The Fellowships and Awards Section of the Graduate Studies Office, in the Faculty of Graduate Studies and Research, 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 in the Graduate Fellowships and Awards calendar, published annually by the Fellowships and Awards Section and on the Web at <http://www.mcgill.ca/fgsr>, under Fellowships and Awards. The Office also maintains an on-site computerized database of more specialized awards.

Students seeking support for graduate studies at McGill should note that virtually all fellowships allocated by the Fellowships and Awards Section are restricted to students who were enrolled in a McGill graduate program during the preceding year. New applicants interested in Fellowship support should address their requests to the department to which they are applying.

Tuition 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 Demonstratorships are handled by individual academic departments at McGill. All assistantship inquiries should be directed to departments.

### 7.2 Student Financial Assistance

Students apply for government assistance directly to the province in which they are deemed to be a resident; basic qualifications are that the applicant is a full-time student and a Canadian citizen; certain categories of Permanent Residents may also be eligible. The McGill Student Aid Office located in the Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec H3A 1Y2; telephone: (514) 398-6013/6014, provides information regarding application procedures for government loan programs. Information may also be found on McGill's Financial Aid website (<http://www.mcgill.ca/stuserv/aid.htm>).

For U.S. Citizens, Stafford Loans, both subsidized and unsubsidized, and parental loans (PLUS) are recognized by the United States for studies in Canada. Alternative loan programs are also available. Please contact the SAO for further information.

The Student Aid Office also administers institutional need-based funding including short term loans to cover emergency situations, limited bursary assistance and a Work Study program.

### 7.3 International Students

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

**Certificate of Acceptance from Quebec (CAQ)** – The process to come to Canada begins with an application for a Certificate of Acceptance from Quebec (CAQ). 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.

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

A citizen of the United States, Greenland and/or St.Pierre-Miquelon is permitted to obtain the Student Authorization at a Port of Entry, if in possession of the CAQ.

**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, (514) 398-4349 during regular office hours, 09:00 to 17:00, or by e-mail ([INTLAD@stuserv.lan.mcgill.ca](mailto:INTLAD@stuserv.lan.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.

Students registering for the first time in September (January) should note that Maternity Benefits for pregnancies which commenced prior to July 15th (November 15th) are not covered.

When registering by MARS, students will be advised of the schedule for enrolment on the plan.

For information concerning rates, see [section 9.7](#).

All inquiries related to this University policy must be directed to International Student Services, Brown Student Services Building, 3600 McTavish Street, Room 3215, Montreal, Quebec H3A 1Y2. E-mail: [intlhealth@stuserv.lan.mcgill.ca](mailto:intlhealth@stuserv.lan.mcgill.ca) or telephone: (514) 398-6012.

### 7.4 Student Rights and Responsibilities

The Handbook on Student Rights and Responsibilities is available on the McGill website (<http://www.mcgill.ca/Secretariat/Students>) or from the Office of the Dean of Students.

### 7.5 Dean of Students

The Office of the Dean of Students is responsible for the coordination of all Student Services including Athletics, Career and Placement, Chaplaincy, Counselling and Tutorial Services, First Peoples' House, First-Year Coordinator, Health, Mental Health, Student Aid/International Student Adviser, and Office for Students with Disabilities. Members of this office act as liaisons between students and other sectors of the University, maintain close contact with the P.G.S.S. by working with its student officers as well as with other student organizations, and administer the Code of Student Conduct and Disciplinary Procedures.

Staff of the Office of the Dean of Students, including the Dean and Associate Dean of Students, are available to provide assistance and information on almost all aspects of non-academic student life and will direct problems of an academic nature to the proper individual, office or department. The office is located at 3600 McTavish Street, Suite 4100. Office hours are 09:00 to 17:00. Telephone (514) 398-3825 for general information or refer to the website (<http://www.mcgill.ca/stuserv/>).

### 7.6 Student Services – Downtown Campus

For further information access the Student Services website (<http://www.mcgill.ca/stuserv/>).

#### 7.6.1 Office of Student Aid and International Student Services

This office is located at 3600 McTavish Street and provides the following services:

Student Aid, telephone (514) 398-6013/6014  
– assesses financial need for both graduate and undergraduate students and grants McGill loans and bursaries.



- distributes applications and information for all provincial government loan and bursary programs as well as U.S. student loan plans.
- coordinates a Work Study Program.

International Student Services, telephone (514) 398-4349

- deals with all non-academic matters concerning international students such as student authorizations, immigration regulations, health insurance, etc. and runs a buddy program to welcome new international students.

### 7.6.2 Athletics

The Department of Athletics offers a wide range of sports and recreational activities designed to meet the needs and interests of the entire McGill community. Among the numerous facilities available are swimming pools, indoor and outdoor tennis courts, squash courts, weight rooms, indoor and outdoor running tracks, gymnasium, an arena, and a state-of-the-art fitness centre. The Campus Recreation Program offers competitive intramural sports, non-credit fitness and recreation courses, along with scheduled drop-in recreational activities.

McGill is proud of its outstanding reputation in intercollegiate sports and strongly encourages student athletes to participate. The University fields 41 men's and women's teams in intercollegiate competition. McGill teams provide an opportunity to compete at the highest level in the Canadian university sports system. The McGill Sport Medicine Clinic offers athletes "priority access" to equipment, services and internationally recognized sports medicine experts.

Further information on the Athletics programs and services can be obtained at the Athletics Complex, 475 Pine Avenue West, from the Website (<http://www.athletics.mcgill.ca>), by e-mail ([sports@stuserv.lan.mcgill.ca](mailto:sports@stuserv.lan.mcgill.ca)), or by telephoning:

Athletics - General Information (514) 398-7000  
Campus Recreation (514) 398-7011

### 7.6.3 Career and Placement Service (CAPS)

The Career and Placement Service (CAPS) is funded by McGill Student Services and assists students in their search for permanent, part-time, summer, or temporary jobs. CAPS is available to all full-time students and graduates up to one year after the end of the term in which they last paid their student services fees. An extended service was recently introduced for young alumni (a maximum of three years after graduation) at a nominal fee for a 12-month package.

Students can search for full-time, part-time, and summer job vacancies on the CAPS Website (<http://www.mcgill.ca/stuserv/caps>). The website also gives information about all CAPS services. As well, bulletin boards are located throughout the Campus with useful advice related to the job search.

The CAPS "on-campus recruitment" campaign brings national and international companies and organizations to McGill each fall and spring to interview selected students for both permanent and summer positions. Information for all events can be found on the Website and bulletin boards.

Job search strategy workshops are given through the academic year on over 15 topics including C.V. writing, networking, and interview techniques. A large Career Resource Library has the information necessary for a successful job search. In addition Career Advisors are available, by appointment, to discuss individual questions related to the job search. Students are encouraged to use the full range of these services. Phone or drop by one of the three offices for further details.

McGill Career and Placement Service  
Room 2200, 3600 McTavish Street, Montreal H3A 1Y2  
Telephone: (514) 398-3304 Fax: (514) 398-1831

McGill Engineering Career Centre (MECC)  
(for Engineering and Computer Science students)  
Room 20, 3450 University Street, Montreal H3A 2A7  
Telephone: (514) 398-8100 Fax: (514) 398-2169

Career and Placement Service – Macdonald Campus  
Student Service Centre, Rowles House  
Ste-Anne-de-Bellevue H9X 3V9  
Telephone: (514) 398-7992 Fax: (514) 398-7610

### 7.6.4 Chaplaincy Service

This service exists to serve the needs of all students through individual counsel, group encounters, fellowship, volunteer activities, and cultural events. It is sponsored by various religious organizations. Information may be obtained from the Secretary at 3484 Peel Street, telephone (514) 398-4104, or from the sponsoring organizations.

### 7.6.5 Counselling Service

The Counselling Service is designed to help students who encounter difficulties in coping with the pressures, challenges and opportunities of a university environment. Various psychological services are available for personal, academic and vocational issues. The Career Resource Library, containing academic and vocational materials, is also available for student use in Room 2200. Hours of operation are 09:00 to 17:00, Monday to Friday. Location: 3600 McTavish Street, Room 4200  
Telephone: (514) 398-3601  
E-mail: [counselling@stuserv.lan.mcgill.ca](mailto:counselling@stuserv.lan.mcgill.ca)

### 7.6.6 First Peoples' House

The First Peoples' House fosters a sense of community and belonging for Aboriginal undergraduate and graduate students who are studying at McGill. One of the principal goals of the First Peoples' House is to promote innovative partnerships amongst Aboriginal students, Aboriginal communities and McGill University through collaborative research and mutual learning. Therefore, through a colloquium, the First Peoples' House provides a forum for Aboriginal graduate students to present their indigenous voices and academic work and thus engender an active dialogue within McGill relative to Aboriginal peoples' history and future aspirations. First Peoples' House is located at 3505 Peel Street. The coordinator can be reached at (514) 398-3217.

### 7.6.7 First-Year Coordinator

To ensure that the transition into the academic and social life at McGill is as smooth as possible, McGill's First-Year Coordinator acts as a resource person to new students and parents requiring information related to services available across campus. This service will ease the new student's integration into life at McGill and make the process more enjoyable by providing pertinent information at one central location. Of special interest to incoming Francophone students will be the newly appointed First-Year Assistant for Francophone students.

The office is in the Brown Student Services Building, Suite 2100, 3600 McTavish Street. Leslie Copeland, the First-Year Coordinator, can be reached at (514) 398-6913 or e-mail: [firstyear@stuserv.lan.mcgill.ca](mailto:firstyear@stuserv.lan.mcgill.ca).

### 7.6.8 Student Health Services

The McGill Student Health Service consists of an ambulatory clinical centre located at 3511 Peel Street. The service has on its staff male and female doctors, as well as Nurse Health Educators experienced in student health problems. Nurse Health Educators and physicians are available for consultation by appointment. There is also a drop-in clinic for emergency. Asthma, Dermatology, Gynecology and Wellness Clinics are held on site. Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Health Service. Students using the service must bring their student I.D. card and Medicare card or equivalent. Canadian students from outside the province of Quebec should check with their own provincial medicare office to ensure validity of their health coverage while studying at McGill. All information is completely confidential and forms no part of any University record.

The service is open from 08:30 to 17:00, Monday through Friday. For Downtown Campus Health Service appointments and information call (514) 398-6017.

### 7.6.9 Mental Health Service

The Mental Health Service offers consultations and treatment for a wide range of emotional and personal problems to the McGill student body. Psychotherapy and psychiatric treatment is provided by a team of experienced psychiatrists and psychologists. Strict confidentiality of records is maintained.

In addition to their student I.D. cards, students must present valid health insurance cards. While there is presently no charge for this service, in order to ensure that Student Service's dollars are not wasted, students who cancel appointments without 24 hours notice will be held responsible for part of the cost of their unused appointment.

The Service is open from 08:00 to 17:00. Appointments are necessary. An emergency service, where students will be seen quickly but briefly to determine their immediate needs, is available daily from 08:00 to 16:00. Students requiring care outside of clinic hours are advised to call McGill Nightline at 398-6246 for advice. Appointments and Information (514) 398-6019  
Director: Dr. Norman Hoffman

### 7.6.10 Office for Students with Disabilities

McGill offers a wide variety of support services for students with mobility, visual, hearing and learning disabilities and for those with chronic medical problems. Students who have need of such services, should contact the Office for Students with Disabilities as soon as they are accepted, so that accommodations can be in place before the term begins. Students with temporary disabilities are also eligible to receive service. The Office is located at Burnside Hall, Room 107.

Telephone (514) 398-6009 Fax (514) 398-3984  
TDD (514) 398-8198  
Website: <http://www.mcgill.ca/stuserv/osd/osd.htm>

### 7.6.11 Tutorial Service

The Tutorial Service operates during both the regular academic year and the Summer session. Individual tutoring is available to all McGill students at a cost of \$15 per hour. The tutors are senior undergraduate or graduate students recommended by their department and screened by the Tutorial Service. The Tutorial Office is located in the Counselling Service. Office hours are 09:00 to 17:00, Monday to Friday.

Location: 3600 McTavish Street, Room 4200.  
Telephone: (514) 398-6011. E-mail: [tutoring@stuserv.lan.mcgill.ca](mailto:tutoring@stuserv.lan.mcgill.ca)

## 7.7 Student Services – Macdonald Campus

The Student Service Centre is located in Rowles House (moving Summer 2000 to the Centennial Centre), telephone (514) 398-7992. Available at that location are offices of the Counselling Service, Health Service, Off-Campus Housing (available June 1 to August 31 only), Student Aid, and Career and Placement Service, which offer services similar to those described above. The Athletics Department is located in the Stewart Athletic Complex, call (514) 398-7789 for information on program and facilities available.

## 7.8 Student Accommodation

### Residences

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

Laird Hall and the new EcoResidence house Macdonald Campus students. Information is available on the Faculty of Agricultural and Environmental Sciences website (<http://www.agrenv.mcgill.ca>). Inquiries should be addressed to the Campus Housing Office, P.O. Box 192, Macdonald Campus of McGill University, Ste-Anne-de-Bellevue, Quebec, H9Z 3V9. Telephone (514) 398-7716.

The University maintains a limited number of apartment units in several nearby locations, which are suitable for graduate students. Application forms can be obtained from: Student Housing Office, McGill University, 3641 University Street, Montreal, QC, H3A 2B3.

Telephone: (514) 398-6050 Fax: (514) 398-2305 E-mail: [housing@residences.lan.mcgill.ca](mailto:housing@residences.lan.mcgill.ca)

### Off-Campus Housing

This year-round service maintains listings of housing suitable for students in the vicinity of the downtown campus and close to major bus and metro lines. The lists, which are updated weekly, can be obtained either in person or by e-mail. Students who wish to use the service are asked to supply a valid McGill I.D. card or letter of acceptance.

The office is located in Room 10 of the Student Housing Office, 3641 University Street, Montreal, QC H3A 2B3. Telephone: (514) 398-6010. Fax: (514) 398-2305. E-mail: [offcampus@residences.lan.mcgill.ca](mailto:offcampus@residences.lan.mcgill.ca).

The Off-Campus Housing Service is available on the Macdonald Campus from June 1 to August 31. This office is located in Rowles House, telephone (514) 398-8139.

General information about living in Montreal is available on the Web (<http://www.residences.mcgill.ca/offcampus>).

## 8 Graduate Studies Guidelines and Policies

### 8.1 Guidelines 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. Professors (Special Category) may supervise or co-supervise students. Emeritus Professors may co-supervise. 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 should be clear procedures 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).
- 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 Faculty of Graduate Studies and Research 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.

### 8.2 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. Assign-

ments 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 Faculty of Graduate Studies and Research 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 Faculty of Graduate Studies and Research (Admissions and Records 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 Faculty of Graduate Studies and Research, not by the department. The Faculty of Graduate Studies and Research 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 Faculty of Graduate Studies and Research.

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 Faculty of Graduate Studies and Research. 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 Faculty of Graduate Studies and Research, 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

### 8.3 Policy and Regulations on Ph.D. Comprehensives

#### 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 Faculty of Graduate Studies and Research (FGSR) 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 Graduate Faculty. 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.)
2. All units that have a Ph.D. comprehensive must adopt an administrative course number (or numbers) for it, usually xxx-701D. One of the following forms of grading must be adopted and used consistently within the program: Pass/Fail; letter grades; percentage 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 percentage 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 fol-

lowing 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.

### 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 FGSR 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 or a conditional pass (e.g., requiring students to take an additional course or courses in areas where they have shown weakness on the comprehensive).

### ii. Review and Reassessment

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

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

### Other relevant policies/offices

Charter of Student Rights

Faculty of Graduate Studies and Research Reread Policy

Office for Students with Disabilities

Approved by Executive of FGSR February 17, 1997

and Council of FGSR March 7, 1997.

## 8.4 Guidelines 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 for persons who have been awarded a Ph.D. or equivalent not more than five years prior to their registration as a postdoc and shall be registered for a period that does not exceed in aggregate five years. Time allocated to familial or health leave (as defined in FGSR General Information Guide - 6.1.9) is added to this period of time. Leaves for other reasons, including vacation leave, do not extend the term. Postdocs must work under the supervision of one or more McGill 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 Faculty of Graduate Studies and Research. Registration will require an original or notarized copy of the Ph.D. diploma. Registration will be limited to persons who fulfill the definition above and for whom there is an assurance of appropriate payment 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 payment 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 at least 90% of the lesser of either the federal or the provincial research council postdoctoral fellowship pertinent to his/her discipline. 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 Memorandum of Agreement for Postdoctoral Education should be drawn up and signed by the postdoc, the supervisor, and the department head or delegate (see model Memorandum available from Graduate Faculty). 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 Faculty of Graduate Studies and Research Policies for Vacation, Parental/Familial, and Health Leave (FGSR General Information Guide - 8.5 and 6.1.9). 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 work, teaching, or other 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 students, 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*.
- ii. Postdocs have full graduate student borrowing privileges in McGill libraries through their identity card.
- iii. As a rule, postdocs who are Canadian citizens or who have Permanent Resident status may take courses for credit, for which they will pay fees and in which they will be enrolled 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*).
- 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 permitted membership in the Post-Graduate Students' Society and the Faculty Club. An annual fee will be charged for these memberships.
- 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. Postdocs may enroll in the second language written and spoken English courses provided by English and French Language Centre or the Centre for the Study and Teaching of Writing. They will be charged a fee for these courses.

#### 5. Responsibilities

- i. Postdocs are subject to the responsibilities outlined in the *Handbook of Student Rights and Responsibilities*.
- 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 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 Memorandum 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 supervisor.

- iv. Some examples of the 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 work 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 Memorandum of Agreement for Postdoctoral Education.
- v. 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, Faculty Regulations and Research Guidelines booklet of the Faculty of Graduate Studies and Research;
  - to present themselves for registration;
  - to sign and adhere to their Memorandum of Agreement for Postdoctoral Education;
  - to communicate regularly with their supervisor;
  - to inform their supervisor of their absences.
- vi. Some examples of the responsibilities of the University are:
  - to register postdocs;
  - to provide an appeal mechanism in cases of conflict;
  - to help eligible international postdocs obtain the Quebec certification for income tax purposes;
  - 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.

*Pending final Senate approval April, 2000.*

### 8.5 Vacation Policy

Graduate students and postdoctoral fellows 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 with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly. Council of FGSR April 23, 1999.

## 9 Fees and Expenses

**The University reserves the right to make changes without notice in the published scale of fees. (The information in this section was prepared in April 2000.)**

Further information regarding fees can be found on the Student Accounts website (<http://www.finance.mcgill.ca>).

### 9.1 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 is sent to all newly admitted students. Returning students who require a copy should contact the Student Accounts Office, Room 301, James Administration Building. The

text of the booklet is also available on the Student Accounts website (<http://www.finance.mcgill.ca>).

## 9.2 Tuition Fees

The University will charge the following tuition fees in 2000-01, these vary according to the residence and citizenship status of the student. Students in need of financial support should contact the Student Financial Aid Office.

### Quebec Students

The 2000-01 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 9.3](#) for details. Note: Students who do not submit appropriate documentation during the semester will be billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

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

The 2000-01 tuition fees at the Master's level for non-Quebec students who are Canadian citizens or Permanent Residents are \$123.61 per credit or \$3,708.30 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 9.3](#) for details. Note: Students who do not submit appropriate documentation during the semester will be billed at the international rate.

### International Students

The 2000-01 tuition fees for international students at the Master's level are \$275.61 per credit (\$8,268.30 for 30 credits); at the Ph.D. level tuition fees are \$7,458.30 per year.

The international fees which are listed in [section 9.4](#) are representative of fees that students could expect to be charged in each degree. Tuition fees may vary depending on the nature of the course taken.

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 are available from the Admissions, Recruitment and Registrar's Office; information can also be obtained from the ARR website <http://www.aro.mcgill.ca>.

## 9.3 Proof of Citizenship and Quebec Residency

### 9.3.1 Proof of Citizenship

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 copy of one of the following documents:

- Canadian birth certificate;
- Canadian citizenship card (both sides);
- Valid Canadian passport;
- Quebec baptismal certificate;
- Record of Landed Immigrant status in Canada (i.e. IMM1000 document.)

### 9.3.2 Proof of Quebec Residency

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

1. with an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated on the form and send in the form signed and dated, along

with all the documents requested on the attestation. This form will be sent to students by the Admissions Office along with their letter of acceptance.

2. 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:

Student was born in Quebec (documents: Quebec birth or baptismal certificate, valid Canadian passport indicating Quebec as place of birth);

Student obtained Landed Immigrant status by virtue of a Certificate of Selection of Quebec (CSQ) (documents: CSQ document, written confirmation from Immigration Quebec that a CSQ was issued);

Student's CEGEP transcripts transmitted electronically to McGill from the Ministry of Education of Quebec indicate "Quebec" as the place of residence;

Student was approved for a Quebec loan for the current academic year (document: Quebec loan certificate);

Student is the member of an aboriginal community of Quebec (document: letter from the band council official, band membership card).

### 9.3.3 Deadlines for Submission of Proof of Citizenship/ Proof of Residency

All documents pertaining to Proof of Citizenship and Quebec residency must be received by the Admissions, Recruitment and Registrar's Office (ARR) prior to the dates indicated below in order to take effect for the requested semester:

Fall Semester – Last day of the Fall Exam Period.

Winter Semester – Last day of the Winter Exam Period.

Summer Semester – August 31.

Changes received after these deadlines would only be applicable to the following term. Please note that these deadlines are set by the Ministry of Education of Quebec (MEQ). Any student who wishes to contest these deadlines is required to send a written request to the contact person in the MEQ for consideration. McGill will not process any retroactive requests without a written approval from the MEQ.

For more information refer to the ARR website <http://www.aro.mcgill.ca> or contact ARR.

## 9.4 Yearly Fees and Charges

Tuition fees at the graduate level are based on the number of credits taken per term. The following table reflects a normal full-time load, or 30 credits per year.

**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.**

Yearly Fees and Charges (based on 30 credits per year) [in Canadian dollars \$]	Quebec Students		Non-Quebec Canadians		International Students all programs except those listed below	
	Master's	Ph.D.	Master's	Ph.D.	Master's	Ph.D.
<b>Tuition</b>						
Full-Time	1,668.30	1,668.30	3,708.30	1,668.30	8,268.30	7,458.30
Half-Time	834.15	834.15	1,854.15	834.15	4,134.15	3,729.15
Additional Session	1,668.30	1,668.30	1,668.30	1,668.30	2,018.30	2,018.30
<b>Society Fees*</b>						
Full-Time	379.96	379.96	379.96	379.96	138.96	138.96
Half-Time	126.50	126.50	126.50	126.50	126.50	126.50
Additional Session	310.66	310.66	310.66	310.66	69.66	69.66
<b>Student Services</b>						
Full-Time	269.00	269.00	269.00	269.00	269.00	269.00
Half-Time	161.40	161.40	161.40	161.40	161.40	161.40
Additional Session	optional	optional	optional	optional	optional	optional
<b>Registration &amp; Transcripts Charges</b>						
Full-Time	156.00	156.00	156.00	156.00	156.00	156.00
Half-Time	78.00	78.00	78.00	78.00	78.00	78.00
Additional Session	78.00	78.00	78.00	78.00	78.00	78.00
<b>Copyright Fee</b>						
Full-Time	5.40	5.40	5.40	5.40	5.40	5.40
Half-Time	2.70	2.70	2.70	2.70	2.70	2.70
Additional Session	2.70	2.70	2.70	2.70	2.70	2.70
<b>Information Technology Charge</b>						
Full-Time	60.00	60.00	60.00	60.00	60.00	60.00
Half-Time	30.00	30.00	30.00	30.00	30.00	30.00
Additional Session	30.00	30.00	30.00	30.00	30.00	30.00
<b>Total</b>						
<b>Full-Time</b>	2,538.66	2,538.66	4,578.66	2,538.66	8,897.66	8,085.66
<b>Half-Time</b>	1,232.75	1,232.75	2,252.75	1,232.75	4,532.75	4,127.55
<b>Additional Session</b>	2,089.66	2,089.66	2,089.66	2,089.66	2,198.66	2,198.66

Note that students registered non-resident pay fees of \$200 per year (International students pay \$550 per year).

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

    Full-Time \$490.56; Half-Time \$252.56; Additional Session \$438.22.

The following programs/departments have additional annual Student Society fees: Physics \$20.00; M.B.A. programs have additional annual Student Society fees of \$100.00 (designated for Computer Room improvement).

As of April 2000.

### 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	238.96
Student Services	269.00
Registration and Transcripts Charges	156.00
Information Technology Charge	60.00
Copyright Fee	5.40
<b>TOTAL FEES</b>	<b>\$20,729.36</b>

#### 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:

Student Society	\$379.90
Student Services	307.15
Registration and Transcripts Charges	156.00
Information Technology Charge	60.00
Copyright Fee	5.40

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

All students – all fees \$42,500 U.S.

#### 9.4.1 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.



Note that for international students, the student society fee does not include the PGSS Health Insurance plan of \$241. International students will be obliged to participate in the University's compulsory International Health Insurance Plan, which in 1999-2000 costs \$498 for single coverage. For more information, please contact the Office of the Dean of Students at (514) 398-6012.

Student Society fees are subject to change as they may not reflect any fees voted upon by the students during the Spring referendum period.

#### 9.4.2 Student Services

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, the International Student Advisor, and the administration of the McGill "Student Rights and Responsibilities Handbook".

#### 9.4.3 Registration Charge

The University will charge a per term Registration Charge to all students in courses and programs. This will be assessed as follows for graduate students:

Part-time:	
0 - 3 credits	\$14.00
> 3 - 6 credits	\$28.00
> 6 - 9 credits	\$42.00
> 9 - < 12 credits	\$56.00
Half-time/ additional session	\$35.00
Full-time	\$70.00

#### 9.4.4 Transcript Charge

The University will charge a per term transcript charge to all students. This will entitle students to order transcripts free of charge and will be assessed as follows:

Part-time/ half-time/ additional session	\$4.00
Full-time	\$8.00

#### 9.4.5 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 per term charge will be assessed as follows for graduate students:

Part-time:	
0 - 3 credits	\$6.00
> 3 - 6 credits	\$12.00
> 6 - 9 credits	\$18.00
> 9 - < 12 credits	\$24.00
Half-time/ additional session	\$15.00
Full-time	\$30.00

#### 9.4.6 Copyright Fee

All Quebec universities pay an annual fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright. A fee of \$5.40 per 30 credits taken will be charged to all students, with certain specific exceptions. This fee will be prorated based on the number of credits taken.

### 9.5 Payment of Fees

All students will receive a fee statement once their registration has been confirmed, due at the end of the month in which the statement is mailed. For most returning students this will take place in the month of August (December for the Winter term). For most new students this will take place in the month of September (January for the Winter term). Students must ensure that their mailing

address is up-to-date. Interest will not be cancelled due to non-receipt of fee statements.

**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.**

#### 9.6 Late Payment Fees

Students who still have an outstanding balance greater than \$50 on their account as of October 31st (February 28th for the Winter term) will be charged a late payment fee of \$25 over and above interest.

**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 or loans on their due date.**

**Access to MARS for the Registration functions will be denied until these debts are paid in full.**

#### 9.7 Other Fees

International Student Health and Accident Plan (compulsory) (Based on 1999-2000 rates)	
Single	\$ 498.00
Dependent (one student with one dependent)	1,038.00
Family (one student with two or more dependants)	2,034.00
Application for Admission to all graduate programs* except M.B.A.	60.00
M.B.A.	100.00
Admission appeals charge	100.00
Late Registration**	
<i>After regular registration deadline:</i>	
• All eligible returning students, except Special students and Graduate Faculty part-time students	50.00
• Special students and Graduate Faculty part-time students.	20.00
<i>As of the second day of classes</i>	
• All students, except Special students and Graduate Faculty part-time students	100.00
• Special students and Graduate Faculty part-time students.	40.00
Late Payment	
• charged on balances >\$50 as of the end of October (end of February for the Winter semester)	25.00
Interest on outstanding balances (applicable on June 1st)	1.38%
Minimum Charge upon withdrawal	100.00
Re-reading Examination Paper	35.00
Supplemental Examination	35.00
Late Course Change Fee	25.00
Returned cheque	20.00
Graduation Fee (charged at the end of the first term that a student is registered)	60.00
Duplicate ID Card	20.00
Duplicate income tax receipt	10.00

\* Students already at McGill who are making application to the Faculty of Graduate Studies and Research are required to pay this fee. Students already registered in a degree program in the Faculty of Graduate Studies who are applying for transfer into another graduate program within the same department are not required to pay this fee.

If a department or an applicant defers an application or an admission to a following year, the application fee must be paid again.

\*\* Students accepted late into Graduate Faculty programs or International students whose arrival at McGill is delayed because of immigration procedures may be exempted from these penalties upon presentation to the Graduate Faculty Admissions and Records Office of a written explanation from the department.

## 9.8 Access to Fee Information

Students may view their latest fee information, including a detailed breakdown of the fees they are being charged, by accessing SATURN (<http://www.is.mcgill.ca/students>).

An updated fee account balance may be obtained by calling MARS (514) 398-6277.

## 9.9 Deferred Fee Payment

### 9.9.1 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, where a "Tuition Payment Deferral" may be issued (if applicable). The University reserves the right to insist upon payment. If the outside party does not pay the fees within 90 days of invoicing, the student is ultimately responsible for paying the fees plus the late payment fee and accrued interest.

### 9.9.2 Students With Loans, Bursaries, Scholarships

McGill scholarships or awards are normally credited to the recipient's fee accounts by August 15 (January 3 for the winter term). The fee balance may be verified on MARS or SATURN.

Interest and late payment charges resulting from late tuition payments for students awaiting government funding will be cancelled UPON RECEIPT of such assistance by the Student Aid Office, 3600 McTavish Street. Telephone: (514) 398-6013 or 398-6014.

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

## 10 Libraries and Computing Facilities

### 10.1 Libraries

All registered students have access to the McGill University Library system. This comprises 14 libraries, two reading rooms, and a number of affiliated collections in various specialized departments. The Library website can be accessed at <http://www.library.mcgill.ca>.

Two programs, the acquisition of digitized information as a growing adjunct to traditional collections building and the digitization of unique McGill collections, form two important features of the virtual McGill Library. The virtual McGill library includes an ever-expanding fund of digitized information databases plus some unique McGill collections.

McGill Libraries' electronic databases may be queried on MIDAS workstations in any library or – in many instances – searched from remote computers. The Library has over 200 databases currently available. Included in these resources are abstracting and indexing sources, full text journals (JSTOR, the John Hopkins Project, MUSE, LEXIS-NEXIS, IEEE, Web of Science) as well as numeric databases.

The Humanities and Social Sciences Area Library located in the McLennan-Redpath Library Building 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 all Quebec university libraries upon presentation of their identification card when it clearly indicates their status, or upon presentation of a CREPUQ introduction card, available from the Office of the Director of Libraries. The CREPUQ card also grants borrowing privileges at most Ontario university libraries.

## 10.2 Computing Facilities

The Computing Centre (CC) facilitates access to and the use of computing and communications services and facilities which most appropriately meet the needs of research, instructional and administrative areas of the University. Services offered by the CC are: consultation, workshops, documentation, software licences and packages such as anti-virus software. The CC provides access to the Internet (World Wide Web, electronic mail, newsgroups, etc.), the Library's on-line systems MUSE (catalogue) and PERUSE (periodical index) and the McGill Gateway (<http://www.mcgill.ca>). The CC also supports RISQ, Quebec's regional network, and the campus backbone inter-connecting local area networks on campus.

Most of the CC's services are located on the second floor of Burnside Hall. Consultants are available to answer questions by phone, e-mail and in person. Access codes and information can be obtained at the reception desk. Documentation is available via the Web (<http://www.mcgill.ca/cc/publications>).

Each term, the CC provides **free orientation workshops** designed to help students access and use McGill's computing and communications services and facilities. Information concerning scheduled workshops can be found on the Web (<http://www.mcgill.ca/cc/workshops>).

All new undergraduate McGill students have a DAS (McGill's Dial-up Access Services) username that is assigned to them when they are accepted and enabled upon registration. This individualized username, and information regarding DAS, is included with the student's letter of acceptance.

More information concerning the Computing Centre and available services can be found on the Computing Centre homepage (<http://www.mcgill.ca/cc>).

### CC Services

Help Desk: (514) 398-3700 ..... [help@cc.mcgill.ca](mailto:help@cc.mcgill.ca)  
Workshops: (514) 398-3706 ..... [workshops@cc.mcgill.ca](mailto:workshops@cc.mcgill.ca)  
Operations, 24-hour service:

(514) 398-3699 ..... [oper@cc.mcgill.ca](mailto:oper@cc.mcgill.ca)  
General Information: (514) 398-3711 ..... [info@cc.mcgill.ca](mailto:info@cc.mcgill.ca)  
Dial-up modem phone number: (514) 398-8211

### Computer Labs

In addition to the Computing Centre's facilities, many departments and faculties provide computer labs for students in their programs. A list of computing facilities at McGill and software available there, can be found on the Web (<http://www.mcgill.ca/labs>). Contact the department or faculty directly for information concerning facilities and accessibility.

## 11 Research Policy, Patents, Fellows, Associates

### 11.1 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 Medical Research Council (MRC), the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), the Fonds pour la Formation de Chercheurs et l'Aide à la recherche (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 documents. 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, University Inventions and Patents Policy, Regulations Governing Conflicts of Interest in Proprietary Research and Guidelines For Research Involving Human And 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

Research involving human subjects must be carried out in accordance with the highest standards of conduct. It must be conducted in a manner which respects the rights of the persons who are the subjects of the research and in accordance with the rules and guidelines prescribed by granting councils, law 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), as amended from time to time.

## 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 "University Inventions and Patents Policy" 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) and Dean of Graduate Studies and 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 offense.

Approved by Senate, March 22, 1995.

Approved by Board of Governors, May 29, 1995

**11.2 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 stipulations. 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 the University's Research Contracts Office 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 gov-

ernment military agencies. The Vice-Principal (Research) shall report regularly on contracts whose source is a military agency to the Executive Committee of the Faculty of Graduate Studies and Research. 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)

### 11.3 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. Particular 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 agreements 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 Faculty of Graduate Studies and 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 Executive Committee of the Graduate Faculty. 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 Faculty of Graduate Studies and Research representatives.
- 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 Faculty of Graduate Studies and Research 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 Faculty of Graduate Studies and Research.

### 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.

### 11.4 Guidelines for Research on Human Subjects

The question of ethics on human subjects is under major revision at the present time. The final policy for all funded and unfunded research has not yet been formally approved by the Board of Governors. However, for all research funded by the three major Canadian Research Councils: NSERC, SSHRC and MRC, the University procedures are now in conformity with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. There are now five Research Ethics Boards functioning in the Faculty of Agricultural and Environmental Sciences, the Faculty of Education, the Faculty of Medicine and there are two University Committees (I and II). For further information, please contact the Research Grants Office.

### 11.5 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 are responsible for:

- a) ensuring that no research or teaching programs involving the use of animals is commenced without prior FACC approval of a written animal use protocol, and that no animals are acquired or used before such approval;

- b) ensuring that all protocols are reviewed and approved on an annual basis;
- c) ensuring compliance with all CCAC and McGill University policies, procedures and standards so that:
  - 1) humane care and treatment are provided, including environmental enrichment,
  - 2) unnecessary pain or distress are avoided,
  - 3) unnecessary use of animals is avoided,
  - 4) appropriate post-operative care is provided,
  - 5) anesthesia, analgesia and euthanasia are properly and effectively used.

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 one month 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 UACC or CCAC guidelines.

Copies of the AUP form may be obtained from the Research Grants Office, at 398-3996, the Animal Resources Centre, at 398-3510, or Facility Animal Care Committee Chairs. Additional information on procedures or policies regarding certification of projects involving animals may be obtained from the Coordinator, Animal Research, at 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 standards 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 and related facilities. 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.

### 11.6 University Policy on Inventions and Patents

Original Revision, August 1989; Legal Review, October 1991; Revised by Dr. R. Prichard, December 1991; Revised in consultation with MAUT Admin. Committee, February 1993; Final Revision, April 1993; Senate approval, May 1994; Board approval, May 1994.

## University Policy on Inventions and Patents

### 1. Principles and Objectives

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 aims. But it must be recognized that original works or inventions resulting from research (hereinafter "Innovations") often serve the public interest best when they reach the private sector under appropriate agreements and pro-

TECTED BY PATENTS AND/OR COPYRIGHT. Even though some Innovations may not be proper matter for intellectual property protection, the University and the Inventor(s) have a responsibility to promote the development and utilization of all Innovations as appropriate. The University and the inventor(s) should be able to benefit financially from such transactions.

The University and its staff acknowledge that Innovations are the product of a cooperative relationship between the academic staff and the University and derive from the creative energies of the individual fostered by the academic community and environment provided by the University. The University considers the inventor, and the University (and affiliated Institutions) to have a shared interest in the Innovation. The University, its staff and students recognize that Hospitals and Research Institutes affiliated with the University may have contributed to the resources and the environment from where the Innovations are derived and that special agreements between the University and its affiliated Institutions may provide for proper recognition of the financial and other interest of the latter.

The University has established an Office of Technology Transfer (OTT) with professional expertise available to advise University staff and students on appropriate means to best develop their Innovations in ways which will not conflict with University guidelines. The University has also stimulated the creation of an independent Corporation, Martinex R&D Inc., whose main function is to pursue commercial activities related to the broad scope of research and development at the University. The University and the inventor(s) confirm their intent of close collaboration in any attempt to promote and commercialize an Innovation that requires agreements with third parties. The Policy elaborated below excludes software and other copyright materials including, without limitation, books and musical scores.

### 2. Rights of the Inventor(s), the University and Support Agencies

- i) The present Policy shall apply to all Innovations made by members of the University (academic and non-academic staff members and, as appropriate, students) in the course of their duties at the University; or made, partly or wholly, on University premises by anyone making use of University facilities; or made, in any way, with material support from the University, whether direct or indirect, complete or partial.

There are three categories of Innovations which are excluded from this Policy:

- a) Innovations made by members of the University in the course of demonstrably private research unrelated to their University duties or in the course of their activities as consultants to outside bodies, when such activities do not involve any substantial use of University facilities;
- b) Innovations made under research agreements which contain special provisions with respect to patents and licensing which are at variance with the Policy. These are agreements entered into by the University on its own behalf, or on behalf of certain of its members, with government agencies, commercial corporations or other bodies whereby intellectual property rights are assigned or licensed to such organizations.
- c) Innovations made under sponsored research agreements offering the sponsor an option to license from the University certain rights to potential Innovations. Under these agreements, the sponsor normally requires that the Innovation be assigned to the University.

The University retains the right to enter into such agreements and will require that staff members concerned respect any such provisions in these grants, sponsorships, contracts or agreements.

Notwithstanding the above, where research agreements provide partial or complete rights to the Innovation to a third party but allow the payment of royalties or license fees to the University, the distribution of those fees to the inventor(s) shall be as defined by section 5 (v) below.

Apart from the exceptions mentioned above, most granting agencies specifically provide for, or implicitly permit the treatment of Innovations in accordance with the University Policy on Inventions and Patents.

- ii) The University and the inventor(s) acknowledge that any Innovation as defined above shall be owned jointly by the University and the Inventor(s) unless the latter requests sole ownership and assumes all costs of managing the Innovation in accordance with section 5 (ii).
- iii) The University affirms the principle that the Net Proceeds (as defined in section 5 below) it derives from Innovations shall be used by the University to support the direct and indirect cost of research.
- iv) This Policy, and procedure for implementing it, is an integral part of the University regulations. Acceptance of this Policy is a condition of employment by the University, registration as a student and of employment in any University laboratory, having an academic appointment, or engagement as a visitor in any University program. This Policy also applies to academic staff on sabbatical leave unless the host lab has rules which preclude the application of this Policy and other arrangements are agreed to by the University.

### 3. The Joint Board-Senate Committee on Technology Transfer

In 1999 it was decided that the Committee on Inventions and Patents would be merged with the joint Board-Senate Committee on Technology Transfer and would meet about four times yearly under the Chairmanship of the Vice-Principal (Research).

### 4. Disclosure

All members of the University are required to report all of their Innovations made in the course of carrying out University duties, using University facilities or made with material support of the University. This should be done in writing to the Director of the Office of Technology Transfer on the Form "Report of an Innovation". It is recognized that, if not planned properly, publication or other forms of public disclosure may jeopardize the protection, including patentability of an Innovation. Investigators are therefore encouraged to consult with the Office of Technology Transfer in the early stages of discovery.

### 5. Procedures

- i) After receiving a Report of an Innovation, the Director of Technology Transfer or his/her designee shall acknowledge receipt of the Report and shall within a 30-day period, arrange a meeting with the inventor(s). Following the meeting, or subsequent meetings and due diligence, a memorandum of understanding shall be prepared within four months describing a plan of action for the management of the Innovation to which both parties (Inventor and University) shall agree. The plan may address issues such as the need for further evaluation by other recognized experts, the need for additional research, and the need for intellectual property protection. The plan shall delineate the responsibilities that each of the two parties shall assume and the time-frame needed. If the OTT evaluation concludes that the commercial viability of the invention does not warrant the cost of protection, the researcher will be informed of the decision and the reasons. Researchers, in some circumstances, may request to develop and commercialize their invention on their own, thus assuming all protection costs. This is the "alternative option" which shall be granted under specific circumstances and accompanied by a memorandum of understanding between the researcher and OTT. Unless the inventor assumes all costs of managing the Innovation as sole owner (see 2.(ii)), the University at its discretion may assume the total financial and management responsibility for obtaining intellectual property protection on behalf of the inventor(s), negotiating assignments or licenses and taking whatever other steps are deemed necessary for the commercialization of the Innovation. The University may license or assign the Innovation to other third parties. In such situations the University shall ensure due diligence with regard to performance.

The University shall keep the inventor(s) informed of all actions taken or contemplated to the extent the inventor(s) desires or needs to be involved. In the situations above, it is expected that the inventor assign the Innovation to the University for ease of management. This in no way alters the rights of the inventors to their share of Net Proceeds (see Section 5(v)).

- ii) If the University declines to assume patent costs or to play an active role in arranging for such costs to be assumed by third parties, the inventor may choose to pay for such costs out of his/her own funds or may delineate a plan to solicit assistance from third parties. In these situations, he/she may request sole ownership of the Innovation. Alternatively, the Inventor may at the time of reporting request sole ownership and elaborate a plan of action for managing the Innovation (see 5 (i)).
- iii) When the inventor is sole owner, after an assignment of rights from the University, he/she shall report annually to OTT on the management of the Innovation, and no license or assignment can be executed without approval by the University. To enable ongoing research sponsored by parties with a financial interest to take place on University (or Hospital) premises or involving the use of University facilities, the University and the inventor must develop a memorandum of understanding in which the Vice-Principal (Research) or his/her designee (OTT) must participate in all negotiations and agreements with third parties.
- iv) Net Proceeds are defined as the gross amounts received by the University and the inventor(s) from royalty and license fees derived from the commercialization of an Innovation less the costs specifically related to the intellectual property protection and licensing of the Innovation (whether incurred by the University or the inventor(s) with the specific approval of the University).
- v) Net Proceeds as defined in Section 5 (iv) shall be shared by the inventor(s) and the University in a ratio of 65:35, except in situations where the Inventor has been granted the alternative option (see Section 2(ii) and 5(ii)), the Inventor(s), in addition to recovering intellectual property protection and other costs as described in 5(iv), shall receive 80 per cent of the first \$100,000 of Net Proceeds. Net Proceeds in excess of \$100,000 shall be shared in the ratio of 65:35.
- vi) Notwithstanding the above, in the event that either the University or the inventor directly or indirectly acquires in any form, including equity, an interest in an enterprise involved in the commercialization of the invention, as part of an assignment or license of the Innovation, the interest shall be divided between them barring agreement to the contrary, on the same basis as the division of net proceeds (section 5(v)).

### 11.7 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 Faculty of Graduate Studies and Research. 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 Faculty of Graduate Studies and Research representatives.

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 Faculty of Graduate

Studies and Research 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

## 11.8 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 Insurance Office (local 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, the University Travel Liaison Office recommends 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 Insurance Office.

### 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 Development Contracts

The Board of Governors has approved new operational by-laws on International Research Development Contracts.

The Insurance Office should be contacted during the development stage of the project, and prior to the departure 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 Insurance Office for clarification of University insurance coverage, and any assistance in arranging whatever special additional coverage may be required.

## 11.9 Research Grants Office

The Research Grants Office (RGO) 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, 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 Special Funds Office to open, renew and revise all 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. Produces annual research statistics for the University, granting agencies, government officials, etc.

The Office also administers all the Internal Research Grants Programs of the Faculty of Graduate Studies and Research.

For further information, contact the Research Grants Office, Dawson Hall, 4th Floor, Tel: (514) 398-3996, fax: (514) 398-4853, e-mail: [info@rgo.fgsr.lan.mcgill.ca](mailto:info@rgo.fgsr.lan.mcgill.ca) or the Website (<http://www.mcgill.ca/fgsr/rgo/>)

## 11.10 Office of Technology Transfer (OTT)

The Office of Technology Transfer provides an administrative interface between faculty members, industry and government. The Office promotes the capabilities of McGill and its faculty members in their quest for research proposals and in the commercialization of their intellectual property.

OTT does not conduct research itself; rather it assists in identifying clients with problems that need solving and in bringing these clients together with McGill faculty members with the necessary expertise.

OTT's activities focus on assisting McGill faculty members within three major areas:

1. Research Contracts:
 

OTT assists in negotiations of contractual arrangements with the government, private industry and non-profit organizations, assures that existing guidelines, principles and policies (established by contracting agencies and by the Senate and McGill Board of Governors) are followed and is also responsible for monitoring them. Fees to contracting agencies are consistent with scales established by the University and legally constituted professional associations. Work can be performed by faculty members either on their own time or on University time if this fits into their normal research or professional programs. A system of control is exercised by the Department Chair and the Dean of the Faculty to ensure that the academic duties of the member will not suffer from the demands of outside work. Investigators should contact OTT while drafting their research proposals to ensure that budgetary requests include all legitimate cost items and are consistent with existing rates on such items. For further information regarding contracts consult the OTT website, particularly the *Policies and Procedures Handbook*.
2. Protection of intellectual property:
 

According to McGill's policies, researchers should promptly disclose any invention with commercial potential. As reports of inventions are disclosed to OTT, an assessment of the commercial potential is carried out in consultation with the researcher in order to decide whether protection through pat-

ent or copyright is warranted. OTT manages this process and monitors further steps as required.

3. Commercialization of intellectual property: OTT catalyses "technology transfer" and commercialization of McGill's most promising research inventions and assists entrepreneurial researchers (academic and non-academic staff, and students) in interacting with industry through licensing and other mutually advantageous arrangements. After receiving reports of inventions, OTT follows procedures established by the McGill Senate and Board of Governors and processes the reports according to the University Invention and Patent Policy. It also can be instrumental in setting-up spin-offs.

The services of OTT are open to all areas of the University. Its administrative personnel are located at 3550 University Street and a number of satellite offices are now available as well. For further information regarding any of the above, contact OTT at (514) 398-4200, Fax (514) 398-1482, or consult the website (<http://www.mcgill.ca/fgsr/ott>).

### 11.11 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-doctoral fellows 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 Handbook*.

### 11.12 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 contract proposals and assuring proper implementation. It coordinates certain exchange agreements involving movement of staff and graduate students between McGill and institutions abroad. It also promotes McGill as a centre of research and teaching excellence, to foreign partners and graduate students.

OIR is the main contact point for domestic and foreign agencies which support international research and development. It also provides a McGill contact point for the International Consortium Universitas 21. McGill has a strong history of links with institutions in developing countries: its current emphasis is on balancing this through increased contacts and projects with partners in industrially advanced countries in Europe, the Asia-Pacific region and in Latin America.

For further information contact the Office of International Research, 3550 University Street, Tel: (514) 398-4197, fax (514) 398-6878 or e-mail [dconway@ums1.ian.mcgill.ca](mailto:dconway@ums1.ian.mcgill.ca). OIR also maintains a website (<http://www.mcgill.ca/fgsr/oir>).

### 11.13 Postdoctoral Fellows

Postdoctoral fellows are recent M.D. or Ph.D. graduates engaged by a member of the University's academic staff to assist him/her in research.

Postdoctoral fellows must be appointed by their department and registered at the Faculty of Graduate Studies and Research in order to have access to university facilities including libraries, computer facilities, etc.

See [section 8.4 "Guidelines for Academic Units on Postdoctoral Education"](#) on page 23.

### 11.14 Research Associates

This title is intended to provide recognition and status on the University records for senior investigators who are neither candidates for a degree nor members of the regular teaching staff of McGill University, but are attached to a department because their assistance is required in the interests of a current program of research.

A Research Associate will normally hold the Ph.D. degree or an equivalent qualification and have PDF or equivalent research experience after the doctorate.

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