

# Graduate and Postdoctoral Studies

General Information, Regulations and Research Guidelines



**McGill**

UNIVERSITY  
CALENDAR

2009-2010



# GRADUATE AND POSTDOCTORAL STUDIES 2009-2010

## GENERAL INFORMATION, REGULATIONS AND RESEARCH GUIDELINES

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Not all courses are offered every year and changes can be made after this Calendar is published. Always check the Class Schedule link at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.

**Note:** Throughout the text, “you” refers to students newly admitted, readmitted or returning to McGill.

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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 **Important Dates 2009-2010**, page 5.

**Reinstatement and Admission of Former Students**, page 21.

**Time Limitation**, page 25.



## Dean's Welcome

To Graduate Students and Postdoctoral Fellows:

I am extremely pleased to welcome you to McGill University. With over 250 Doctoral and Master's degree programs, McGill is committed to providing world-class graduate education and postdoctoral training in a full range of academic disciplines and professions. Graduate and Postdoctoral Studies (GPS) works in collaboration with the Faculties and other administrative and academic units to deliver the very highest level of teaching and research across the University. GPS is responsible for the admission and registration of graduate students, disbursing graduate fellowships, supporting postdoctoral fellows, and facilitating the graduation process, including the examination of theses.

As a student-centered research institution, McGill places singular importance upon the quality of graduate education and postdoctoral training. As Associate Provost (Graduate Education), as well as Dean of Graduate and Postdoctoral Studies, I work closely with the central administration, Faculties, graduate students, professors, researchers, postdoctoral fellows, and staff to enhance the graduate and postdoctoral experience and provide a supportive, stimulating, and enriching academic environment.

McGill is ranked as one of Canada's most intensive research universities and among the world's top 25. We recognize that these successes come not only from our outstanding faculty members, but also from the quality of our graduate students and postdoctoral fellows - a community into which we are very happy to welcome you.

I invite you to join us in advancing this heritage of excellence at McGill.

*Martin Kreiswirth, Ph.D.  
Associate Provost (Graduate Education)  
Dean, Graduate and Postdoctoral Studies*

## 1 Graduate and Postdoctoral Studies

### 1.1 Location

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

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

### 1.2 Administrative Officers

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)  
**Associate Provost (Graduate Education) and  
Dean (Graduate and Postdoctoral Studies)**

Heather Durham; M.Sc.(W. Ont.), Ph.D.(Alta.)  
**Associate Dean (Graduate and Postdoctoral Studies)**

Fabrice Labeau; M.S., Ph.D.(Louvain)  
**Associate Dean (Graduate and Postdoctoral Studies)**

Lisa deMena Travis; B.A.(Yale), Ph.D.(MIT)  
**Associate Dean (Graduate and Postdoctoral Studies)**

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

Lissa B. Matyas; B.F.A., M.Sc.(C'dia)  
**Director (Recruitment and Retention)**

## 1.3 General Statement Concerning Higher Degrees

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

## 2 Important Dates 2009-2010

Given in this section are the Graduate and Postdoctoral Studies key dates.

The following Important Dates (formerly known as the *Calendar of Dates*) are accurate as of February 1, 2009. The information is subject to change and you are advised to verify the Important Dates website at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).

LEGENDS	
<b>GPS</b>	Graduate and Postdoctoral Studies
<b>Activity Codes:</b>	
<b>APP</b>	Application
<b>APPGRAD</b>	Apply to graduate on Minerva
<b>AWRD</b>	Awards (including scholarships)
<b>CONV</b>	Convocation
<b>DEF</b>	Deferred - application and examination
<b>EXAM</b>	Examinations
<b>EXCH</b>	Exchange and Study Abroad Deadlines
<b>EVENT</b>	Event - reunion, carnival, presentation, etc.
<b>FORM</b>	Forms
<b>HOLIDAY</b>	Holiday
<b>IDCARD</b>	ID Card
<b>INFO</b>	Information
<b>LEC</b>	Lecture
<b>NOTE</b>	Note to students
<b>ORIENT</b>	Orientation
<b>REG</b>	Registration
<b>SUPP</b>	Supplemental - application and examination
<b>THES</b>	Thesis
<b>W</b>	Course withdrawal
<b>W--</b>	University withdrawal

DATE	ACTIVITY CODE	ACTIVITY
<b>December 2008</b>		
Dec. 15, 2008, Mon. to June 30, 2009, Tues.	APP	Beginning of application period for eligibility for guaranteed consideration for admission in September to departments in Graduate Studies. Please verify these dates with individual departments or on the web at <a href="http://www.mcgill.ca/gradapplicants/programs">www.mcgill.ca/gradapplicants/programs</a> .)
<b>March 2009</b>		
Mar. 1, 2009, Sun.	EXCH	Deadline for incoming exchange applications at the graduate level Fall term (September) start and Winter term (January) start. (Many departments have earlier deadlines. Please verify with individual department or at <a href="http://www.mcgill.ca/gradapplicants/apply">www.mcgill.ca/gradapplicants/apply</a> .)

DATE	ACTIVITY CODE	ACTIVITY
Mar. 4, 2009, Wed.	APPGRAD	Deadline to apply to graduate on Minerva for all Undergraduate students and Graduate students in all non-thesis programs (certificates, diplomas, master's non-thesis) who expect to complete their program requirements at the end of the <b>Winter 2009 term (Spring 2009 convocation)</b> .
Mar. 17, 2009, Tues.	REG	Summer registration opens for Graduate students. Students should confirm dates with individual departments.
Mar. 17, 2009, Tues.	NOTE	Class schedule on Minerva is available for Fall 2009 and Winter 2010 registration.
Mar. 19, 2009, Thurs. to Apr. 14, 2009, Tues.	INFO	Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva.
Mar. 30, 2009, Mon.	APPGRAD	Deadline for all Undergraduate students and Graduate students in all non-thesis programs (certificates, diplomas, master's non-thesis) who expect to complete their program requirements at the end of the <b>Summer 2009 term (Fall 2009 convocation)</b> to apply to graduate on Minerva.
Mar. 31, 2009, Tues.	REG	Registration for Fall 2009 and Winter 2010 using Minerva begins for all students entering the <u>graduating (U3/U4)</u> year of their program (excluding Law and courses offered by the Desautels Faculty of Management, except as noted below), and all students in Graduate degree programs, except for Continuing Education.
<b>April 2009</b>		
Apr. 10, 2009, Fri. to Apr. 13, 2009, Mon.	HOLIDAY	<b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.

DATE	ACTIVITY CODE	ACTIVITY
Apr. 14, 2009, Tues.	INFO	Last day for the Winter 2009 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Apr. 14, 2009, Tues.	LEC	Last day of lectures for Winter term.
Apr. 15, 2009, Wed. to Apr. 30, 2009, Thurs.	EXAMS	Examination period for Winter term and multi-term courses.
<b>May 2009</b>		
May 15, 2009, Fri.	<b>W</b>	Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter 2009 term and end in the Summer or Fall 2009 term ( <b>with fee refund for Summer term</b> ) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (No withdrawals from Education Intensive courses).
	NOTE	Students in multi-term courses with course numbers ending in N1 and N2 only (started in the Winter, skip the Summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on September 15 (with full fee refund for the Fall term) by contacting their faculty Student Affairs Office.
May 15, 2009, Fri.	<b>W--</b>	Deadline for newly-admitted students beginning their graduate thesis program in a Summer Term of Residence to withdraw from the University, with fee refund (less deposit or \$100 minimum charge).
May 18, 2009, Mon.	HOLIDAY	<b>VICTORIA DAY.</b> (Classes cancelled). Administrative offices closed.

DATE	ACTIVITY CODE	ACTIVITY
May 20, 2009, Wed. (Tentative)	EVENT	<b>Senate Steering Meeting to approve degrees granted at Spring 2009 Convocations.</b>
May 22, 2009, Fri.	CONV	14:30 Faculty of Agricultural and Environmental Sciences
	NOTE	For additional information regarding Convocation, please consult <a href="http://www.mcgill.ca/convocation">www.mcgill.ca/convocation</a> .
May 25, 2009, Mon.	CONV	10:00 Faculty of Science "A" 14:00 Faculty of Science "B" and students with a degree in Arts & Science 18:00 Centre for Continuing Education
May 26, 2009, Tues.	CONV	10:00 Faculty of Engineering 14:00 Health Sciences (Faculties of Medicine and Dentistry as well as the School of Nursing and the School of Physical and Occupational Therapy)
May 27, 2009, Wed.	CONV	10:00 Faculty of Education 14:00 Desautels Faculty of Management
May 28, 2009, Thurs.	CONV	10:00 Faculty of Arts "A" and Faculty of Religious Studies 14:00 Faculty of Arts "B"
May 29, 2009, Fri.	CONV	10:00 Faculty of Law 14:00 Schulich School of Music
<b>June 2009</b>		
June 1, 2009, Mon.	THES	Deadline to submit Doctoral theses with Nomination of Examiners forms to GPS (Thesis Office) for students expecting to convocate in Fall 2009. Meeting this deadline does not guarantee a Fall graduation.
June 15, 2009, Mon.	THES	Deadline to submit master's theses with Nomination of Examiners forms to GPS (Thesis Office) for students expecting to convocate in Fall 2009. Meeting this deadline does not guarantee a Fall graduation.
June 24, 2009, Wed.	HOLIDAY	<b>LA FÊTE NATIONALE DU QUÉBEC.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
June 30, 2009, Tues.	APP	End of application period for eligibility for guaranteed consideration for admission in September to departments in Graduate Studies. Please verify these dates with individual departments or on the web at <a href="http://www.mcgill.ca/gradapplicants/programs">www.mcgill.ca/gradapplicants/programs</a> .)

DATE	ACTIVITY CODE	ACTIVITY
<b>July 2009</b>		
July 1, 2009, Wed.	HOLIDAY	<b>CANADA DAY.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
July 14, 2009, Tues. to Sept. 1, 2009, Tues.	REG	Registration using Minerva for all <u>newly-admitted</u> students in Graduate Studies.
July 27, 2009, Mon.	REG	Last day for returning students in all faculties (except Continuing Education) to register without a late registration fee.
July 28, 2009, Tues. to Sept. 1, 2009, Tues.	REG	Late registration and course change on Minerva for returning students in all faculties (except Continuing Education) with a \$50 late registration fee (\$20 for Special Students and Graduate part-time students).
July 28, 2009, Tues. to Aug. 18, 2009, Tues.	IDCARD	Canadian students can avoid line-ups and get their ID cards early once they have registered. Visit Enrolment Services, James Administration Building, Room 205, from July 28 to August 18. Office hours are Monday to Thursday 9:00 a.m. to 5:00 p.m. and Fridays 10:00 a.m. to 5:00 p.m.
July 28, 2009, Tues. to Aug. 21, 2009, Fri.	IDCARD	New students can avoid line-ups and get their ID cards once they have registered by going to Laird Hall, Room 106, from Monday to Thursday 9:00 a.m. to 3:30 p.m., and Friday from 9:00 a.m. to 12:00 p.m. Alternatively, they can sign up to get their ID Card during Orientation Week at <a href="http://www.mcgill.ca/macdonald/orientation">www.mcgill.ca/macdonald/orientation</a> .
<b>August 2009</b>		
Aug. 15, 2009, Sat.	INFO	Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office for the Summer 2009 term. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Aug. 15, 2009, Sat.	REG	Registration via Minerva in Fall term Continuing Education courses begins.



DATE	ACTIVITY CODE	ACTIVITY
Aug. 19, 2009, Wed. to Aug. 28, 2009, Fri.	IDCARD	IDs at the Trotter Building Cafeteria from 9:00 a.m. to 5:00 p.m. including Saturday, August 22 and Sunday, August 23.
Aug. 24, 2009, Mon. to Aug. 28, 2009, Fri.	IDCARD	IDs at Laird Hall during "Discover Mac" week. Refer to Orientation schedule and website <a href="http://www.mcgill.ca/macdonald">www.mcgill.ca/macdonald</a> for more details.
Aug. 24, 2009, Mon. to Aug. 28, 2009, Fri.	ORIENT	Orientation Week
Aug. 24, 2009, Mon. to Aug. 28, 2009, Fri.	ORIENT	<b>"Discover Mac"</b> – Faculty Orientation for all new students in the Faculty of Agricultural and Environmental Sciences. Refer to orientation schedule and website <a href="http://www.mcgill.ca/macdonald/orientation">www.mcgill.ca/macdonald/orientation</a> for details.
Aug. 24, 2009, Mon. to Sept. 11, 2009, Fri.	ORIENT	Orientation Resource Centre operates daily (9:00 a.m. to 5:00 p.m.), Brown Student Services Building, 2nd floor, 3600 McTavish Street (closed weekends and Labour Day).
Aug. 24, 2009, Mon. to Sept. 15, 2009, Tues.	ORIENT	First-Year Resource Room operates daily (9:00 a.m. to 5:00 p.m.), Brown Student Services Building, Room 2100, 3600 McTavish Street (closed weekends and Labour Day). Computers and telephones are available for course registration.
Aug. 28, 2009, Fri.	REG	Deadline for cancellation of registration for the Fall term except Continuing Education. (Deposit is non-refundable for new students.)

DATE	ACTIVITY CODE	ACTIVITY
Aug. 31, 2009, Mon.	THES	Registered students in 2008-2009 who have completed the residency in a thesis program and who submit their theses to GPS (Thesis Office) on or before this date are not required to register for the 2009-2010 academic year. Students who have already registered for the year must ask Graduate and Postdoctoral Studies, in writing, to delete their registration at the time of their thesis submission, by completing the "Request to Cancel Graduating Program Registration" form on the web at <a href="http://www.mcgill.ca/gps/students/dates">www.mcgill.ca/gps/students/dates</a> .
	NOTE	Students should not expect to graduate in Fall 2009, but <b>must</b> graduate by Fall 2010 (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 2009</b>		
Sept. 1, 2009, Tues.	REG	Deadline for new students to register without a late registration fee for all faculties and for returning students to register with a \$50 late fee (\$20 for Special Students and Graduate part-time students).
Sept. 1, 2009, Tues.	LEC	Lectures begin.
	NOTE	The normal Thursday schedule of course activities will be cancelled for December 3, 2009. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Thursday, December 3, 2009</b> as well. This change in schedule is to make up for activities that will be cancelled on Monday, October 12 due to Thanksgiving Day.

DATE	ACTIVITY CODE	ACTIVITY
Sept. 1, 2009, Tues.	AWRD	Start of external and internal graduate fellowship competitions for 2010-2011 funding. Graduate and final-year undergraduate students should enquire in their department and on the fellowships website at <a href="http://www.mcgill.ca/gps">www.mcgill.ca/gps</a> regarding information session schedules and application procedures and deadlines.
Sept. 2, 2009, Wed.	ORIENT	<i>Discover McGill's Graduate Orientation Open House &amp; Welcome</i> event will take place on <b>Wednesday, September 2, 2009</b> between <b>4:00 and 8:00 p.m.</b> It will be hosted in <b>Thomson House, 3650 McTavish Street</b> . Visit these websites for more information: <a href="http://www.mcgill.ca/firstyear/orientation1/graduate">www.mcgill.ca/firstyear/orientation1/graduate</a> ; <a href="http://www.mcgill.ca/gradapplicants/events">www.mcgill.ca/gradapplicants/events</a> .
Sept. 2, 2009, Wed. to Sept. 15, 2009, Tues.	REG	Late registration period with \$100 late registration fee for all faculties; \$40 for Special Students and Graduate part-time students (\$25 late registration fee for Continuing Education students).
Sept. 3, 2009, Thurs.	ORIENT	University Orientation, an important information session for new postdoctoral scholars in Thomson House, 3650 McTavish Street, from 17:00-18:00. Visit these websites for more information: <a href="http://www.mcgill.ca/firstyear/orientation">www.mcgill.ca/firstyear/orientation</a> ; <a href="http://www.mcgill.ca/gradapplicants/events">www.mcgill.ca/gradapplicants/events</a> .
Sept. 7, 2009, Mon.	HOLIDAY	<b>LABOUR DAY.</b> (Classes cancelled). Administrative offices closed.

DATE	ACTIVITY CODE	ACTIVITY
Sept. 15, 2009, Tues.	<b>W</b>	Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Summer 2009 ( <b>with fee refund for the Fall 2009 term</b> ).
	NOTE	Please note that students in multi-term courses with course numbers ending in N1 and N2 only (started in the Winter, skip the Summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on <b>September 15</b> (with full fee refund for the Fall term) by contacting their faculty Student Affairs Office.
Sept. 15, 2009, Tues.	REG	Course Change (drop/add) deadline for Fall term and first part of multi-term courses starting in September 2009.
Sept. 18, 2009, Fri.	AWRD	Returning master's and doctoral level students should enquire of their departments or the GPS (Graduate Fellowships and Awards) regarding precise deadlines for internal and external fellowship competitions; important deadlines normally fall during the months of October and November.
Sept. 20, 2009, Sun.	W/W--	Deadline to web withdraw (grade of "W") or University Withdrawal (grade of "W--") with full fee refund (less \$100 minimum charge for readmitted students; less deposit or \$100 minimum charge for new students, in case of complete withdrawal from the University).
<b>October 2009</b>		
TBA	EVENT	<b>Senate Steering Meeting to approve degrees granted at Fall 2009 Convocations.</b>
Oct. 5, 2009, Mon.	THES	Deadline for submission of doctoral theses with Nomination of Examiners forms to GPS (Thesis Office) for students expecting to graduate in February 2010. Meeting this deadline does not guarantee a Winter graduation.

DATE	ACTIVITY CODE	ACTIVITY
Oct. 12, 2009, Mon.	HOLIDAY	<b>THANKSGIVING DAY.</b> (Classes cancelled). Administrative offices closed. Continuing Education evening classes will be re-scheduled.
	NOTE	Activities cancelled on Monday, October 12, 2009: Lectures, labs, conferences and other course-related activities held on December 3, 2009 will be cancelled. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Thursday, December 3, 2009</b> . This change in schedule is to make up for activities that are cancelled on Monday, October 12 due to Thanksgiving Day.
Oct. 15, 2009, Thurs. to Oct. 18, 2009, Sun.	EVENT	Homecoming 2009.
Oct. 17, 2009, Sat.	EVENT	Macdonald Campus Homecoming.
Oct. 18, 2009, Sun.	W/W--	Deadline for web withdrawing (grade of "W") or University Withdrawal (grade of "W--") from Fall 2009 term courses and Continuing Education Fall term courses ( <b>with no fee refund</b> ).
Oct. 19, 2009, Mon.	THES	Deadline for submission of master's theses with Nomination of Examiners forms to GPS (Thesis Office) for students expecting to graduate in February 2010. Meeting this deadline does not guarantee a Winter graduation.
<b>November 2009</b>		
TBA	CONV	10:00 Fall Convocation - AM Ceremony 14:00 Fall Convocation - PM Ceremony
Nov. 9, 2009, Mon. to Dec. 2, 2009, Wed.	INFO	Online course evaluation period for Fall term: Evaluations available for completion on Mercury through Minerva.

DATE	ACTIVITY CODE	ACTIVITY
<b>December 2009</b>		
Dec. 2, 2009, Wed.	APPGRAD	Deadline to apply to graduate on Minerva for all Undergraduate students and Graduate students in all <b>non-thesis</b> programs (certificates, diplomas [excluding Continuing Education] or master's non-thesis) who expect to complete their program requirements at the end of the <b>Fall 2009 term</b> (February 2010 graduation).
Dec. 3, 2009, Thurs.	INFO	Last day for the Fall 2009 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Dec. 3, 2009, Thurs.	LEC	Last day of lectures for courses.
Dec. 3, 2009, Thurs.	NOTE	The normal Thursday schedule of course activities is cancelled for December 3, 2009. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Thursday, December 3, 2009</b> as well. This change in schedule is to make up for activities that were cancelled on Monday, October 12 due to Thanksgiving Day.
Dec. 3, 2009, Thurs. to Jan. 4, 2010, Mon.	REG	Winter term registration period for new students. Individual departments set their own dates within this period.
Dec. 3, 2009, Thurs.	IDCARD	New students can obtain their ID cards once they have registered by going to Enrolment Services, James Admin Building, Room 205. Starting on this date, office hours are Monday to Thursday 9:00 a.m. to 5:00 p.m. and Fridays 10:00 a.m. to 5:00 p.m.
Dec. 4, 2009, Fri.	INFO	Study Day.
Dec. 7, 2009, Mon. to Dec. 22, 2009, Tues.	EXAMS	Examination period for Fall term courses, and multi-term courses.
Dec. 15, 2009, Tues.	REG	Registration via Minerva in Winter term Continuing Education courses begins.

DATE	ACTIVITY CODE	ACTIVITY
Dec. 15, 2009, Tues. to June 30, 2010, Wed.	APP	Beginning of application period for eligibility for guaranteed consideration for admission in September to departments in Graduate Studies. Please verify these dates with individual departments or on the web at <a href="http://www.mcgill.ca/gradapplicants/programs">www.mcgill.ca/gradapplicants/programs</a> .)
Dec. 24, 2009, Thurs. to Jan. 1, 2010, Fri.	HOLIDAY	<b>CHRISTMAS AND NEW YEAR'S.</b> Administrative offices will be closed between December 24 and January 1 inclusive. Library hours available at Reference Desks.
Dec. 24, 2009, Thurs. to Jan. 1, 2010, Fri.	NOTE	Interruption of nightly Grade Roll for Fall 2009 term courses for all faculties. December 24 - Last day for grades to display on the unofficial transcript before the holiday break. January 5 - First day for grades to display on the unofficial transcript after the holiday break.
Dec. 31, 2009, Thurs.	REG	Deadline for cancellation of registration for the Winter term except Continuing Education. (Deposit is non-refundable for new students.)
<b>January 2010</b>		
Jan. 1, 2010, Fri.	HOLIDAY	<b>NEW YEAR'S.</b> Administrative offices will be closed. Library hours available at Reference Desks.
Jan. 4, 2010, Mon.	NOTE	Administrative offices reopen on Monday, January 4.
Jan. 4, 2010, Mon.	LEC	Winter term lectures begin.
Jan. 4, 2010, Mon. to Jan. 19, 2010, Tues.	ORIENT	First-Year Resource Room opens daily (9:00 a.m. to 5:00 p.m.), Brown Student Services Building, Room 2100, 3600 McTavish Street.
Jan. 4, 2010, Mon.	ORIENT	Faculty Orientation for new undergraduate and graduate students in the Faculty of Agricultural and Environmental Sciences (5:30 p.m. to 7:00 p.m.) Ceilidh, Centennial Centre.
Jan. 4, 2010, Mon.	REG	Deadline for new students to register for Winter term without a late registration fee for all faculties.
Jan. 5, 2010, Tues.	NOTE	First day for grades for the Fall 2009 term courses to display on the unofficial transcript after the holiday break (nightly Grade Roll resumes on January 4).

DATE	ACTIVITY CODE	ACTIVITY
Jan. 5, 2010, Tues.	ORIENT	University Orientation, an important information session for new graduate students in Thomson House, 3650 McTavish Street. Choose to attend a session either at 11:00 - 12:00 or 17:00 - 18:00. Visit these websites for more information: <a href="http://www.mcgill.ca/firstyear/orientation">www.mcgill.ca/firstyear/orientation</a> ; <a href="http://www.mcgill.ca/gradapplicants/events">www.mcgill.ca/gradapplicants/events</a> .
Jan. 5, 2010, Tues. to Jan. 19, 2010, Tues.	REG	Late registration for new students with \$100 late registration fee for all faculties; \$40 for Special Students and Graduate part-time students. (\$25 late registration fee for Continuing Education students.)
Jan. 7, 2010, Thurs.	ORIENT	University Orientation, an important information session for new postdoctoral scholars in Thomson House, 3650 McTavish Street, at 17:00-18:00. Visit these websites for more information: <a href="http://www.mcgill.ca/firstyear/orientation">www.mcgill.ca/firstyear/orientation</a> ; <a href="http://www.mcgill.ca/gradapplicants/events">www.mcgill.ca/gradapplicants/events</a> .
Jan. 11, 2010, Mon to Jan. 31, 2010, Sun.	EXCH	Deadline for McGill students to obtain approval from their faculty to participate in a student exchange in Fall 2010 and/or Winter 2011 term. Students must verify specific faculty deadlines with their faculty Student Affairs Office.
Jan. 18, 2010, Mon.	EXCH	Deadline for graduate students to apply for approval from Graduate and Postgraduate Studies to participate in an exchange program during the 2010-2011 academic year.
Jan. 19, 2010, Tues.	REG	Final Course Add/Drop deadline for Winter term courses and N1/N2 courses in Graduate Studies. After this date students receive a mark of "W" (withdrawn).
Jan. 19, 2010, Tues.	W	Deadline for web withdrawing (grade of "W") from multi-term courses that started in September 2009 ( <b>with fee refund for Winter term</b> ).

DATE	ACTIVITY CODE	ACTIVITY
Jan. 24, 2010, Sun.	W/W--	Deadline to web withdraw (grade of "W") or University Withdrawal (grade of "W--") from Winter 2010 term courses with full fee refund. <b>Readmitted students</b> - less \$100 minimum charge in the case of complete withdrawal for students not registered in the Fall. <b>New students</b> - less deposit or \$100 minimum charge in case of complete withdrawal.
<b>February 2010</b>		
TBA	EVENT	<b>Senate Steering Meeting to approve degrees granted at the end of Fall 2009 term (Spring 2010 Convocations).</b>
Feb. 1, 2010, Mon.	EXCH	Deadline for McGill students to submit supporting documentation for a student exchange application for the Fall 2010 and/or Winter 2011 term to Student Exchanges and Study Abroad Office.
Feb. 1, 2010, Mon.	THES	Deadline to submit doctoral theses with Nomination of Examiners forms to GPS (Thesis Office) for students expecting to convocate in Spring 2010. Meeting this deadline does not guarantee a Spring graduation.
Feb. 11, 2010, Thurs.	EVENT	Macdonald College Founder's Day. (Sir William C. Macdonald born Feb. 10, 1831; died June 9, 1917.) Classes cancelled 10:00 a.m. to 1:00 p.m.
Feb. 14, 2010, Sun.	W/W--	Deadline for web withdrawing ( <b>with no fee refund</b> ) (grade of "W") or University Withdrawal (grade of "W--") from Winter 2010 courses.
Feb. 15, 2010, Mon.	THES	Deadline to submit master's theses with Nomination of Examiners forms to GPS (Thesis Office) for students expecting to convocate in Spring 2010. Meeting this deadline does not guarantee a Spring graduation.
Feb. 21, 2010, Sun. to Feb. 27, 2010, Sat.	BREAK	<b>STUDY BREAK.</b> (Classes cancelled for all faculties except Dentistry, Medicine, Continuing Education non-credit courses and English & French credit courses, Stage in Dietetics Level 3.)
<b>March 2010</b>		
Mar. 16, 2010, Tues. (Tentative)	REG	Summer registration opens for Graduate students. Students should confirm dates with individual departments.

DATE	ACTIVITY CODE	ACTIVITY
Mar. 22, 2010, Mon. to Apr. 13, 2010, Tues.	INFO	Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva.
Mar. 29, 2010, Mon. (Tentative)	APPGRAD	Deadline for all Undergraduate students and Graduate students in all non-thesis programs (certificates, diplomas, master's non-thesis) who expect to complete their program requirements at the end of the <b>Summer 2010 term (Fall 2010 convocation)</b> to apply to graduate on Minerva.
Mar. 30, 2010, Tues. (Tentative)	REG	Registration for Fall 2010 and Winter 2011 using Minerva begins for all students entering the <u>graduating (U3/U4)</u> year of their program (excluding Law and courses offered by the Desautels Faculty of Management, except as noted below), and all students in Graduate degree programs, except for Continuing Education.
<b>April 2010</b>		
Apr. 2, 2010, Fri. to Apr. 5, 2010, Mon.	HOLIDAY	<b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.
Apr. 14, 2010, Wed.	INFO	Last day for the Winter 2010 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Apr. 14, 2010, Wed.	LEC	Last day of lectures for Winter term.
Apr. 15, 2010, Thurs. to Apr. 30, 2010, Fri.	EXAMS	Examination period for Winter term and multi-term courses.
<b>May 2010</b>		
May 15, 2010, Sat.	W	Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter 2010 term and end in the Summer 2010 term or in the Fall 2010 term ( <b>with fee refund for the Summer 2010 term</b> ).



DATE	ACTIVITY CODE	ACTIVITY
May 15, 2010, Sat.	W--	Deadline for newly-admitted students beginning their graduate thesis program in a Summer Term of Residence to withdraw from the University, with fee refund (less deposit or \$100 minimum charge).
May 24, 2010, Mon.	HOLIDAY	<b>VICTORIA DAY.</b> (Classes cancelled). Administrative offices closed.
TBA	EVENT	<b>Senate Steering Meeting to approve degrees granted at Spring 2010 Convocations.</b>
TBA	CONV	Spring 2010 Convocation
<b>June 2010</b>		
June 24, 2010, Thurs.	HOLIDAY	<b>LA FÊTE NATIONALE DU QUÉBEC.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
June 30, 2010, Wed.	APP	End of application period for eligibility for guaranteed consideration for admission in September to departments in Graduate Studies. Please verify these dates with individual departments or on the web at <a href="http://www.mcgill.ca/gradapplicants/programs">www.mcgill.ca/gradapplicants/programs</a> .)
<b>July 2010</b>		
July 1, 2010, Thurs.	HOLIDAY	<b>CANADA DAY.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
July 13, 2010, Tues. to Sept. 1, 2010, Wed. (Tentative)	REG	Registration using Minerva for all <u>newly-admitted</u> students in Graduate Studies.
July 26, 2010, Mon. (Tentative)	REG	Last day for returning students in all faculties (except Continuing Education) to register without a late registration fee.
July 27, 2010, Tues. to Sept. 1, 2010, Wed. (Tentative)	REG	Late registration and course change on Minerva for returning students in all faculties (except Continuing Education) with a \$50 late registration fee (\$20 for Special students and Graduate part-time students).

DATE	ACTIVITY CODE	ACTIVITY
<b>August 2010</b>		
Aug. 15, 2010, Sun.	INFO	Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office for the Summer 2010 term. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.

### 3 Programs Offered

#### 3.1 Graduate Diplomas and Certificates

Graduate diplomas and graduate certificates are programs of study under the academic supervision of Graduate and Postdoctoral Studies. 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 faculties and their Calendars should be consulted for further details.

##### Graduate Diplomas are offered in:

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

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

##### Graduate Certificates are offered in:

- Assessing Driving Capabilities
- Air and Space Law
- Bioresource Engineering (IWRM)
- Biotechnology
- Comparative Law
- Educational Leadership 1
- Educational Leadership 2
- Library and Information Studies
- Post-M.B.A.
- Teaching English as a Second Language

All graduate regulations apply to graduate diploma and certificate candidates.

#### 3.2 Degrees

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

The following degrees are offered:

- Master of Architecture (M.Arch.)
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Joint program: Master of Business Administration (M.B.A.) with integrated Bachelor of Civil Law (B.C.L.) / Bachelor of Laws (LL.B.)
- Concurrent Master of Business Administration with Doctor of Medicine / Master of Surgery (M.B.A. with M.D., C.M.)
- 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 Science, Applied (OT) (M.Sc.A. (OT))
- Master of Science, Applied (PT) (M.Sc.A. (PT))
- Master of Social Work (M.S.W.)
- Joint program: Master of Social Work (M.S.W.) with integrated Bachelor of Civil Law (B.C.L.) / Bachelor of Laws (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

M.Arch. programs offered:

- M.Arch. (professional degree) (Non-Thesis)
- M.Arch. (post-professional degree) (Non-Thesis)

Instruction for the M.Arch. (post-professional degree) is given in the following fields of specialization:

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

Prerequisites:

- M.Arch. (professional degree) – McGill B.Sc.(Arch.) degree, or equivalent;
- M.Arch. (post-professional degree) – an M.Arch. (professional degree) or equivalent professional degree.

See Architecture.

##### Master of Arts Degree

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

- Anthropology (Thesis and Non-Thesis)
  - Development Studies
  - Environment
  - Gender and Women's Studies
  - Medical Anthropology
- Art History (Non-Thesis)
  - Gender and Women's Studies (Non-Thesis)
- Classics (Thesis and Non-Thesis)
- Communication Studies (Thesis and Non-Thesis)
  - Gender and Women's Studies
- Economics (Thesis and Non-Thesis)
  - Development Studies (Non-Thesis)
  - Social Statistics (Non-Thesis)
- Education (Thesis and Non-Thesis)
- English (Thesis and Non-Thesis)
- French (Thesis and Non-Thesis)
  - Gender and Women's Studies
- Geography
  - Development Studies
  - Environment
  - Gender and Women's Studies
  - Neotropical Environment
  - Social Statistics
- German (Thesis and Non-Thesis)
- Hispanic Studies (Thesis and Non-Thesis)
- History (Thesis and Non-Thesis)
  - Development Studies (Thesis and Non-Thesis)
  - European Studies (Thesis and Non-Thesis)
  - Gender and Women's Studies (Thesis and Non-Thesis)
  - History of Medicine (Non-Thesis)
- Islamic Studies
- Italian (Thesis and Non-Thesis)
- Jewish Studies (Thesis and Non-Thesis)
- Kinesiology and Physical Education (Thesis and Non-Thesis)
- Linguistics (Non-Thesis)
- Mathematics and Statistics (Thesis and Non-Thesis)
- Music (Thesis and Non-Thesis)
- Philosophy
  - Bioethics
- Political Science (Thesis and Non-Thesis)
  - Development Studies (Thesis and Non-Thesis)
  - European Studies (Thesis and Non-Thesis)
  - Gender and Women's Studies (Non-Thesis)
  - Neotropical Environment (Thesis and Non-Thesis)
  - Social Statistics (Non-Thesis)
- Psychology
- Religious Studies (Thesis and Non-Thesis)
  - Bioethics
- Russian
- Sociology (Thesis and Non-Thesis)
  - Development Studies (Thesis and Non-Thesis)

Environment  
 Gender and Women's Studies (Thesis and Non-Thesis)  
 Medical Sociology (Thesis and Non-Thesis)  
 Social Statistics (Non-Thesis)  
 Neotropical Environment

**Prerequisites:**

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

**Master of Business Administration Degree**

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

Finance  
 Global Leadership  
 Marketing  
 Technology and Innovation Management

An EMBA is also offered (joint with HEC).

**Prerequisites:**

An undergraduate degree from an approved university. See Management.

**Special programs:**

M.B.A. with M.D., C.M.,  
 M.B.A with B.C.L. and LL.B.,  
 Master of Manufacturing Management (see Management and Mechanical Engineering).

**Master's Degrees in Education**

Three types of master's degrees are offered:

M.A. (Thesis and Non-Thesis), M.Ed. (Non-Thesis) and M.Sc. (Thesis and Non-Thesis).

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

Counselling Psychology (Thesis and Non-Thesis)  
 Culture and Values in Education (Thesis, Non-Thesis and Non-Thesis Coursework)  
 Gender and Women's Studies (Thesis and Non-Thesis)  
 Curriculum Studies (Thesis, Non-Thesis and Non-Thesis Coursework)  
 Gender and Women's Studies (Thesis and Non-Thesis)  
 Educational Psychology (Thesis and Non-Thesis)  
 Educational Leadership (Thesis, Non-Thesis and Non-Thesis Coursework)  
 Gender and Women's Studies (Thesis and Non-Thesis)  
 Kinesiology and Physical Education (Thesis and Non-Thesis)  
 Second Language Education (Thesis and Non-Thesis)  
 Gender and Women's Studies

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

Educational Psychology

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

Kinesiology and Physical Education (Thesis and Non-Thesis)

**Prerequisites:**

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

**Master's Degree in Engineering**

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

Aerospace Engineering (Project)  
 Biomedical Engineering  
 Bioinformatics  
 Chemical Engineering (Thesis and Project)  
 Environmental Engineering (Project)  
 Civil Engineering and Applied Mechanics (Thesis and Project)  
 Environmental Engineering (Project)  
 Electrical Engineering (Thesis and Project)  
 Computational Science and Engineering  
 Mechanical Engineering (Thesis and Project)  
 Computational Science and Engineering  
 Mining and Materials Engineering (Thesis and Non-Thesis)  
 Environmental Engineering (Non-Thesis)

Mining (Non-Thesis)  
 Metals and Materials (Non-Thesis)

**Other degrees:**

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

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

**Prerequisites:**

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

**Master's Degrees in Law**

The degree of Master of Laws is offered in:

Law (Thesis and Non-Thesis)  
 Bioethics  
 Comparative Law (Thesis and Non-Thesis)  
 Environment (Thesis and Non-Thesis)  
 European Studies  
 Air and Space Law (Thesis and Non-Thesis)

**Prerequisites:**

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

**Master of Library and Information Studies Degree**

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

**Prerequisites:**

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

**Master's Degrees in Music**

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

The M.A. may be taken in:

Music Technology  
 Musicology (Thesis and Non-Thesis)  
 Music Education (Thesis and Non-Thesis)  
 Theory (Thesis and Non-Thesis)

The M.Mus. may be taken in:

Composition  
 Performance (various options) (Non-Thesis)  
 Sound Recording (Non-Thesis)

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

**Prerequisites:**

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

**Master's Degrees in Nursing**

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

**Prerequisites:**

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

### Master's Degrees in Religious Studies

A program leading to the degree of Sanctae Theologiae Magister (S.T.M.) is given in the Faculty of Religious Studies. This degree is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.

Prerequisites:

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

### Master of Science Degree

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

- Agricultural Economics
- Animal Science
- Atmospheric and Oceanic Sciences
  - Computational Science and Engineering
  - Environment
- Biochemistry
  - Bioinformatics
  - Chemical Biology
- Biology
  - Bioinformatics
  - Environment
  - Neotropical Environment
- Bioresource Engineering
  - Environment
  - Integrated Water Resource Management (Non-Thesis)
  - Neotropical Environment
- Cell Biology and Anatomy
- Chemical Engineering
- Chemistry
  - Chemical Biology
- Civil Engineering and Applied Mechanics
- Communication Sciences and Disorders
- Computer Science (Thesis and Non-Thesis)
  - Bioinformatics
  - Computational Science and Engineering
- Dental Science (Thesis and Non-Thesis)
  - Oral and Maxillofacial Surgery
- Earth and Planetary Sciences
  - Environment
- Entomology
  - Environment
  - Neotropical Environment
- Epidemiology and Biostatistics (Thesis and Non-Thesis)
  - Environment (Non-Thesis)
- Food Science and Agricultural Chemistry (Thesis and Non-Thesis)
- Geography
  - Environment
  - Neotropical Environment
- Genetic Counselling (Non-Thesis)
- Human Genetics
  - Bioinformatics
- Human Nutrition
- Kinesiology and Physical Education (Thesis and Non-Thesis)
- Mathematics and Statistics (Thesis and Non-Thesis)
  - Bioinformatics
  - Computational Science and Engineering
- Mechanical Engineering
- Medical Radiation Physics
- Medicine, Experimental
  - Bioethics
  - Environment
  - Family Medicine
- Microbiology and Immunology
- Microbiology (Macdonald Campus)
  - Environment
- Mining and Materials Engineering
- Neuroscience
- Nursing

- Otolaryngology
- Parasitology
  - Bioinformatics
  - Environment
- Pathology
- Pharmacology and Therapeutics
  - Chemical Biology
- Physics
- Physiology
  - Bioinformatics
- Plant Science
  - Bioinformatics
  - Environment
  - Neotropical Environment
- Psychiatry
- Psychology
- Rehabilitation Science (Thesis and Non-Thesis)
- Renewable Resources
  - Environment
  - Environmental Assessment (Non-Thesis)
  - Neotropical Environment
- Surgery, Experimental

Prerequisites:

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

### Master of Science, Applied, Degree

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

Programs are available in:

- Animal Science
- Bioresource Engineering
  - Environment
  - Environmental Engineering
  - Neotropical Environment
- Biotechnology
- Chemistry
- Communication Sciences and Disorders
- Human Nutrition
- Nursing
- Occupational Therapy
- Occupational Health
- Plant Science
- Physical Therapy

Other degrees:

- Master of Science, Applied (OT)
- Master of Science, Applied (PT)

Prerequisites:

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

### Master of Social Work Degree

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

Prerequisites:

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

Special program:

M.S.W. with B.C.L. and LL.B.

### Master of Urban Planning Degree

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

An option in Urban Design is also offered.

Prerequisites:

Bachelor's degree in any one of the following: Anthropology,

Architecture, Economics, Civil Engineering, Geography, Law, Management, Political Science, Social Work, Sociology or Urban Planning, with adequate knowledge of quantitative techniques. See Urban Planning.

### 3.4 Doctoral Degrees Offered

#### Doctor of Civil Law Degree

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

Prerequisites:

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

#### Doctor of Music Degree

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

Prerequisite:

M.A. in composition. See Music.

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

Prerequisites:

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

#### Doctor of Philosophy Degree

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

- Animal Science
- Bioinformatics
- Anthropology
- Neotropical Environment
- Architecture
- Art History
- Gender and Women's Studies
- Atmospheric and Oceanic Sciences
- Biochemistry
- Bioinformatics
- Chemical Biology
- Biology
- Bioinformatics
- Developmental Biology
- Environment
- Neotropical Environment
- Biomedical Engineering
- Bioinformatics
- Bioresource Engineering
- Environment
- Neotropical Environment
- Cell Biology and Anatomy
- Chemical Engineering
- Chemistry
- Chemical Biology
- Civil Engineering and Applied Mechanics
- Classics
- Communication Studies
- Gender and Women's Studies
- Communication Sciences and Disorders
- Language Acquisition
- Computer Science
- Bioinformatics
- Counselling Psychology
- Earth and Planetary Sciences
- Environment
- Economics

- Educational Psychology
- Educational Studies
- Gender and Women's Studies
- Electrical Engineering
- English
- Entomology
- Environment
- Neotropical Environment
- Epidemiology and Biostatistics
- Food Science and Agricultural Chemistry
- French
- Gender and Women's Studies
- Geography
- Environment
- Gender and Women's Studies
- Neotropical Environment
- German
- Hispanic Studies (Spanish)
- History
- Human Genetics
- Bioinformatics
- Human Nutrition
- Information Studies
- Islamic Studies
- Gender and Women's Studies
- Linguistics
- Language Acquisition
- Management
- Mathematics and Statistics
- Bioinformatics
- Mechanical Engineering
- Medicine, Experimental
- Environment
- Microbiology and Immunology
- Microbiology (Macdonald Campus)
- Bioinformatics
- Environment
- Mining and Materials Engineering
- Music
- Neuroscience
- Nursing
- Psychosocial Oncology
- Occupational Health Sciences
- Parasitology
- Bioinformatics
- Environment
- Pathology
- Pharmacology and Therapeutics
- Chemical Biology
- Philosophy
- Environment
- Gender and Women's Studies
- Physics
- Physiology
- Bioinformatics
- Plant Science
- Bioinformatics
- Environment
- Neotropical Environment
- Political Science
- Neotropical Environment
- Psychology
- Language Acquisition
- Psychosocial Oncology
- Rehabilitation Science
- Religious Studies
- Renewable Resources
- Environment
- Neotropical Environment
- Russian
- School/Applied Child Psychology
- Social Work
- Sociology
- Environment



Gender and Women's Studies  
Surgery, Experimental

The following joint Ph.D. programs are offered:  
Nursing (McGill/Université de Montréal)  
Management (McGill/Concordia/H.E.C./UQAM)  
Social Work (McGill/Université de Montréal)

#### 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 Graduate and Postdoctoral Studies 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.

### 3.5 Postdoctoral Research

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

## 4 Program Requirements

### 4.1 Master's Degrees

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

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

- The following master's programs have a minimum residence requirement of **three full-time terms**: M.Arch, M.A., M.Eng., LL.M., M.Mus. (**except** M.Mus. in Sound Recording), M.Sc., M.S.W., M.Sc.A. (**except** M.Sc.A. in Communication Sciences and Disorders).
- The following master's programs have a **minimum** residence requirement of **four full-time terms**: M.L.I.S., M.Mus. in Sound Recording, M.U.P., M.A. (60 credits - Counselling Psychology – thesis; 78 credits - Educational Psychology), M.Sc.A. in Communication Sciences and Disorders, S.T.M., Religious Studies.
- The residence requirement for the master's program in Education (M.Ed.), Library and Information Studies (M.L.I.S.), Management (M.B.A.), Religious Studies (S.T.M.), M.A. Counselling Psychology – Non-Thesis; M.Sc.A. Nursing, M.Sc.A. Occupational Therapy; M.Sc.A. Physical Therapy and students in part-time programs is determined on a per course basis. Residence requirements are fulfilled when students complete all course requirements in their respective programs.
- For master's programs structured as Course, Project or Non-Thesis options where the program is pursued on a part-time basis, residence requirements are normally fulfilled when students complete all course requirements in their respective programs (minimum 45 credits or a minimum of 3 full-time terms) and pay the fees accordingly.

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

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

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

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

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

courses from another university.

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

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

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

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

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

All candidates for a research degree must present a thesis based on their own research. The total number of credits allotted to the thesis in any master's program must not be less than 24. The title of the thesis and names of examiners must be forwarded on a Nomination of Examiners form, in accordance with the **"Important Dates 2009-2010"**, **section 2**, through the Chair of the department concerned at the same time as the thesis is submitted to Graduate and Postdoctoral Studies. A thesis for the master's degree, while not necessarily requiring an exhaustive review of work in the particular field of study, or a great deal of original scholarship, must show familiarity with previous work in the field and must demonstrate the ability to carry out research and to organize results, all of which must be presented in good literate style. The thesis will not normally exceed 100 pages; in some disciplines, shorter texts are preferred. Guidelines and deadlines are available at [www.mcgill.ca/gps](http://www.mcgill.ca/gps).

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

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

### 4.2 Doctoral Degrees

#### 4.2.1 Residence Requirements – Doctoral

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

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

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

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

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

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

As a rule, no more than one-third of the McGill program formal coursework can be credited with courses from another university.

#### 4.2.2 Comprehensive Examinations – Doctoral

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

#### 4.2.3 Language Requirements – Doctoral

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

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

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

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

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 Section of GPS on the Nomination of Examiners form in accordance with the "Important Dates 2009-2010", section 2, at the same time as the thesis is submitted.** The list of examiners must be approved by the Department Chair, the supervisor and the student. The Thesis Section of GPS 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 Graduate and

Postdoctoral Studies. Under no circumstances should any student or department contact the external examiners. Guidelines and deadlines are available at [www.mcgill.ca/gps/students/thesis/programs/guidelines](http://www.mcgill.ca/gps/students/thesis/programs/guidelines).

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 Graduate and Postdoctoral Studies. The Chair of the candidate's department and the Thesis Supervisor are regularly invited to be members of the Committee; at least one member of the Committee is appointed from outside the candidate's department. Guidelines are available at [www.mcgill.ca/gps/students/thesis/programs/guidelines](http://www.mcgill.ca/gps/students/thesis/programs/guidelines).

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

**In exceptional cases**, an applicant who wishes to pursue a master's (Thesis option only) or Ph.D. program in an academic 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 and Postdoctoral Studies confirms an Advisory Committee (recommended by the academic unit) to be responsible for program planning and monitoring of research progress. The regulations are fully described in the document "Procedures for Admission in *Ad Hoc* Master's and Doctoral Programs", available from GPS.

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

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

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

Upper-level undergraduate courses (excluding 500-level) may not be considered for degrees, diplomas and certificates unless they are already listed as required courses in the approved program description. If an upper-level undergraduate course (excluding 500-level) is taken by a graduate student, it must come as a recommendation from the Graduate Program Director in the department. The recommendation must state if the undergraduate course is an additional requirement for the program (must obtain B- or better) or if the course is extra to the program (will be flagged as such on the record).

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

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

Courses taken at other institutions to be part of the requirements of a program of studies must be approved by GPS before registration. Double counting is not permitted.

## 5 Admission

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

**Email:** [graduate.admissions@mcgill.ca](mailto:graduate.admissions@mcgill.ca)

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

### 5.1 Application for Admission

Application information and the online application form are available at [www.mcgill.ca/gradapplicants/apply](http://www.mcgill.ca/gradapplicants/apply). 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 academic record from each university-level institution attended to date. McGill graduates do not need to submit McGill transcripts. Letters of recommendation and official transcripts must be sent **directly** to the department concerned. Please note that all documents submitted to McGill University in support of an application to be admitted, including, but not limited to transcripts, diplomas, letters of reference and test scores, become the property of McGill University and will not be returned to the applicant or issuing institution under any circumstance.

A **non-refundable** fee of \$100 in Canadian funds **must** accompany each application, otherwise **it cannot be considered**. This sum must be paid by credit card and is non-refundable when submitting the online application form. Candidates for Special, Visiting Student, and Qualifying status must apply and pay the application fee every year (i.e., every Fall term).

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

Completed applications, with supporting documents, must reach departmental offices according to individual department dates for guaranteed consideration. Applicants should contact the department concerned. International students are advised to apply well in advance of the date for guaranteed consideration as immigration procedures may be lengthy. Applications received after the prescribed dates for guaranteed consideration may be considered. Candidates will be notified of acceptance or refusal as quickly as possible.

Admission to Graduate Programs at McGill is highly competitive and the final decision rests with Graduate and Postdoctoral Studies. Admission decisions are not subject to appeal.

### 5.2 Admission Requirements (minimum requirements to be considered for admission)

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

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

graduate program. Some departments impose additional or higher requirements.

See [www.mcgill.ca/gradapplicants/apply/prepare/requirements/internationaldegree](http://www.mcgill.ca/gradapplicants/apply/prepare/requirements/internationaldegree) for information on mark/grade equivalencies and degree requirements from countries in Europe and around the world.

Admission to Graduate Programs at McGill is highly competitive and the final decision rests with Graduate and Postdoctoral Studies. Admission decisions are not subject to appeal.

### 5.3 Graduate Record Examination and Other Admission Tests

The Graduate Record Examination (GRE) (Educational Testing Service, Princeton, NJ 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).

### 5.4 Competency in English

Applicants to graduate studies must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin.

Normally, applicants meeting any one of the following conditions are NOT required to submit proof of proficiency in English:

- 1) Mother tongue (language first learned and still used on a daily basis) is English.
- 2) Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction.
- 3) Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America (anglophone or francophone).
- 4) Has lived and attended school, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

Applicants who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

- 1) TOEFL (Test of English as a Foreign Language): minimum acceptable scores are

iBT (internet-based test)	PBT (paper-based test)	CBT (computer-based test)*
86 overall, (no less than 20 in each of the four component scores)	550	213

\* The CBT is no longer being offered. CBT Test results will be accepted as long as considered valid by ETS.

N.B. an institutional version of the TOEFL is not acceptable.

- 2) IELTS (International English Language Testing System): a band score of 6.5 or greater.
- 3) MELAB (Michigan English Language Assessment Battery): a mark of 85% or higher.
- 4) University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of "B" (Good) or higher.
- 5) University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of "C" (Pass) or higher.
- 6) Edexcel London Test of English - Level 5 - with an overall grade of at least "Pass".
- 7) McGill Certificate of Proficiency in English or McGill Certificate of Proficiency - English for Professional Communication: Certificate of Proficiency awarded.

In each case, applicants must ensure that official test results are sent to McGill directly by the testing service. Applications cannot be considered if test results are not available. These scores are general minima; some departments may set higher requirements.

*Revised – July 2008*

## 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 undergraduate-level courses to be taken in a Qualifying Program will be prescribed by the department concerned.

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

In all cases, after the completion of a qualifying year or term, an applicant interested in commencing a degree program must apply for admission by the dates for guaranteed consideration. In cases where a department recommends a change of registration from Qualifying Program (Fall) to Master's Degree First Year (Winter), **students must apply to the degree program by the departmental dates for guaranteed consideration**.

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

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

## 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 Graduate and Postdoctoral Studies, 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 Graduate and Postdoctoral Studies. The request shall be signed by the

Chairs of both departments involved and shall explicitly list the conditions imposed by the second department. The student shall undertake research under the joint supervision of both departments.

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

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

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

Candidates, through the supervisor designated by the academic 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 GPS.

## 5.10 Reinstatement and Admission of Former Students

Students who have not been registered for a period of less than two years and who have not officially withdrawn from the University by submitting a signed Withdrawal Form to Graduate and Postdoctoral Studies are eligible to be considered for reinstatement into their program. The student's department must recommend, in writing, that the student be reinstated, stipulating any conditions for reinstatement that it deems appropriate. The final decision rests with GPS. Normally, GPS will approve the departmental recommendation. If the student's department chooses not to recommend reinstatement, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The decision of the Associate Dean (Graduate and Postdoctoral Studies) shall be final and not subject to further appeal.

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

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

Implementation: This procedure took effect in January 2004.

Procedure: Requirements for completion of the program will be evaluated. Some of these requirements may need to be redone or new ones may be added.

*Revised – Council of February 9, 2004.*

## 5.11 Deferral of Admission

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



## 6 Regulations

### 6.1 Categories of Students

#### 6.1.1 Full-time Students

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

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

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

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

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

#### 6.1.3 Part-time Students

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

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

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

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

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

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

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

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

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as non-thesis extension students and pay fees accordingly. For example, a student who has registered for a last course such as a project but has not completed it, must

register as non-thesis extension status until graduation. Students in a non-thesis extension session who are not registered for at least 12 credits per term, are not considered engaged in full-time studies.

#### 6.1.5 Qualifying Students

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

#### 6.1.6 Special Students

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

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

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

#### 6.1.7 Visiting Students

Visiting Students are those students who are registered in a degree program at another university and who have obtained written permission from both universities to take a course(s) for credit towards that degree program. Students studying in the province of Quebec who are in this category are eligible for a transfer of credit if the required permission is obtained on Quebec Inter-University Transfer forms. These forms are available online at [www.mcgill.ca/student-records/iut](http://www.mcgill.ca/student-records/iut). McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university. McGill University and Université de Montréal participate in an exchange (graduate) with the University of British Columbia and the University of Toronto.

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

#### 6.1.8 Graduate Research Trainee

Graduate students registered in a degree program at another university who wish to come to McGill to do **research only** may do so after acceptance by GPS. They:

- must apply for admission at the beginning of every academic year (i.e., Fall admission each year; if they begin a 12-month research visit in the Winter term (January) they must apply to be admitted again for the following Fall term (September));
- must include a letter of permission and official transcripts as part of the application package;
- need not provide proof of competency in English;
- are not charged fees for any term of registration including Summer;
- are not charged any Student Service or Ancillary fees; students will automatically have access to McGill libraries but must purchase memberships for athletics or other services;
- may be required to provide proof of basic health insurance coverage upon arrival at McGill.



### 6.1.9 Non-Resident Status

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

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

Permission to spend a required year of residence at another university must be obtained **before** the beginning of the session in which the student will be absent. A program of the work projected and particulars of the institution selected must be sent, accompanied by a letter from the Chair of the department, to the Director of GPS 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 (such as for work purposes) from the University for a maximum period of one year **before returning to complete their residence requirements** must first obtain permission to do so both from their department and GPS.

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

### 6.1.10 Leave of Absence Status

A leave of absence may be granted by Graduate and Postdoctoral Studies for maternity or parenting reasons or for health reasons (see [section 10.6 "Health and Parental/Familial Leave of Absence Policy"](#)). Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students and Postdocs must make a request for such a leave in writing to their department and submit a medical certificate justifying the leave. The department shall forward the request to GPS.

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

GPS has prepared a summary table of various leave policies (paid or unpaid) for students and postdocs paid from the Federal and Quebec Councils through fellowships or research grants. The document is available at [www.mcgill.ca/gps/postdocs/becoming/leave](http://www.mcgill.ca/gps/postdocs/becoming/leave) under "Information on the Funding Council Leave Policies for Graduate Students and Postdoctoral Fellows".

### 6.1.11 Medical Residents

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

### 6.1.12 McGill Staff as Graduate Students

Members of the teaching staff of the University up to and including the rank of lecturer may enrol as candidates for a degree, diploma

or certificate. If their teaching duties are designated as full-time, they may only enrol as half-time students.

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

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

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

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

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

#### 6.1.13.1 McGill Students

Regular undergraduate and graduate degree, diploma or certificate students registered at McGill may register, with their faculty's permission, at any university in the province of Quebec for three, or in some cases six, **credits** per term in addition to their registration at McGill. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your student affairs office for details. Note that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- If you are attending McGill as an exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- You should be aware that late results received from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your student affairs office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at [www.mcgill.ca/student-records/iut](http://www.mcgill.ca/student-records/iut). You may find additional information posted at your faculty website.

**Note:** Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the same course for which you obtained electronic approval. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the course(s) for which approval was granted, you will need to drop or withdraw from the course using the host

university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution automatically submits grades for completed courses to McGill.

### 6.1.13.2 Visiting IUT Students

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at [www.mcgill.ca/student-records/iut](http://www.mcgill.ca/student-records/iut). You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

**Note:** Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the same course for which you have obtained electronic approval. At McGill, you have to register on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). You will be informed via email of the necessary registration steps once your application has been approved. **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all McGill's registration deadlines.** If you decide later to drop or withdraw from the course(s) for which approval was granted, you will need to drop or withdraw from the course on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

McGill automatically submits grades for completed courses to your home university.

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## 6.2 Registration

### 6.2.1 Registration for Fall and Winter Terms (Including Additional Session and Non-Thesis Extension Students)

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

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

#### Returning Students:

Returning students register via Minerva between Tuesday, March 31 and Monday, July 27.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 2334) and Winter (CRN 2262) terms.**

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

#### Newly-Admitted Students:

New students entering in September 2009 register on Minerva between Tuesday, July 14 and Tuesday, September 1.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 2334) and Winter (CRN 2262) terms.**

New students entering in January 2010 register on Minerva between Thursday, December 3 and Monday, January 4.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGN RCGR (the Registration Confirmation course) in the Winter (CRN 2262) term.**

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

**Exception:** A registered student in 2008-09 (not on a leave of absence), who has completed the residency in a thesis program, and who meets the **August 31 thesis submission deadline to GPS** (Thesis Section), does not need to register for the 2009-10 academic year. The student should not expect to graduate in Fall 2009, but **must graduate by Fall 2010 graduation at the latest**. Otherwise the student must be reinstated and will be charged retroactive registration fees for all unregistered sessions/terms up to and including the term in which they graduate. Students who have already registered for the year must ask Graduate and Postdoctoral Studies, IN WRITING, to delete their registration at the time of their theses submission.

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

### 6.2.2 Fee Policies Related to Registration

Refer to **section 8 "Fees and Expenses"**; particular attention should be paid to **section 8.9 "Fees and Withdrawal from the University"** and **section 8.10 "Other Policies Related to Fees"**.

### 6.2.3 Summer Registration

Detailed Summer registration information will be available in the middle of March in individual departments and at [www.mcgill.ca/gps/students/registration](http://www.mcgill.ca/gps/students/registration).

#### Course Registration

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

#### Summer Term of Residence

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

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

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

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

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

To register for courses offered through the CCE, students must be registered in their graduate studies program. All courses taken at CCE must be completed unless the course has been dropped on Minerva according to CCE course drop/withdrawal deadlines. **GPS reserves the right to place limitations on the number of Continuing Education courses taken for any one program. Approval from GPS must be obtained prior to registration.**

### 6.2.5 Courses Which Cannot Be Taken for Credit in a Graduate Program Unless They Have Formally Been Approved for a Specific Program

Three courses are offered through the English and French Language Centre for graduate students whose first language is not English, and some writing courses are offered in other units. These courses cannot be counted toward the requirements of a graduate program. The courses are:

**ESLN 500 ESL: RESEARCH ESSAY AND RHETORIC.** (3) (3 hours) (Prerequisite: Placement test or ESLN 400.) (Restriction: Not open to students who have taken or are taking EFRL 250.) For the near-native speaker of English. Principles and use of academic research, genres, rhetorical strategies, and editing skills.

**ESLN 640 FUNDAMENTALS OF ACADEMIC WRITING FOR GRADUATE STUDENTS.** (3) (Prerequisite: Placement test.) (Restriction: Open to graduate students for whom English is a second language.) (Note: This course cannot be counted towards course requirements of any graduate program.) Focus is on structuring an academic essay and expressing complex ideas. Multiple drafts. Independent learning strategies for academic reading, critical thinking, vocabulary building, and self-editing. Review of writing mechanics.

**ESLN 650 PRONUNCIATION & COMMUNICATION.** (3) (3 hours) (Restrictions: Open only to graduate students for whom English is a second language.) (Restriction: Not open to students who have taken ESLN 550.) (Restriction: This course cannot be counted towards course requirements of any graduate program.) Focus on developing pronunciation and communication skills, including aspects of pronunciation that most affect intelligibility, and with verbal and non-verbal techniques for effective presentations.

**Note:** The following writing courses are available for senior graduate students but cannot be counted toward the requirements of a graduate program:

**EDEC 645 SCIENCE WRITING AND PUBLISHING.** (3) (Restriction: Limited to senior graduate students - Ph.D. 2 and above.) Techniques for writing reader-sensitive scientific articles and grant applications, including how to express abstract ideas.

**REDM 610 WRITING SCIENCE ARTICLES 1.** (3) (Prerequisite: Permission of instructor.) (Restrictions: Restricted to graduate students in the Faculty of Science; graduate students from other faculties considered, space permitting. Enrolment is limited to 12 students. The language of instruction is English and it is not intended as an ESL course. Course is graded pass/fail.) Principles and techniques for clear scientific writing with an emphasis on how to transform complex ideas into direct and precise ones by explaining research to peers and writing for interdisciplinary audiences.

**REDM 710 WRITING SCIENCE ARTICLES 2.** (3) (Prerequisite: Permission of instructor.) (Restrictions: Restricted to Ph.D. students in the Faculty of Science; M.Sc. students from the Faculty of Science and Ph.D. students from other faculties considered, space permitting. Enrolment is limited to 12 students. The language of instruction is English and it is not intended as an ESL course. Course is graded pass/fail.) Skills for writing and publishing scientific articles, including peer-reviewed manuscripts and short, critical reviews of published articles. Topics include techniques for developing logical arguments and writing publishable manuscripts.

### 6.2.6 Registration for Two Degree Programs Concurrently

No student may register in two degree programs or in two departments or faculties or two institutions concurrently without special permission granted by Graduate and Postdoctoral Studies. 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 GPS before a student in this category will be permitted to register.

### 6.2.7 Time Limitation

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

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

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

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

*Council of the FGSR - February 2, 1996*

### 6.2.8 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed two courses required for their program, or for lack of performance in research. Please see [section 6.12 "Failure Policy"](#).

Any student who withdraws from the University **must complete a Withdrawal Form** available at [www.mcgill.ca/gps/students/registration/forms](http://www.mcgill.ca/gps/students/registration/forms). Fees will then be refunded according to the conditions outlined in [section 6.5 "Course Change Period"](#) and in [section 6.7 "Regulations Concerning Withdrawal"](#).

### 6.2.9 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will be assessed a late registration fee as listed below:

**Returning Students:** You may register late from Tuesday, July 28 until and including Tuesday, September 1 with the payment of a late registration fee of \$50 (\$20 for Special Students).

**New, Readmitted, and Returning Students (Fall):** You may register late via Minerva from Wednesday, September 2 until Tuesday, September 15 with the payment of a late registration fee of \$100 (\$40 for Special Students).

**New and Readmitted Students (Winter):** You may register late via Minerva from Tuesday, January 5 until Tuesday, January 19 with the payment of a late registration fee of \$100 (\$40 for Special Students).

**Special Late Registration:** If you cannot register online during the late registration period, usually due to late admission, you may receive special permission to register in person. This information is included with your letter of acceptance.

## 6.3 Course Information

### 6.3.1 Course Numbering

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

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

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

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

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs



courses at the 300 level and 400 level are normally taken in the student's last two years.

- Courses at the 500 level are upper-level undergraduate courses intended for graduate students, but may also be open to qualified senior undergraduate students.
- Courses at the 600 and 700 level are intended for graduate students only.

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

### 6.3.2 Multi-term Courses

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

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

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

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2009 and Winter 2010.

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

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

### IMPORTANT CONDITIONS FOR MULTI-TERM COURSES

1. **Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.**
2. **Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no credit is given for partial completion.**

### 6.3.3 Course Terminology

**Prerequisite:** Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B. It is the responsibility of the student to check prerequisites.

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

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

### COURSE NOMENCLATURE IN PROGRAM DESCRIPTIONS:

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

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

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

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

### 6.3.4 Class Schedule and Course Catalog

Class Schedule for the upcoming Fall and Winter terms normally becomes available in mid-March at [www.mcgill.ca/courses](http://www.mcgill.ca/courses). The Summer term schedule is normally published in January. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the Calendar entries of scheduled courses by clicking the CRN (course reference number) that appears with each course section shown in Class Schedule.

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval/permission required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled or relocated. It is your responsibility to consult Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not caused conflicts in your schedule.

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## 6.4 Summer Studies

Registration regulations may change for Summer 2010. Detailed information about summer registration will also be available in March 2010 at [www.mcgill.ca/gps/students/registration](http://www.mcgill.ca/gps/students/registration).

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

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

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

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for "summer studies" should not be confused with registration for a Summer term which has been discussed previously in section 6.2.3 "Summer Registration".**

Many summer courses have limited enrolment and students are advised to register for such courses as early as possible. Graduate students intending to register for restricted undergraduate courses **MUST COME IN PERSON** to Graduate and Postdoctoral Studies with an approved "Add Undergraduate Course Form" available at [www.mcgill.ca/gps/students/registration/forms](http://www.mcgill.ca/gps/students/registration/forms), where the course will be added if there is space available in the course.

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

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## 6.5 Course Change Period

During the initial Registration Periods, (see section 6.2 "Registration"), you may make changes to your course registrations (add or

drop courses), subject to the requirements and restrictions of your program and individual courses.

The Course Change deadline coincides with the deadline for late registration. Please see [section 2 "Important Dates 2009-2010"](#).

If you are registered in the Fall term, you may add and drop Winter term courses throughout the Fall term until the Winter term deadline for course change/late registration.

After the Course Change deadline, you may add courses only with written permission of the instructor and your department, and the approval of GPS.

## 6.6 Auditing of Courses

McGill does not permit auditing of courses.

## 6.7 Regulations Concerning Withdrawal

### 6.7.1 Regulations Concerning Course Withdrawal

After the Course Change deadline in the Fall and Winter terms, there is a period of a few days during which you may withdraw, with a grade of W and full refund of course fees.

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

#### Courses that begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:  
Sunday, September 20, 2009

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Sunday, October 18, 2009
- Multi-term courses that begin in Fall term: Tuesday, January 19, 2010

#### Courses that begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:  
Sunday, January 24, 2010

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Sunday, February 14, 2010
- Multi-term courses that begin in Winter term: Saturday, May 15, 2010\*

\* Note that if you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term Course Change period by contacting your faculty student affairs office.

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

#### Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your faculty student affairs office. Additional restrictions for Music courses are indicated in the Schulich School of Music section of the *Undergraduate Programs Calendar*, available at [www.mcgill.ca/courses](http://www.mcgill.ca/courses).
2. It is solely your responsibility to initiate a course withdrawal by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdrew is entered on Minerva and is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. Fee refunds, if any, will be in accordance with [section 8.9 "Fees and Withdrawal from the University"](#).

### 6.7.2 Regulations Concerning University Withdrawal

If you are considering University withdrawal, you are strongly urged to consult with your adviser and your student affairs office before making a final decision.

#### Student's Responsibility

It is solely your responsibility to initiate University withdrawal. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date the request for withdrawal is submitted to GPS is the official date of withdrawal, even if you had stopped attending lectures earlier.

### 6.7.3 Deadlines for University Withdrawal

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates in the ["Important Dates 2009-2010"](#), [section 2](#). If you drop your last Fall or Winter course by the end of the add/drop period of that term you are withdrawn from the University. To return to your studies you must follow the procedures for readmission.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on Minerva.

#### Fall Term:

Deadline for University withdrawal with refund (minus \$100 for returning and \$200 for new students):

Sunday, September 20, 2009

Deadline for University withdrawal without refund:

Sunday, October 18, 2009

#### Winter Term:

Deadline for University withdrawal with refund (minus \$100 for returning and \$200 for new students):

Sunday, January 24, 2010

Deadline for University withdrawal without refund:

Sunday, February 14, 2010

If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your student affairs office, which will supply any forms necessary to complete the University withdrawal as long as you have not missed the **deadline for University withdrawal**.

**Special Note for Graduate Students:** A Withdrawal Form, available at [www.mcgill.ca/gps/students/registration/forms](http://www.mcgill.ca/gps/students/registration/forms), must be submitted to GPS by the withdrawal deadlines indicated.

### 6.7.4 Consequences of University Withdrawal

Fee refunds, if any, for the term in which you withdraw will be according to [section 8.9 "Fees and Withdrawal from the University"](#).

Upon withdrawal, you must return your ID card to the University as stated in [section 6.20 "Identification \(ID\) Cards"](#).

If you withdraw from the University and want to re-register in a subsequent term, you must follow the procedures for readmission. See [section 5.1 "Application for Admission"](#) for more details.

If you withdraw from the University during the Fall term you are considered withdrawn from the entire academic year, regardless of whether you dropped Winter term courses. To return for the Winter term, follow the procedures for readmission.

## 6.8 Grading and Grade Point Averages (GPA)

#### Classification of Marks:

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

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



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

The University assigns grade points to letter grades according to the table above. Your academic standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

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

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from master's to doctoral, the CGPA starts again.

This policy took effect in January 2003. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of F or J continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination.

#### Other Grades:

IP	— <b>in progress</b> ; (Master's Thesis Courses Only)
P	— <b>pass</b> ; Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not calculated in TGPA or CGPA.
HH	— <b>to be continued</b> ; the use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.
J	— <b>unexcused absence (failed)</b> ; the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
K	— <b>incomplete</b> ; deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (Need a K contract signed.)
KF	— <b>incomplete/failed</b> ; failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement; calculated as a failure in TGPA and CGPA.

KK	— <b>completion requirement waived</b> . Not calculated in TGPA or CGPA. This is used in exceptional cases only, with the approval of the Director of Graduate and Postdoctoral Studies. Not calculated in TGPA or CGPA.
KE or K*	— <b>further extension</b> granted with the approval of the Director of Graduate and Postdoctoral Studies (maximum two years.) (Need a K contract signed.)
L	— <b>deferred</b> ; 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 dated medical certificate or appropriate document recommending a deferral must be submitted to Graduate and Postdoctoral Studies with a departmental recommendation for a deferral <b>before or immediately after</b> the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is assigned.  By commencing to write any examination, the student waives the right to plead medical causes for deferral or permission to write a supplemental examination, unless the medical problem occurs in the course of the examination and is documented by examination authorities.
LE or L*	— <b>further deferral</b> ; permitted to defer examination for more than the normal period.
NA or &&	— <b>grade not yet available</b> .
NR	— <b>no grade reported</b> by the instructor (recorded by the Registrar).
Q	— course continued in next term.
Satisfactory/Unsatisfactory	— <b>Not used for graduate students</b> .
W	— <b>withdrew with approval</b> ; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
WF	— <b>withdrew failing</b> ; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music and Graduate Students.)
WL	— faculty permission to withdraw from a deferred examination (approved by GPS); not calculated in TGPA or CGPA.
W-- or --	— <b>no grade</b> ; student withdrew from the University, not calculated in TGPA or CGPA.

## 6.9 Unexcused Absences

All students who miss a final exam are given a J grade. The student can request a deferred exam, if the student has the appropriate reasons and documentation as soon as possible.

Students wishing to appeal a J grade should write to the Associate Dean (GPS) or Director (GPS).

## 6.10 Verification of Student Record

### 6.10.1 Unofficial Transcripts

Subject to [section 6.11, "Changes to Student Records after Normal Deadlines"](#), you are responsible for verifying your academic record on Minerva using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Graduate Program Director or directly to GPS.

## 6.11 Changes to Student Records after Normal Deadlines

### 6.11.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing minors or concentrations).

### 6.11.2 Registrar Deadlines

Fall term - January 31  
Winter term - June 1  
Summer term - October 1

### 6.11.3 Before Registrar Deadlines

For record changes after the normal deadlines published in the Calendar, but before the Registrar deadlines above, you must make a request in writing to the Associate Dean of your faculty or Director of Graduate and Postdoctoral Studies (GPS) for graduate students, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

### 6.11.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed above. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from the Associate Dean of your faculty or Associate Dean of Graduate and Postdoctoral Studies (GPS) for graduate students. If your Associate Dean approves the request, the change will be processed according to faculty and Enrolment Services student-record procedures. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.

### 6.11.5 Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to

consider the request. Enrolment Services then sends you a letter explaining the decision.

### 6.11.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty or GPS does not handle changes related to your citizenship and/or immigration or fee exemption status; please see [section 6.19, "Legal Documents"](#).

## 6.12 Failure Policy

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

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

*Senate, October 11, 2000.*

*Revised – GPS Council, February 10, 2003*

### Procedure to follow in cases of failure:

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

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

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

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

## 6.13 Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in *English as a Second Language* before or at the start of your studies. Information concerning second language course offerings can be found in the Faculty of Arts section of the *Undergraduate Programs Calendar* and in the *Summer Studies* and *Continuing Education* Calendars. There are special language requirements for Faculty of Education students ([see section 6.2.5 "Courses Which Cannot Be Taken for Credit in a Graduate Program Unless They Have Formally Been Approved for a Specific Program"](#)).

## 6.14 Regulations Concerning Theses

The thesis submission guidelines contain important information regarding procedures and deadlines. Students who are in the process of writing a thesis must consult these thesis submission guidelines in order to adhere to University regulations concerning the submission of a thesis. Thesis submission guidelines and all the forms required for thesis submission are posted on the web at [www.mcgill.ca/gps](http://www.mcgill.ca/gps).

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

Dates of submission of theses, convocations, etc. are listed in [section 2 "Important Dates 2009-2010"](#) and are available on the web at [www.mcgill.ca/students-information/dates](http://www.mcgill.ca/students-information/dates).

## 6.15 Graduation

In order to graduate, you must complete faculty and program requirements. **It is your responsibility to meet all faculty and program requirements before graduation.**

You should contact your adviser (Music students should contact the Senior Student Adviser; Graduate students should contact the Graduate Program Director) early in the graduating year to make sure you will meet your program requirements by graduation time.

### 6.15.1 Apply to Graduate

**Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva to apply to graduate.** It is your responsibility to inform McGill of your intention to graduate.

#### Deadlines:

- Fall term graduation (courses completed in December for June convocation): You must apply on Minerva by the end of November.
- Winter term graduation (courses completed in April for June convocation): You must apply on Minerva by the end of February.
- Summer term graduation (courses completed by August for October convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, you must follow the procedures at [www.mcgill.ca/gps/students/thesis/nonthesis](http://www.mcgill.ca/gps/students/thesis/nonthesis).

The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. For more information on how to apply on Minerva, go to [www.mcgill.ca/minerva-students/records/graduation](http://www.mcgill.ca/minerva-students/records/graduation).

#### Graduation Fee

All students are charged a compulsory transcripts and diploma charge in each term of registration. This will entitle students to order transcripts free of charge as well as cover the costs of graduation.

### 6.15.2 Graduation Approval Query

As a graduating student you can view the status of your graduation record on Minerva during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the Degree Granted notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring).
- Late May, for Winter term graduation (Convocation in Spring).
- Late October, for Summer term graduation (Convocation in Fall).

See [www.mcgill.ca/convocations](http://www.mcgill.ca/convocations) for information regarding convocation ceremonies.

### 6.15.3 Replacement Diploma

If your diploma was lost, damaged, or the name on the diploma should be changed, you can request a replacement diploma. You must send a written request plus a certified cheque or money order for CDN \$60, payable to McGill University. You should refer to the sections below to determine which situation applies to you. Send your request to:

Enrolment Services  
Duplicate Diploma Request  
McGill University  
James Administration Building, Room 205  
Montreal, QC H3A 2T5  
Email: [registration@mcgill.ca](mailto:registration@mcgill.ca)

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

**To replace a lost diploma:** You must provide a sworn affidavit from a notary, a lawyer or a commissioner of oaths certifying that the diploma is lost. The affidavit must include: your full name; student number; address; phone number; date of birth; degree granted/year granted; and reason for a replacement diploma.

**To replace a damaged diploma or change the name on the diploma:** You must send or deliver the original diploma, and your letter must include the following information: full name; student number; address; phone number; date of birth; reason for a replacement diploma; and any corrections, additions or deletions.

**For name changes:** you must include clear and complete photocopies of legal documents supporting your name change request. Please see [section 6.21 "Name"](#) for the list of acceptable documents. Note that the name change must be processed in the University system before a duplicate diploma can be issued.

**To request certified copies of a diploma:** McGill provides only one original diploma per student. However, you may obtain certified copies of your diploma. Simply photocopy your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible. Enrolment Services will certify as many copies as required at no charge. A cover letter bearing your signature and including your full name, student number, address and phone number is required for mail or fax requests. Note that certified copies of your diploma are not sent by fax or email.

**To request a translation of a diploma:** McGill can provide you certified English or French translations of your diploma as required, free of charge. Please send us a written request specifying the degree to be translated and how many copies you need. You should ensure to include your complete name, address, date of birth and signature. You must allow at least a week for processing and mailing. Note that translated diplomas are not sent by fax or email.

### 6.15.4 Dean's Honour List

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

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

#### Master's Thesis Candidates:

Truly outstanding student recommended by the department.

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## 6.16 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

In accordance with Quebec's Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone number, email address, date of birth, program and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

- Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries).
- Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Éducation, du Loisir et du Sport* (MELS).
- The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities).
- The Association of Universities and Colleges of Canada.
- The Association of Registrars of Universities and Colleges of Canada and the *Conférence des recteurs et des principaux des universités du Québec*, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics.
- The school(s) or college(s) that you attended.
- Students and alumni who have volunteered to speak with admitted students.
- Student Associations recognized by McGill University for the student category(ies) to which you belong.
- The McGill Alumni Association.
- Professional bodies or corporations (e.g., engineers, dentists).
- McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in h, i, j and k, you must complete and submit an Opposition Form, available at Enrolment Services.

## 6.17 Transcript of Academic Record

### 6.17.1 Unofficial Transcripts

If you require a copy of your student record, access Minerva to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript.

### 6.17.2 Official Transcripts

Use **Minerva** to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*. If you cannot access Minerva, fill out the *Request for Release of Official Document* form available online at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts) or in person at Enrolment Services (address below), and submit it by mail, by fax, or in person. Note that the form must be signed by the student. To protect privacy, we do not accept telephone or email requests.

Enrolment Services  
James Administration Building  
845 Sherbrooke Street West, Room 205  
Montreal, QC H3A 2T5  
Fax: 514-398-8939

### 6.17.3 General Information

Transcripts are free of charge.

The University sends official transcripts directly to the addresses provided by the student. If you intend to deliver the transcript to another institution yourself, you can request to receive it in a sealed envelope.

Requests are normally processed in 3 to 5 working days; transcripts requested at peak times and for pre-1976 records take longer.

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

The University issues only complete transcripts that record all attempted work and final results obtained in any and all programs. Under no circumstances does the University issue partial transcripts.

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

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

The University prints official transcripts on secure paper that cannot be copied.

### 6.17.4 Course Numbering on the Transcript

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

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

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

## 6.18 Academic Integrity

When submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are extremely serious academic offences. If you have any doubt as to what might be considered plagiarism when you are preparing an essay or term paper, you should consult the course instructor to obtain appropriate guidelines. You should also consult the student guide to the meaning of plagiarism on the Academic Integrity website at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity), where you will find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. You can find the Code in the *Handbook on Student Rights and Responsibilities*, available through the Academic Integrity website or at [www.mcgill.ca/deanofstudents/rights](http://www.mcgill.ca/deanofstudents/rights).

The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of a possible violation under Section 16 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described in the *Handbook on Student Rights and Responsibilities*.

## 6.19 Legal Documents

### 6.19.1 Why Does McGill Collect Legal Documents from You?

**Tuition fees** at McGill vary depending on whether you have provided us with proof that you are a Quebec student, a Canadian out-of-province student, or an international student, as per **section 6.19.2, "What Documents Does McGill Need from You?"**.

Some of the documents McGill requests from you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code, is issued by the Quebec *Ministère de*



*l'Éducation, du Loisir et du Sport* (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code - you can find it on your school report card or your CEGEP or university transcript. After you have accepted the University's offer of admission, you can check on Minerva (under the *Personal Menu*) to see if McGill has received your Permanent Code.

You can consult your tuition and legal status (including your Permanent Code) on Minerva. Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.

### 6.19.2 What Documents Does McGill Need from You?

Follow the instructions in the **first** row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

#### Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> <li>Usually <b>no documents</b> are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)</li> </ul>
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> <li>Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3)</li> <li>For your Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)</li> </ul>
You were born in Quebec	<ul style="list-style-type: none"> <li>Quebec <b>birth certificate</b> (note 1 and 5)</li> <li>Permanent Code Data Form (note 2 and 6)</li> </ul>
You were born (or became a Landed Immigrant) in a Canadian province other than Quebec	<ul style="list-style-type: none"> <li>Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3)</li> <li>Permanent Code Data Form (note 2 and 6)</li> </ul>
You are a Quebec resident through one of the other situations outlined by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)	<ul style="list-style-type: none"> <li>Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3)</li> <li>Permanent Code Data Form (note 2 and 6)</li> <li>Attestation of Residency in Quebec Form (note 6)</li> <li><b>Other supporting documents</b>, depending on which situation you checked on the above Attestation of Residency Form</li> </ul>

#### International Students

You will be in Canada for less than 6 months (i.e. for only one academic semester)	<ul style="list-style-type: none"> <li>Visitors Permit issued by Citizenship and Immigration Canada at your port of entry into Canada</li> <li>Photo page of your passport and the page stamped by Citizenship and Immigration Canada at your port of entry</li> <li>Permanent Code Data Form (note 2 and 6)</li> </ul>
You will be in Canada for more than 6 months (i.e. for two or more consecutive academic semesters)	<ul style="list-style-type: none"> <li>Certificate of Acceptance of Quebec (CAQ)</li> <li>Permanent Code Data Form (note 2 and 6)</li> <li>Study Permit issued by Immigration Canada (note 4)</li> </ul>

**Note 1:** You may alternatively provide your Quebec baptismal certificate if it was issued **prior to January 1, 1994**, and clearly shows where you were born and that your baptism in Quebec occurred no more than four months after your date of birth.

**Note 2:** Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.

**Note 3:** Your Canadian Permanent Resident status can be proved by a copy of your Immigration Canada IMM 5292 document together with your Canadian Permanent Resident card (copy of both sides required). Alternatively, you may provide your IMM 1000 document along with your Permanent Resident card (copy of both sides required).

**Note 4:** If you are a refugee, you should instead provide your Convention Refugee status document.

**Note 5:** Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, but McGill is still charging you Canadian fees, McGill will accept as proof that you qualify for Quebec residency a copy of your Canadian passport that indicates your birth place as being within the province of Quebec.

**Note 6:** You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at [www.mcgill.ca/legaldocuments/forms](http://www.mcgill.ca/legaldocuments/forms).

#### Fee Exemptions

Students in certain categories may be eligible to claim an exemption from the international rate of tuition fees according to the regulations set by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS).

If you are eligible for one of the exemption categories you are assessed at the Quebec rate of tuition. You can find a list of categories and the required application form at [www.mcgill.ca/student-records/fees/exemption](http://www.mcgill.ca/student-records/fees/exemption) and also at Enrolment Services. An exemption will not be granted unless you submit the application form along with your supporting documents to Enrolment Services.

### 6.19.3 Has McGill Received Your Documents?

#### Quebec/Canadian/International Fees

Once McGill has received your documents, it usually takes one week to process them and update your file accordingly.

- Check your tuition status on the Minerva student accounts menu: *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if you are assessed as: an international student, a Canadian student, or a Quebec student.
- Electronic billing is the official means of delivering fee statements to all students; you may view your e-bill on Minerva. For more information, see the following website: [www.mcgill.ca/student-accounts/e-bill](http://www.mcgill.ca/student-accounts/e-bill).

**If you do not agree with your assessment, notify McGill right away. If you provide additional documentation in support of your file after the last day of classes for the given term, McGill cannot accept changes or offer you a lower tuition rate for that term.**

#### Permanent Code

The Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed above or the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) has not yet

confirmed that your documents are sufficient to create a Permanent Code.

### 6.19.4 What Are the Consequences of Not Providing Your Documents?

McGill must receive all proofs of citizenship, requests for Quebec residency, international fee exemptions, and immigration status changes by the end of the last day of classes of a current term for them to take effect for that term. **All requests received after the last day of classes will be processed but your fees will only be lowered for the following term.**

McGill cannot issue you an ID card until all of your documents have been received. Your ID card is essential to use many services on campus, and to take your final exams.

If your Permanent Code is not issued by October 15 (Fall term) or February 15 (Winter term), a hold will be added to your record until McGill has received the necessary documents. This hold will prevent you from registering or dropping any courses and from obtaining your official transcript. If you are registered in one term or in a one-year program, the University may put a hold on your record earlier in the term.

If your tuition fees are reduced because of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

### 6.19.5 Where Do I Send my Documents?

You must send in all your documents after you have been accepted to McGill but before your classes begin. **Do not send originals.** Email, fax or mail clear and legible copies of your documents. Write your student ID on the documents so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

#### By Email:

Follow these steps to submit your legal documents electronically:

#### 1. Save the attached file in an accepted format:

- Standard PDF (.pdf) - encrypted PDFs will not be accepted.
- Tagged image format (.tif, .tiff; for scans).

Ensure that you save your documents properly in one of the above formats - do not just rename the file extension. Due to the possibility of computer viruses, McGill does not accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

#### 2. Ensure that the resolution used is at least 300 dpi (dots per inch) for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.

#### 3. Address your email to [legaldocumentation@mcgill.ca](mailto:legaldocumentation@mcgill.ca) and attach your relevant scanned document(s). Attach the file(s) to your email; do not include the documents in the body of your email.

#### 4. Put your First Name, Last Name, and McGill ID number in the subject line of your email.

**Note:** Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

#### By Mail:

Enrolment Services  
Documentation Centre  
688 Sherbrooke Street West, Suite 760  
Montreal, QC H3A 3R1 CANADA

#### By Fax:

514-398-3227

#### In Person or by Courier:

Enrolment Services  
James Administration Building, Room 205  
845 Sherbrooke Street West  
Montreal, QC H3A 2T5 CANADA

If there is a problem with your documents, contact:

**Telephone:** 514-398-4474

**Email:** [admissions@mcgill.ca](mailto:admissions@mcgill.ca)

## 6.20 Identification (ID) Cards

As a student registered at McGill you are required to present an ID card to write examinations, when using libraries and student services and certain laboratories, and to access many residences.

To receive your ID card, you must be a registered student, and you must present your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 6.19 "Legal Documents"](#)).

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

**Note:** you must allow at least three hours after you have registered before applying for your ID card.

Apply for your ID card at these times and locations:

<b>Quebec CEGEP students:</b> Tuesday, June 9 to Tuesday, Sept. 1, 2009. Open 9:00 a.m. to 5:00 p.m. (Note that we are closed on: Wednesday, June 24 and Wednesday, July 1st and weekends). You are encouraged to come during this period to avoid lineups later in August. No international students can be issued an ID card before August 19.	Enrolment Services James Administration Building, Room 205
<b>Canadian and Quebec students:</b> Tuesday, July 28 to Tuesday, Sept. 1, 2009. Open 9:00 a.m. to 5:00 p.m. (except weekends). You are encouraged to come during this period to avoid lineups later in August. No international students can be issued an ID card before August 19.	Enrolment Services James Administration Building Room 205
<b>All students, including international students:</b> Wednesday, August 19 to Friday, August 28, 2009. Open 9:00 a.m. to 5:00 p.m. including Saturday and Sunday, August 22-23.	Lorne M. Trottier Building 3630 University Street
Starting Tuesday, September 1, 2009: Normal office hours.	Enrolment Services James Administration Building Room 205

### ID Card Schedule for the Macdonald Campus:

**Quebec CEGEP students (newly registered)** may obtain an ID card from the Student Affairs Office, Room 106, Laird Hall. Office hours are from 9:00 a.m. to 4:00 p.m., Monday through Thursday and 9:00 a.m. to 3:00 p.m. on Friday throughout the Summer. Please note that the Student Affairs Office will be closed for the statutory holidays of Wednesday, June 24, and Wednesday, July 1.

**Canadian and Quebec Students** may obtain an ID card August 3 to 22, from 9:00 a.m. to 4:00 p.m. Monday through Thursday and 10:00 a.m. to 3:00 p.m. on Friday from the Student Affairs Office, Room 106, Laird Hall. If you are unable to obtain your ID card on one of the above dates, you will be able to obtain it during orientation activities the week of August 24.

**International Students** may obtain an ID card as of August 19, 2009 from the Student Affairs Office, Room 106, Laird Hall.

As of Tuesday, September 1, 2009, you may obtain an ID card from the Macdonald Campus Student Affairs Office during normal office hours.

**Notes:**

- If you do not register for consecutive terms you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen or damaged, there is a \$20 replacement fee.
- If you need security access to labs or other facilities, see [www.mcgill.ca/security/services/access](http://www.mcgill.ca/security/services/access).

The Student Identification Card is the property of the University, for use by the cardholder only and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

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## 6.21 Name

### 6.21.1 Legal Name

This is the name that will appear on your degree, diploma or certificate on graduation, and on your transcript. It is also used by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to create a Permanent Code.

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

1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).
3. Canadian Immigration Study or Work Permit document.
4. Certificate of Acceptance of Quebec (CAQ).
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable).
6. Letter from international student's consulate or embassy in Canada.
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language).  
Note that Quebec marriage certificates are only acceptable if issued prior to 1984.

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

### 6.21.2 Preferred First Name

You can provide a preferred first name on your application for admission or, once admitted, on Minerva, under the *Personal Menu*. From the *Personal Menu*, select the *Name Change Form* and you will be able to add/modify this field.

Your preferred first name appears on class lists (in parentheses beside your legal name) for use by instructors. Note that your legal name will continue to appear on your transcript and diploma.

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## 6.22 Verification of Name

Verify the accuracy of your name on McGill's student records via Minerva. To do this, go to the *Personal Menu > Name Change Form*, where you can make minor corrections such as changing case (upper/lower), adding accents and spacing. However, you **cannot** change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see [section 6.21 "Name"](#)) in person at Enrolment Services, James Administration Building, Room 205.

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## 6.23 Email Communication

All students are assigned a McGill Email Address (usually in the form of [firstname.lastname@mail.mcgill.ca](mailto:firstname.lastname@mail.mcgill.ca)) and are given a McGill

email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva, under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read the *Code of Conduct for Users of McGill Computing Facilities* and the *Email Communications with Students* policy found under Information Technology on the University Secretariat website at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it) and see [section 12 "For your Information Technology \(IT\) needs"](#).

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## 6.24 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva under the *Personal Menu*.

If you are away from campus and do not have access to the Internet, you can request changes by writing to your student affairs office or to Enrolment Services. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or correction of your birth date, you must go in person (as soon as possible) to Enrolment Services, James Administration Building, Room 205. Macdonald Campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.

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## 6.25 Authorization, Acknowledgement and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

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## 6.26 Proper Use of Computing Facilities

You must comply with the *Code of Conduct for Users of McGill Computing Facilities* as approved by the University Senate. You can find the Code in the *Handbook on Student Rights and Responsibilities*.

This Code (or policy) is also posted in the University Secretariat listing of *University Policies, Procedures and Guidelines* under Information Technology, at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).

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## 6.27 Non-Smoking Policy

Quebec law prohibits smoking in public buildings.



## 6.28 Health Professions - Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions, including Dietetics. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information on our website at [www.mcgill.ca/studenthealth/forms](http://www.mcgill.ca/studenthealth/forms) or by calling the Student Health Service at 514-398-6017.

## 6.29 Health Insurance - International Students

By Senate regulation, all international students (full-time, part-time, half-time, additional session, special, exchange and visiting) and their accompanying dependants who do not have Canadian citizenship or Permanent Resident status must participate in the University's compulsory sickness and accident plan. For enrolment procedures and details on the health insurance plan, consult the International Student Services website. For information concerning rates, see [www.mcgill.ca/internationalstudents/health/faq/#3](http://www.mcgill.ca/internationalstudents/health/faq/#3).

All inquiries related to this University policy must be directed to International Student Services.

International Health Insurance

Telephone: 514-398-6012

Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

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

## 6.30 Health Insurance - Canadian Residents

If you are a Canadian student from outside Quebec, you should check with your provincial medicare office to ensure that you have valid health coverage while studying at McGill.

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services. Please note that this option is available only during the first month of your first semester at McGill.

Graduate students classed as Canadian full-time or additional session/non-thesis extension as well as all postdoctoral candidates are automatically covered by their society's Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see "International Students", section 7.3. In 2009-2010, this plan costs \$591 (single coverage). Students not charged during the Fall term for insurance fees can choose to enrol directly at the PGSS office during the January adjustment period. For details on what is covered by this plan as well as opt-out procedures, please refer to the information contained at [www.pgss.mcgill.ca](http://www.pgss.mcgill.ca).

## 6.31 Special Medical Needs

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see section 7.5 "Student Services – Downtown Campus" for contact information on the Downtown Campus and see section 7.6 "Student Services – Macdonald Campus" for Macdonald Campus contact information.

## 6.32 Minerva

Minerva is McGill's web-based information system serving students, staff and faculty. To access Minerva, go to [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and click the Login icon. Once logged in to Minerva, you can:

- View class schedules, including course descriptions and spaces available in course sections.
- Register and make course changes.
- View your unofficial transcript and degree evaluation reports.
- View your Permanent Code, citizenship and Quebec residency status and fee information.

- Update personal information such as address, telephone number and emergency contacts.
- Apply to graduate.
- View graduation status and convocation details.
- View your McGill login information to access the Internet and email.
- Order official transcripts.
- Retrieve tax receipts.
- Submit an online course evaluation.
- Apply to McGill and view your application status.

In addition, students in some faculties can use Minerva to change their major or minor programs, and to apply for an Exchange program.

## 6.33 myMcGill

McGill's web portal, *myMcGill*, gives students and staff a personalized interface to the University's information systems.

*myMcGill* offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins. To log into *myMcGill*, click the *myMcGill* tab at the top-right corner of the McGill homepage ([www.mcgill.ca](http://www.mcgill.ca)) or go to <http://my.mcgill.ca>.

# 7 Student Services and Information

## 7.1 Fellowships, Awards and Assistantships

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

Telephone: 514-398-3990

Fax: 514-398-2626

Email: [graduate.fellowships@mcgill.ca](mailto:graduate.fellowships@mcgill.ca)

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

Graduate Fellowships and Awards Calendar: [www.mcgill.ca/courses](http://www.mcgill.ca/courses) (under *Graduate Fellowships and Awards Calendar*)

The Fellowships and Awards Section of Graduate and Postdoctoral Studies provides information on many sources of support for Canadian and non-Canadian students, both new to McGill and continuing. Further information on these and other sources of funding can be found various publications on the Fellowships and Awards web pages. The *Graduate Fellowships and Awards Calendar* lists all internal awards as well as numerous external awards.

Entrance Fellowships are awarded on the basis of the application for admission, upon nomination by academic departments – please contact the proposed academic department directly for further information.

Research Assistantships, Teaching Assistantships and stipends from professors' research grants are handled by individual academic departments at McGill. Fellowships, assistantships and stipends are used to make funding packages for graduate students. All assistantship and stipend inquiries should be directed to departments.

Since September 2007, we offer the **McGill International Doctoral Awards (MIDAs)**. All international doctoral students registered full-time at McGill (Ph.D./D.Mus./D.C.L. in years 1 to 4) pay the same tuition as Quebec doctoral students. International students whose international tuition supplement is paid by an external source (e.g., fellowships that include direct payment of tuition and third party billing contracts) will not be eligible for these awards.

A small number of citizens from countries whose governments have entered into agreements on tuition fees with Quebec may be exempted from the supplemental tuition fees normally required of

international students. All French citizens and a limited number of citizens of a country in the list which can be found at [www.mels.gouv.qc.ca/ens-sup/ens-univ/droits\\_scolarite-A\\_pays-organisations.pdf](http://www.mels.gouv.qc.ca/ens-sup/ens-univ/droits_scolarite-A_pays-organisations.pdf) are eligible for such exemptions. For more information and the necessary application materials, see this MELS website: [www.mels.gouv.qc.ca/ens-sup/ens-univ/coop.asp](http://www.mels.gouv.qc.ca/ens-sup/ens-univ/coop.asp). The list of organizations where students should apply can be accessed from this website.

Differential fee waivers for international students provide eligible non-Canadian graduate students with waivers of the international tuition fee supplement. There are no application forms for differential fee waivers, since these are awarded on the basis of departmental nominations made to the Fellowships and Awards Section. Eligible students should contact their McGill department. As of May 2007, summer DFW's are applied primarily to eligible master's students, while Fall and Winter term DFW's are applied primarily to eligible doctoral students as part of the MIDAs program.

## 7.2 Student Financial Assistance

### Citizens and Permanent Residents of Canada

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

### Citizens and Permanent Residents of the United States

McGill University participates in the Federal Family Education Loan Program (FFELP). American students in need of financial assistance may apply for Stafford loans (subsidized and unsubsidized) and Grad Plus loans. Complete instructions can be found on McGill's Student Financial Aid website at [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid).

### McGill Financial Aid

The Scholarships and Student Aid Office also administers the University's need-based financial aid program, which includes short term loans to cover emergency situations, longer term loans, a number of graduate bursaries, and a Work Study program. All applicants for aid must first apply for the maximum government assistance for which they may be eligible. Applications can be found on the Financial Aid Menu on Minerva.

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

## 7.3 International Students

All students who are not citizens or Permanent Residents of Canada are required to obtain the necessary immigration documents (CAQ, Study Permit, Entry Visa when required) **prior to entering the country. Do not leave home without proper documentation. You cannot change your status from Visitor to Student in Canada. Please note that students who have been accepted to programs that will be completed in less than 6 months have the option of studying without the CAQ and Study Permit (Visiting, Special).**

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

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

A citizen of the United States, a Danish citizen living in Greenland, or a French national living in Saint Pierre and Miquelon is permitted to obtain the Study Permit at a Port of Entry, if in possession of the required supporting documents.

### Applying to McGill from within Canada (outside Quebec) –

Students transferring from another Canadian institution outside Quebec to McGill should send their documents and CAQ application to the Montreal address of Immigration Quebec.

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

For further information, or if there is an emergency, contact the International Student Services Office by telephone during regular office hours, 9:00 a.m. to 5:00 p.m., or by email.

International Student Services:

Telephone: 514-398-4349

Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)

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

For information concerning rates, see [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health). All inquiries related to this University policy must be directed to the International Student Services Office.

Health Insurance:

Telephone: 514-398-6012

Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

International Student Services, William and Mary Brown Student Services Building, 3600 McTavish Street, Suite 3215, Montreal, Quebec, H3A 1Y2.

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

## 7.4 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is published jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill. You will receive it when you get your student ID card at the ID Centre (Downtown and Macdonald Campuses).

The Handbook is also available at [www.mcgill.ca/deanofstudents/rights](http://www.mcgill.ca/deanofstudents/rights).

### 7.4.1 Office of the Dean of Students

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

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990

Email: [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)

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

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community and the broader local community.

### 7.4.2 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-3825

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

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office or department.

## 7.5 Student Services – Downtown Campus

Unless otherwise indicated, all Student Services on the Downtown Campus are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec, H3A 1Y2.

A list of services available is given below. For further information, see the Student Services website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices) or the address indicated above.

### Student Services

General Information: 514-398-8238  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

**Career Planning Service (CaPS):** Provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Brown Student Services Building, Suite 2200 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

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

Brown Student Services Building, Suite 4400 514-398-4104  
Email: [chaplaincy@mcgill.ca](mailto:chaplaincy@mcgill.ca)  
Website: [www.mcgill.ca/chaplaincy](http://www.mcgill.ca/chaplaincy)

**Counselling Service:** Assists with psychological, emotional, and interpersonal issues as well as vocational and academic concerns.

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

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

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

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

Brown Student Services Building, Suite 2100 514-398-6913  
Email: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)  
Website: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)

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

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

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

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

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

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

**Scholarships and Student (Financial) Aid Office:** Provides assistance in the form of loans, bursaries, and Work Study programs to students requiring financial aid.

Brown Student Services Building, Suite 3200 514-398-6013/6014  
514-398-4807 (Scholarships)  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

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

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

**Residences:** Offers accommodation for approximately 2,400 students. See section 7.7 "Residential Facilities" for more information.

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

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

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

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

Brown Student Services Building, Suite 4200 514-398-6011  
Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)  
Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

## 7.6 Student Services – Macdonald Campus

While students who study on the Macdonald Campus may make full use of all Student Services available at McGill, the Office of the Executive Director of Services for Students gives you direct access to the services listed below.

Further information can be found on the web at [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices) and the Student Services website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices).

Unless otherwise indicated, Macdonald Campus services are located in the:

Centennial Centre, Room CC1-124  
21,111 Lakeshore Road  
Telephone: 514-398-7992  
Fax: 514-398-7610  
Email: [stuserv.macdonald@mcgill.ca](mailto:stuserv.macdonald@mcgill.ca)

**Career Planning Service (CaPS):** Provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Telephone: 514-398-7582  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

**Counselling Service:** A professional counsellor is available three times a week offering counselling for personal, social and emotional issues, as well as for academic and vocational concerns. Appointments are required.

Telephone: 514-398-7992

**Health Service:** A referral service is available Monday through Friday. A nurse/health educator is on campus Mondays, Tuesdays and Wednesdays, and a physician is available by appointment on specified dates.

Telephone: 514-398-7565

**Off-Campus Housing:** Maintains computerized lists of available off-campus student housing. The Off-Campus Housing Service is available to assist students in finding accommodations which include: shared accommodations (with other students), rooms in

homes, and apartments to rent in Ste-Anne-de-Bellevue and the surrounding areas.

Telephone: 514-398-7992

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

**Student (Financial) Aid Office:** Information about government aid, McGill loans and bursaries, and Work Study programs can be obtained at the Centennial Centre. During the academic year (September to April), an Administrator visits the campus every Wednesday to help students with financial problems.

Telephone: 514-398-7992

## 7.7 Residential Facilities

### 7.7.1 Graduate Housing – Downtown

Graduate Housing

Student Housing Office, Room 7

3641 University Street

Montreal, QC H3A 2B3

Telephone: 514-398-6050

Fax: 514-398-4457

Email: [grad.housing@mcgill.ca](mailto:grad.housing@mcgill.ca)

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

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available.

Only a limited number of graduate spaces are available. Out of 215 spaces, approximately 70 become vacant annually. Availability is on a first-come, first-served basis, and you must be admitted or recommended for admission to be considered.

To apply, indicate "Yes" in the housing request area of your McGill application and check Minerva for updates in your housing status.

Occupancy of graduate housing is from September 1, 2009 to July 31, 2010 or from January 1, 2010 to July 31, 2010.

#### 7.7.1.1 Single-Occupancy Apartments

Graduate housing includes a 7-story apartment block and three small apartment buildings. All are located within a short walking distance of the main campus.

Each apartment has its own bathroom and kitchen with refrigerator, stove, dining table and chairs. Other furnishings include: a single-sized bed and mattress, desk and study chair, dresser, bookshelf, night table, and vertical blinds (furnishings may vary depending on room size). Electricity, hot water and heating are included in the rent. Apartments are wired for private phone lines and internet service. Phone and internet service is not included in the rent and must be arranged through McGill's REZ Voice and Data Service.

#### 7.7.1.2 Shared-Facilities Housing

There is a variety of graduate housing with shared facilities. For example, students can live in a former coach house of one of the largest mansions in Montreal's "Golden Square Mile" or a number of brownstone mansions featuring wood panelling, decorative moldings and elaborate ornamental fireplaces.

This type of housing offers graduate students the privacy of their own bedroom along with the benefits of communal living such as large kitchens and common rooms where housemates gather to dine and watch TV.

McGill offers all-female, all-male and co-ed graduate accommodation.

### 7.7.2 University Residences – Macdonald Campus

Campus Housing Office

P.O. Box 188

Macdonald Campus of McGill University

Sainte-Anne-de-Bellevue, QC H9X 3V9

Telephone: 514-398-7716

Fax: 514-398-7953

Email: [residences.macdonald@mcgill.ca](mailto:residences.macdonald@mcgill.ca)

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

Residence life is an integral part of Macdonald Campus activities. Laird Hall, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. All dorm rooms have telephone and high-speed network access services, which are available at extra cost.

The EcoResidence, Canada's first ecologically friendly student residence and winner of the *Prix d'excellence* from the *Ordre des architectes du Québec*, accommodates 100 students. The EcoResidence is a unique initiative that recycled two buildings and incorporated ecological construction technology. This residence will appeal to students who enjoy independent living in self-contained apartments of two or six single-bedroom units. Units are split-level with large, airy common living areas and fully equipped kitchens.

#### 7.7.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

The residence fees for the 2009-10 session are \$2,640 (double occupancy), \$2,920 (single occupancy), and \$4,620 (graduate student single room). Rates for the EcoResidence vary from \$390 to \$530 per month. An updated fee sheet will be available with the residence application forms when an offer of accommodation is made.

There is no meal plan offered on the Macdonald Campus. Students may purchase a Commuter meal plan. Refer to [www.mcgill.ca/foodservices/plans](http://www.mcgill.ca/foodservices/plans) for additional information. At the moment, meals are also available on a cash basis from the Centennial Centre cafeteria. The cafeteria is open for breakfast and lunch only, five days per week (it is not open Saturdays, Sundays, or on holidays designated by the University). For budgeting purposes, the cost of meals per session is approximately \$3,000.

#### 7.7.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period August 23, 2009 to May 1, 2010 (except for graduate students who sign a twelve month lease). You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the Campus Housing Office; an additional fee will be charged if permission is granted.

You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on the Campus, or registered for summer courses.

In exceptional circumstances, international students or students coming from a distance may be admitted early. Permission from the Campus Housing Office must be obtained before you leave home. Student Officers may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.



### 7.7.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common rooms for studying. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. You can purchase meals from the Snack Bar facility of the Centennial Centre and the Link Café located on the ground floor between the Macdonald-Stewart Building and Barton Library. The Snack Bar is open for breakfast and lunch only, Monday through Friday. The Link Café is open Monday through Thursday 8:00 a.m. to 8:00 p.m. and Friday 8:00 a.m. to 3:30 p.m. The Snack Bar and the Link Café are not open Saturdays, Sundays, or holidays designated by the University.

**Note:** Non-resident students cannot stay overnight in any residence without permission of the Campus Housing Office.

#### 7.7.2.4 Student Parking – Macdonald Campus

You need a permit to park a vehicle on Macdonald Campus, provided you observe the parking regulations and other applicable rules. You can obtain a permit from the Campus Security Office, Laird Hall, Room 101, during regular office hours.

## 7.8 Athletics & Recreation

### Downtown Campus

#### Department of Athletics & Recreation:

Offers a wide range of facilities, activities, and equipment. Facilities include a gymnasium, fitness centre, weight room (with athletics staff on hand seven evenings per week), pool, arena, Fieldhouse, stadium, indoor and outdoor running tracks, tennis courts, squash and racquetball courts, spinning, dance and martial arts studios, and various playing fields.

McGill students can participate in instructional, recreational, intramural and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses.

McGill Athletics Centre, 475 Pine Avenue West

Telephone: 514-398-7000

Email: [jill.barker@mcgill.ca](mailto:jill.barker@mcgill.ca) (recreational sports) or

[earl.zukerman@mcgill.ca](mailto:earl.zukerman@mcgill.ca) (intercollegiate sports)

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

### Macdonald Campus

#### Athletics:

Offers a wide range of facilities, activities, and equipment free of charge. Facilities include a gymnasium, weight room (with fitness trainers on hand four evenings per week), arena, tennis courts, playing fields and large expanses of green space.

Students can participate in instructional, recreational, intramural and intercollegiate activities. There are nominal fees for instructional courses.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex

Telephone: 514-398-7789

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

## 7.9 Ombudsperson for Students

The position of Ombudsperson for Students is filled on a half-time basis by an academic staff member. The Ombudsperson receives complaints from students and assists in the resolution of those complaints through informal means including information, advice, intervention, and referrals with a view to avoiding the more formal grievance procedures that already exist in the University.

The Office of the Ombudsperson is a confidential, independent, and neutral dispute-resolution service for all members of the student community. Please call 514-398-7059 for an appointment.

Office of the Ombudsperson, 3610 McTavish, above Dr. Penfield, Suite 14, Main Floor.

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

## 7.10 Extra-Curricular Activities

There are over 250 activities and clubs that students may join. These include international clubs; religious groups; political clubs; fraternities; communications groups such as Radio McGill, the *McGill Tribune*, and the *McGill Daily*; and some 50 miscellaneous groups (e.g., science clubs; literary, theatrical and musical societies; a chess club; and the McGill Outing Club).

The University Centre, 3480 McTavish Street, provides club rooms for these activities in a four-storey building with cafeterias, a ballroom, lounges and an experimental theatre. Activities for graduate students are centred in David Thomson House at 3650 McTavish Street. On the Macdonald Campus, facilities are located in the Centennial Centre.

### 7.11 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy back and other events.

3420 McTavish Street

Telephone: 514-398-7444

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

Macdonald Bookstore

Centennial Centre

Telephone: 514-398-8300

Website: [www.mcss.mcgill.ca/bookstore.html](http://www.mcss.mcgill.ca/bookstore.html)

### 7.12 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals and consumer electronics at educational prices.

3420 McTavish Street

Telephone: 514-398-5025

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

Email: [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)

### 7.13 Day Care

The McGill Childcare Centre is an independently run centre that can accommodate 106 children, ranging in age from four months to five years. Early application is required as placement is limited, especially for certain age groups.

The Centre is located at:

3491 Peel Street

Montreal, QC H3A 1W7

Telephone: 514-398-6943

A Campus Day Care Centre, located adjacent to the Macdonald Campus, is an independently run centre that can accommodate approximately 60 children, ranging in age from four months to five years. In addition, 50 children can be accommodated in Home Day Care within the neighbourhood. Preference is given to the Macdonald Campus community. Early application is recommended.

The Centre is located at:

1 Maple Avenue

Ste.-Anne-de-Bellevue, QC H9X 2E3

Telephone: 514-398-7951

For Home Day Care information, contact:

Telephone: 514-457-7953

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## 8 Fees and Expenses

The University reserves the right to make changes without notice in the published scale of fees.

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

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### 8.1 Fee Information Booklet

The *Fee Information Booklet* will be available on the Student Accounts website [www.mcgill.ca/student-accounts/documents](http://www.mcgill.ca/student-accounts/documents) in July. This link will also be sent via your McGill email address shortly after you accept the offer of admission. It contains additional information as well as any fee adjustments that may have been made after the publication of this Calendar. Note that you are bound by the policies and procedures it contains. In the event of any discrepancy, the *Fee Information Booklet* supersedes the Calendar.

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### 8.2 Access to Fee Information

You can view your *Account Summary by Term* on Minerva. The Fall 2009 term fees will be accessible as of August 1st.

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### 8.3 Tuition Fees

**Tuition rates are subject to change each academic year.**

Please access the "Schedule of Fees" on [www.mcgill.ca/student-accounts/fees](http://www.mcgill.ca/student-accounts/fees), which will be updated as soon as the fees are announced.

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

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see [www.mcgill.ca/student-records/documents](http://www.mcgill.ca/student-records/documents) for details.

**Note:** Students who do not submit appropriate documentation by the stipulated deadlines (December 1st - Fall; April 1st - Winter) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

#### 8.3.2 International Students

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate. A list of these categories and the required application forms can be obtained from Enrolment Services. Information is also available at [www.mcgill.ca/student-records/fees/exemption](http://www.mcgill.ca/student-records/fees/exemption).

For more information concerning Fee Exemptions, please email the Fee Administrator at [feecoordinator.es@mcgill.ca](mailto:feecoordinator.es@mcgill.ca).

**Since September 2007, all international doctoral students registered full-time (Ph.D./D.Mus./D.C.L. years 1 to 4) at McGill pay the same tuition fees as Quebec doctoral students. For more information, please refer to the MIDAs awards in the Graduate Fellowships and Awards section of the graduate Calendar.** Students will be charged the full rate, and then credited by an amount equivalent to the international supplement (a tuition charge which is regulated by the MELS).

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### 8.4 Documentation

For more information on documentation, see [section 6.19 "Legal Documents"](#).

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### 8.5 Compulsory Fees

Rates will be updated and available on the Student Accounts website, [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts), as soon as they become available.

#### 8.5.1 Student Services Fees

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

These fees are complemented by revenue from the Quebec government, the University, and numerous generous donors, to support the following programs and services: Student Health (including Dental), Mental Health, Counselling and Tutorial, Chaplaincy, Career Planning Service (CaPS), Student Aid and International Student Services, the Office for Students with Disabilities, First-Year Office (including the Francophone Assistant), Off-Campus Housing, and the First Peoples' House.

#### 8.5.2 Athletics Fee

The Athletics fee covers athletics facilities, campus recreation such as intramurals, fitness and recreation courses, drop-in recreation, and intercollegiate sports at both the Downtown and MacDonald Campuses.

#### 8.5.3 Student Society Fees

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

Students vote on changes to Student Society fees during the Spring referendum period.

Graduate students classed as full-time or additional session/non-thesis extension as well as all postdoctoral candidates are covered by the PGSS Health and Dental plan. International students are charged only the Dental portion of the plan as they are required to participate in the University's comprehensive and compulsory International Health Insurance plan. For more information, please contact International Student Services: 514-398-6012.

Rates for the current year may be found at [www.mcgill.ca/student-accounts/canadian\\_insurance](http://www.mcgill.ca/student-accounts/canadian_insurance).

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### 8.6 Administrative Charges

The University charges a number of administrative fees to students that include:

**Registration Charge** - All students in courses and programs are assessed a registration fee.

**Information Technology Charge** - The purpose of the information technology fee 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.

**Transcripts and Diploma Charge** - The University charges a transcripts and diploma fee to all students, which entitles you to order transcripts free of charge and covers the costs of your graduation.

**Copyright Fee** - All students in courses and programs are charged the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

You may access the "Schedule of Fees" on [www.mcgill.ca/student-accounts/fees/compfees/it](http://www.mcgill.ca/student-accounts/fees/compfees/it), which will be updated as soon as the fees for the 2009-2010 academic year are announced.



## 8.7 Other Fees

International Student Health and Accident Plan (compulsory)	
Single	\$591
Dependant (one student with one dependant)	\$1,698
Family (one student with two or more dependants)	\$3,225
Application for Admission*	
All Undergraduate programs	\$85
All Graduate programs	\$100
Admission appeals charge (to the University Admission Appeals Committee)	\$100
Late Registration	
<i>After regular registration deadline:</i>	
• All eligible returning students, except Special Students and graduate part-time students	\$50
• Special Students and graduate part-time students	\$20
<i>As of the second day of classes:</i>	
• All students except Special Students and graduate part-time students	\$100
• Special Students and graduate part-time students	\$40
Late Course Change Fee	\$25
(each change after deadline for course change)	
Minimum Charge upon withdrawal	\$100
(or, for newly admitted students, the deposit, whichever is higher)	
Re-reading Examination Paper	\$35
(refundable in some faculties)	
Supplemental Examination	\$35
Duplicate Student ID Card	\$20
Late Payment – charged on balances >\$100 as of the end of October (end of February for the Winter term)	\$25
Interest on outstanding balances (interest rate revised on June 1):	
1.24% per month or 14.9% annually	
Returned cheque	\$20
Refund charge for cheques (depending on value of refund)	\$5-\$10
Faculty of Music Fees:	
- Audition Fee	\$60
- Supplemental Practical Examination in Music.	\$150

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

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

## 8.8 Billings and Due Dates

### Confirmation of Acceptance Deposit

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

### Invoicing of Fees

Fees are assessed on a term by term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the Account Summary by Term under the Student

Accounts Menu on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts) for information on payment due dates.

Term	Payment Due Date
<b>Fall term</b>	
Returning students	August 28, 2009
Students new to the University in Fall	September 29, 2009
<b>Winter Term</b>	
Returning students	January 6, 2010
Students new to the University in Winter	January 29, 2010

**Late Payment Fees:** If you have an outstanding balance greater than \$100 on your account on October 30 (February 26 for the Winter term), you are charged a late payment fee of \$25 over and above interest.

### 8.8.1 Guest Access on Minerva

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts and e-payment.

The [www.mcgill.ca/student-accounts/guest](http://www.mcgill.ca/student-accounts/guest) web page describes how to set up this access. You need to provide certain information about the individual you want to access your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can cancel guest access privileges at any time.

Note that Student Accounts staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an alternative student billing email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification. However, if someone has been granted access as a guest and their guest email is the same as a student billing email address, the University will de-activate the student billing email address in order to only notify your guest about the billings once.

You should NOT share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

## 8.9 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 6.7.2 "Regulations Concerning University Withdrawal"](#).

**Otherwise, you are liable for all applicable tuition and other fees.**

If you use Minerva to drop your last course between September 1 and the end of the withdrawal period with full refund, you must submit a signed Withdrawal Form to be withdrawn from the University. You will be automatically charged a minimum charge of \$100 (or your deposit fee if newly admitted, whichever is higher) to cover administrative costs of registration.

**If you stop attending classes without dropping your courses and do not submit the Withdrawal Form, you are liable for all applicable tuition and other fees.** See [section 6.7.2 "Regulations Concerning University Withdrawal"](#).

### 8.9.1 Fee Refund Deadlines

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

### Fall Term – up to and including September 20:

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

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

**Fall Term – after September 20:** No refund.

### Winter Term – up to and including January 24

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

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

**Winter Term – after January 24:** No refund.

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

## 8.9.2 Refund Procedures

You are not usually automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time, generally after the course withdrawal with full refund period has passed. For directions on requesting your refund please see [www.mcgill.ca/student-accounts/refund](http://www.mcgill.ca/student-accounts/refund).

## 8.10 Other Policies Related to Fees

### 8.10.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

**Interest:** Interest is charged on overdue balances at the monthly rate of 1.24% multiplied by the balance outstanding at the end of the month (14.9% annually). The rate is evaluated each Spring, at which time it is set for the following academic year.

**Note:** You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees or loans by their due date.

### Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your account or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

### Information for Students Who Are No Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

### 8.10.2 Cancelling Registration for Non-Payment

In accordance with the fee policy stated in [section 8.10.1 "Overdue Accounts"](#):

The Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term, before the University cancels your registration for non-payment. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form ([www.mcgill.ca/files/student-accounts/RequestforReinstatementForm.pdf](http://www.mcgill.ca/files/student-accounts/RequestforReinstatementForm.pdf)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing.

### 8.10.3 Acceptance of Fees vs. Academic Standing

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

### 8.10.4 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website for further details.

You should consult the Fee Coordinator in Enrolment Services for information on tuition fees if you are a student in two programs. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

### 8.10.5 Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the Scholarships and Student Aid Office for more information at 514-398-6013.

### 8.10.6 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university. The agreement covers only the transfer of academic credits. International students in undergraduate programs are not usually permitted to take IUT courses. IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges or course material costs. The University reserves the right to refuse course registrations in non-government-funded activities.

## 8.11 Deferred Fee Payment

### 8.11.1 Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see [www.mcgill.ca/student-accounts/third](http://www.mcgill.ca/student-accounts/third).

When a third party agrees to pay fees on your behalf, payment is recorded on your fee account, which reduces the balance you must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.**

### 8.11.2 Students Receiving McGill Scholarships/Awards

**Fall Term:** The University normally credits McGill scholarships or awards to the recipient's fee account by mid-August. These awards reduce the student's outstanding balance.

**Winter Term:** Upcoming Winter term scholarships or awards can be viewed by recipients on Minerva once they are processed by the Student Aid Office. These awards are future-dated and are released to the student's fee account by January 4.

### 8.11.3 Students Receiving Government Aid

The University encourages you to pay your tuition promptly when you receive your government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. If you apply for government assistance by June 30 (June 1 for U.S. students), you are entitled to an exemption of interest and/or late payment charges when you receive your government aid award at either the Student Aid Office or the Macdonald Campus Student Services.

Any financial aid you receive must first go toward paying your tuition and student housing fees.

### 8.11.4 Graduate Awards/Teaching Assistantships

Graduate students who are recipients of awards where funds are paid directly to them (e.g., FRSQ, FQRNT, etc.) are normally required to pay their fees by the payment due dates. If you are dependent on the income received from either Teaching Assistantships, stipends and/or fellowships in order to pay your tuition, you should consult with the office responsible for your pay (either your graduate department or on the GPS website) to see if you qualify for a deferral of your fees. Arrangements can then be made with the department to request a deferral through the Student Accounts Office and the department will normally recommend that you arrange for regular deductions at source to pay tuition. To initiate these deductions, simply fill out the form "Student Fee Payroll Deduction Authorization" found at [www.mcgill.ca/student-accounts/forms](http://www.mcgill.ca/student-accounts/forms).

Since September 2007, all international doctoral students registered full-time (Ph.D./D.Mus./D.C.L., years 1 to 4) at McGill pay the same tuition fees as a Quebec doctoral student. For more information, please refer to the MIDAs awards in the Graduate Fellowships and Awards section of the graduate Calendar.

## 8.12 Other information

### 8.12.1 Payment Procedures

Please see the Student Accounts website at [www.mcgill.ca/student-accounts/procedure](http://www.mcgill.ca/student-accounts/procedure) for the various methods of payment available to students and their guests.

### 8.12.2 Tax Receipts

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. More information on these slips is available on [www.mcgill.ca/student-accounts/tax](http://www.mcgill.ca/student-accounts/tax).

## 8.13 Yearly Fees and Charges

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

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

In the M.B.A., M.L.I.S., S.T.M., M.A. Counselling Psychology - Non-Thesis, M.Sc.A., Nursing, M.Sc.A. Occupational Therapy, M.Sc.A. Physical Therapy and M.Ed. programs, students are charged per credit.

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

Students who have completed the residency requirements for their program and yet have not completed the program requirements are required to be registered in a supplementary session until graduation. Where a student is in a thesis program, this is called "Additional Session"; where a student is in a non-thesis program, this is known as "Non-Thesis Extension".

The fees in both instances are those for 15 credits at the Quebec rate of tuition. Society, student services and athletics fees may be pro-rated. Please refer to [section 4.1.1 "Residence Requirements – Master's Degrees"](#) and [section 4.2.1 "Residence Requirements – Doctoral"](#) for further information.

Students who have a registration status of "Non-Resident" are charged \$200 for the academic year.

In the Summer term, students with a status of "Additional Session" or "Continuing" in a thesis program are not charged tuition fees. Students in a non-thesis program taking courses in the Summer will be charged tuition on a per credit basis.

**Note:** Please consult the Student Accounts website at [www.mcgill.ca/student-accounts/fees](http://www.mcgill.ca/student-accounts/fees) for the current fees payable by graduate-level students.

## 9 Postdoctoral Research

### 9.1 Postdocs

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

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

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

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

#### 1. Definition and Status

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



## 2. Registration

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

## 3. Appointment, Pay, Agreement of Conditions

- i. Appointments may not exceed your registration status.
- ii. In order to be registered as a Postdoc, you must be assured of financial support other than from personal means during your stay at McGill University, equivalent to the minimal stipend requirement as set by the University in accordance with guidelines set by federal and provincial research granting agencies. There are no provisions for paid family leave unless this is stipulated in the regulations of a funding agency outside the University.
- iii. At the outset of a postdoctoral appointment, a written Letter of Agreement for Postdoctoral Education should be drawn up and signed by the Postdoc, the supervisor, and the department head or delegate (see template Letter of Agreement on the web at [www.mcgill.ca/gps/postdocs](http://www.mcgill.ca/gps/postdocs)). This should stipulate, for example, the purpose of the postdoctoral appointment (research training and the advancement of knowledge), the duration of the fellowship/stipend, the modality of pay, the work space, travel funds, and expectations and compensation for teaching and student research supervision. Leaves from postdoctoral education must comply with the Graduate and Postdoctoral Studies Policies for Vacation, Parental/Familial, and Health Leave (Graduate and Postdoctoral Studies General Information [section 10.3 "Vacation Policy for Graduate Students and Postdocs"](#) and [section 10.6 "Health and Parental/Familial Leave of Absence Policy"](#)). Any breach of these conditions may result in grievance procedures or the termination of the postdoctoral appointment.
- iv. Postdocs with full responsibility for teaching a course should be compensated over and above their fellowship at the standard rate paid to lecturers by their department.
- v. The amount of research, teaching, or other tasks that Postdocs engage in over and above postdoctoral activities should conform to the regulations for Postdocs specified by the Canadian research council of their discipline. This applies to all Postdocs, including those whose funding does not come from the Canadian research councils.

## 4. Privileges

- i. Postdocs have the same pertinent rights as the ones granted to McGill students in the *Handbook on Student Rights and Responsibilities* ("Green Book"), available at [www.mcgill.ca/secretariat/policies/students](http://www.mcgill.ca/secretariat/policies/students).
- 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. Admission to such courses should be sought by submitting application documents directly to the appropriate program by the Postdoc. They must be admitted by the department offering the courses as Special Students. These Postdocs may also be enrolled as part-time students in non-degree granting programs. They will be charged fees for these courses.
- iv. Postdocs may be listed in the McGill directory. The Computing Centre will grant Postdocs email privileges on the same basis as graduate students upon presentation of a valid 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 mandatory members of the Post-Graduate Students' Society and an annual association fee is automatically charged. Postdocs are permitted membership in the

Faculty Club; an annual fee will be charged for this membership.

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

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

ix. Canadian citizens, Permanent Residents, and international Postdocs may enrol as part-time students in the second language written and spoken English courses provided by the Centre for Continuing Education. They will be charged a fee for these courses. If the period of studies is longer than six months, international Postdocs must have a CAQ and a Study Permit.

x. Postdocs can opt in to various student services. Fees are applicable. Information is available at [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services).

## 5. Responsibilities

- i. Postdocs are subject to the responsibilities outlined in the *Handbook on Student Rights and Responsibilities* ("Green Book"), available at [www.mcgill.ca/secretariat/policies/students](http://www.mcgill.ca/secretariat/policies/students).
- 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 assess the availability of research supervision facilities, office space, and research funding before recruiting postdocs.
- iv. Some examples of responsibilities of the department are:
  - to verify the Postdoc's eligibility period for registration;
  - to provide Postdocs with departmental policy and procedures that pertain to them;
  - to oversee the registration and appointment of Postdocs;
  - to assign departmental personnel (e.g., Postdoc coordinator and graduate program director) the responsibility for Postdocs;
  - to oversee and sign off on the Letter of Agreement for Postdoctoral Education;
  - to ensure that each Postdoc has a supervisor, lab and/or office space, access to research operating costs and necessary equipment;
  - to include Postdocs in departmental career and placement opportunities;
  - to refer Postdocs to the appropriate University policies and personnel for the resolution of conflict that may arise between a Postdoc and a supervisor.
- v. Some examples of responsibilities of the supervisor are:
  - to uphold and transmit to their Postdocs the highest professional standards of research and/or scholarship;
  - to provide research guidance;
  - to meet regularly with their Postdocs;
  - to provide feedback on research submitted by the Postdocs;
  - to clarify expectations regarding intellectual property rights in accordance with the University's policy;
  - to provide mentorship for career development;
  - to prepare, sign, and adhere to a Letter of Agreement for Postdoctoral Education.
- vi. Some examples of responsibilities of Postdocs are:
  - to inform themselves of and adhere to the University's policies and/or regulations for Postdocs for leaves, for research, and for student conduct as outlined in the *Handbook on Student Rights and Responsibilities* and the *General Information, Regulations and Research Guidelines* Calendar of Graduate and Postdoctoral Studies;
  - to present themselves for registration to Graduate and Postdoctoral Studies with a complete submission;

- to sign and adhere to their Letter of Agreement for Postdoctoral Education;
  - to communicate regularly with their supervisor;
  - to inform their supervisor of their absences.
- vii. Some examples of the responsibilities of the University are:
- to register Postdocs;
  - to provide an appeal mechanism in cases of conflict;
  - to provide documented policies and procedures to Postdocs;
  - to provide Postdocs with the necessary information on McGill University student services.

*Approved by Senate, April 2000*

### 9.3 Vacation Policy for Graduate Students and Postdocs

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

*Council of FGSR, April 23, 1999*

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

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

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

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

GPS has prepared a summary table of various leave policies (paid or unpaid) for students and Postdocs paid from the Federal and Quebec Councils through fellowships or research grants. The document is available at [www.mcgill.ca/gps/postdocs/becoming/leave](http://www.mcgill.ca/gps/postdocs/becoming/leave) under "Information on the Funding Council Leave Policies for Graduate Students and Postdoctoral Fellows".

### 9.5 Student Services - Downtown Campus

See [section 7.5 "Student Services – Downtown Campus"](#).

### 9.6 Student Services - MacDonald Campus

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

## 10 Graduate Studies Guidelines and Policies

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

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

Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate

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

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

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

### 2. Program

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

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

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

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

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## 10.2 Policy on Graduate Student Research Progress Tracking

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

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

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



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

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

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

*Senate, September 2003*

### 10.3 Vacation Policy for Graduate Students and Postdocs

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

*Council of FGSR April 23, 1999*

### 10.4 Ph.D. Comprehensives Policy

#### Preamble

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy paper, comprehensive evaluation, thesis proposal, etc. The Calendar of Graduate and Postdoctoral Studies (GPS) 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 Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details at the commencement of their programs.

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

#### General Policy

1. At the beginning of the relevant academic year, units must provide doctoral students with a written description of the Ph.D. comprehensive, covering the following issues: objectives and content, format, timing, assessment, grading and reporting, failures. (See below for details.)

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

#### Specific Issues

##### Objectives and Content

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

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

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

##### Format

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

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

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

##### Timing

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

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

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

##### Assessment, Grading and Reporting

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

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

##### Feedback

The assessment and reasons for the decision must be documented and provided to the student in sufficient detail to allow the student to understand the decision, including identifying strengths

and weaknesses. (A number of units have developed short forms specifically for this purpose.) In the case of oral examinations, the student should also be given feedback on presentation, logical exposition, ability to answer questions, etc.

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

### Plagiarism

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

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

### Failures

#### i. Repeats

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

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

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

#### ii. Plagiarism

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

#### iii. Review and Reassessment

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

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

### Other Relevant Policies/Offices

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

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

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## 10.5 Graduate Studies Reread Policy

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

### Consultation

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

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

### Verification

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

### Rereads

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

At the time the request for a reread is made, the student should have already met with the faculty member responsible for the course to review the mark, or made a reasonable attempt to do so.

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

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

1. The time limit for requesting a reread is within 30 days after posting of the final marks for the course. However, in the case of work which has been graded during the course and returned to the student, students must indicate in writing to Graduate and Postdoctoral Studies 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 Graduate and Postdoctoral Studies 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 Graduate and Postdoctoral Studies, not by the department. GPS 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 GPS.

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 Graduate and Postdoctoral Studies. 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 Graduate and Postdoctoral Studies, with a copy to the academic unit.

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

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

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

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

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

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

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

A medical certificate must accompany such leave requests.

*Council of FGSR, March 1999*

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

## 10.7 Failure Policy

Please refer to **section 6.12 "Failure Policy"**, for information regarding the policy and procedures to follow in cases of failure.

## 10.8 Guideline on Hours of Work

In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hours per week.

# 11 Resources for Study and Research

## 11.1 Libraries

The McGill Library consists of 13 branch libraries and special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks and course-readers, thousands of journal titles, vast manuscript and pictorial collections and thousands of sound and video recordings. The Library's e-resources are extensive, and include almost 50,000 e-journals, multimedia, and over one-million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website ([www.mcgill.ca/library](http://www.mcgill.ca/library)), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use from home using the VPN (Virtual Private Network) or laboratories anywhere on the campus - access any time, any place.

The staff in each branch library can help you locate information for course work, assignments or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison Librarians specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email and via online chat.

Although opening hours vary, most libraries are open up to 84 hours per week, and several branch libraries extend opening hours during examination periods, including 24-hour-access to the Humanities and Social Sciences Library. Hundreds of computers are available for email, word-processing, accessing online courses, reading library materials, preparing assignments and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops are also available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and theses are being submitted electronically. The Course Reserve collection in each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system.

If you need material not owned by McGill University Library our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

## 11.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni and student organizations, and certain Montreal-based organizations.

Archived media include textual records, photographs, slides, audio-tapes, film, video, plans, University publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its Records Management Program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and digital collections including the largest campus database of digitized images.

McGill University Archives  
McLennan Library - Ground Floor  
Telephone: 514-398-3772  
Fax: 514-398-8456  
Website: [www.archives.mcgill.ca](http://www.archives.mcgill.ca)

## 11.3 Museums

### 11.3.1 Redpath Museum

The Redpath Museum's mandate is to foster the study of the history and diversity of the natural world, including geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West  
Telephone: 514-398-4086  
Email: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

### 11.3.2 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing – comprising over 16,000 garments or accessories – made or worn in Canada; an extensive collection of First Nations artifacts – the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one-million historical photographs and offer a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website ([www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)) features award-winning virtual exhibitions, innovative learning resources and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec and Canada. In addition to guided tours, school programs, cultural activities and lectures, the McCord offers a range of services including the Museum Café and the boutique.

Researchers welcome by appointment.

690 Sherbrooke Street West  
Telephone: 514-398-7100  
Email: [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)  
Website: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

### 11.3.3 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald Campus, this institution has the largest insect collection of any Canadian university, and is second in both numbers of species and specimens only to the Canadian National Collection of Insects in Ottawa. It is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties. Telephone: 514-398-7914

### 11.3.4 Other Historical Collections

In addition to the above, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Anatomical and Pathological Museums.

The Physics Department has two specialized collections that may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research at McGill University on radioactivity (1898-1907). The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics.

## 12 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit [www.mcgill.ca/it](http://www.mcgill.ca/it) to:

- Get IT service descriptions and read FAQs.
- Find detailed information such as service cost and service availability as well as instructions on how to access the service and get IT help and support.
- Find system availability, down times and new service announcements posted under *Announcements and Events*.
- Search the McGill IT Knowledge Base.

Some of the basic IT services to get you started are:

"Logging In", "myMcGill (the University portal)", "myCourses", "Getting Connected" and "Safe Computing".

### 12.1 Logging In

You need to use your McGill Username (usually in the form of `firstname.lastname@mail.mcgill.ca`) and McGill Password to access many central IT services including: myMcGill, myCourses, email, wireless, Virtual Private Network (VPN), and McGill's dialup access service (DAS).

To find out your McGill Username and set your McGill Password:

- 1) Log in to Minerva (using your 9-digit McGill ID number and your PIN).
- 2) Go to *Personal Menu > Password for McGill Username*.
- 3) Follow the onscreen instructions.

### 12.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.
- And more.



Click **myMcGill** at the top-right corner of any McGill website ([www.mcgill.ca](http://www.mcgill.ca)) and sign in using your McGill Username and McGill Password.

### 12.2.1 Browser compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows).
- Firefox (Mozilla) (Windows/Macintosh).
- Netscape (Windows).

## 12.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, the syllabus, project guidelines, discussion forums, calendars, etc.

Access your online course content via myCourses at [www.mcgill.ca/mycourses](http://www.mcgill.ca/mycourses) or through myMcGill.

- Sign in using your McGill Username and McGill Password.
- Click myCourses (WebCT Vista) to enter the site.
- Verify your browser settings using the Check Browser utility at the top-right corner of the page.

Find more information on myCourses for students at: [www.mcgill.ca/it](http://www.mcgill.ca/it).

## 12.4 Email

Your McGill Email Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) is the official way the University communicates with you by email. For information on the policy see [section 6.23, "Email Communication"](#). Access your email at <http://exchange.mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

## 12.5 Online Student Directory

Opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at [www.mcgill.ca/directory/students](http://www.mcgill.ca/directory/students).

## 12.6 Getting Connected

Access to the following services is through your McGill Username and McGill Password. You can find more details on the following services at [www.mcgill.ca/it](http://www.mcgill.ca/it):

### Wireless

Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

### Virtual Private Network (VPN)

If you connect to the Internet with an Internet Service Provider (ISP) other than McGill's DAS, you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Log in to VPN using your McGill Username and McGill Password.

### Dialup Access (DAS)

If you do not have a high speed ISP, use McGill's dialup service and connect to the Internet using your telephone line and a modem. Log in to DAS using your McGill Username and McGill Password.

### McGill Residences Telecommunications

For students living in McGill Residences and McGill Off-Campus Residences, there is a Voice and Data (wired and wireless) service.

## Computer Labs

Many faculties and departments provide computer labs for students in their programs. For lab locations, computer availability, software/peripheral availability and more, see <http://webforms.mcgill.ca/labs>.

## Connectivity@McGill iCare Clinic

Attend this free, hands-on clinic and learn how to configure your computer to connect to the Internet via wireless or modem, and how to set up a VPN connection. Find out how to register for IT Training at [www.mcgill.ca/it](http://www.mcgill.ca/it).

## 12.7 Safe Computing

**Computing Safety iCare Clinic:** Attend this free clinic and learn how to prevent viruses, spyware, adware and other malicious programs from infecting your computer. Find out how to register for IT Training at [www.mcgill.ca/it](http://www.mcgill.ca/it).

**Free software:** Download free antivirus and other software from McGill's Software Licensing site at [www.mcgill.ca/software](http://www.mcgill.ca/software). Find out more about software licensing and protecting your computer at [www.mcgill.ca/it](http://www.mcgill.ca/it).

**Note:** Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

**Ten tips for keeping information secure:** Read the University's information security tip sheet found at [www.mcgill.ca/infosec/tips](http://www.mcgill.ca/infosec/tips).

## 12.8 Set up your security questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, should you forget it.

Once you have set up your McGill Password in Minerva, log into myMcGill (<http://my.mcgill.ca>) and click the McGill Password Security portlet. Follow the onscreen instructions to set up your own security questions and responses.

## 12.9 Need Help?

### Welcome New Students

Take an interactive guided tour of IT services at [www.mcgill.ca/it](http://www.mcgill.ca/it), go to *Welcome New Students*.

### McGill IT Knowledge Base

Search the Knowledge Base at <http://knowledgebase.mcgill.ca/it> for answers to commonly asked questions about IT.

### 12.9.1 Getting Help

Contact the ICS Service Desk by submitting your request via a web form at <http://webforms.mcgill.ca>, or find ICS Service Desk information at [www.mcgill.ca/it](http://www.mcgill.ca/it).

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

## 13.1 Policy on Research Ethics

Please refer to the Policy on Research Ethics available at [www.mcgill.ca/secretariat/policies/research](http://www.mcgill.ca/secretariat/policies/research).

## 13.2 Regulations on Research Policy

Please refer to the Regulations on Research Policy available at [www.mcgill.ca/secretariat/policies/research](http://www.mcgill.ca/secretariat/policies/research).



### 13.3 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 Vice-Principal (Research and International Relations), 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 and International Relations) 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 Graduate and Postdoctoral Studies. Delays of one, or in exceptional cases, two years may be approved.

#### Proprietary Research\*

\* Section 8, 9 & 10 of the Regulations Governing Conflict of Interest in Proprietary Research, November 1985.

- 1) The enterprise in which a member has an economic interest may not employ University students. However, such an enterprise may enter into contractual agreements to this effect with the University or be a partner with the University within a program of one of the granting agencies.

Where such enterprise has made a grant, gift or donation to the University, no payment out of such grant, gift or donation shall be made to the interested member without prior approval of the Principal.
- 2) Members intending to acquire an economic interest in an enterprise shall inform all students who may be affected by their actions at the earliest possible date. Students shall immediately be free to seek the advice of the departmental Chair, the Dean of the Faculty, or the Dean of Graduate and Postdoctoral Studies.
- 3) Where students are employed by such enterprise, the member having an interest therein shall ensure that students who have already done substantial work under their academic supervisor shall be able to continue in their chosen area of research. Where it is possible to differentiate between the project of the thesis student and that of the enterprise in such a way that the student may continue the thesis project unhampered, the Dean of Graduate and Postdoctoral Studies shall arrange for the appointment of a co-supervisor unconnected with the enterprise.

#### Responsibilities of the Student

Academic freedom brings responsibilities to students and staff alike. Students should realise that the good name and research reputation of the University and its professors rests in large measure upon the quality of research done by its students. Students, as members of the University, have the responsibility to follow the principles set out in the University Research Policy and in the regulations of Graduate and Postdoctoral Studies.

#### 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.

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### 13.4 Guidelines for Research Involving Human Subjects

All research involving human subjects conducted at or under the auspices of McGill University requires ethics review and approval by a McGill Research Ethics Board (REB) or an REB of a McGill-affiliated hospital or an REB recognized by a formal agreement with the University, before the research may begin. Research involving human subjects covers a wide range of activities, encompassing the humanities, the social and behavioural sciences, as well as the biomedical sciences. It may include, but is not limited to, projects where data are derived from: the collection of information through any interaction or intervention with a living individual;

the secondary use of data previously collected from human subjects; identifiable private information about an individual; human remains, cadavers, human organs, tissues and biological fluids, embryos or fetuses. The researcher is responsible for consulting with the REB to clarify what types of activities must be reviewed and what exceptions may exist.

The requirement for ethics review and approval by a McGill approved REB applies to:

- all research conducted by or under the supervision of any member of McGill University, whether the research is funded or non-funded, or conducted on University premises or elsewhere. For the purpose of this document, a member of the University is defined as including academic and non-academic staff, sessional instructors, students, visiting or adjunct scholars, postdoctoral fellows, paid and unpaid research associates and assistants, and any person in a like position, when acting in connection with their institutional role. This applies to new faculty even though their current research may have received ethics approval at a previous institution.
- all student research projects conducted as part of thesis or course requirements.
- pilot studies and feasibility studies.
- all research or subject recruitment conducted by organizations or individuals who are not members of McGill University while on University premises or using University facilities, equipment, or resources (including human resources).
- research that involves the use of the University's non-public information to identify or contact human research subjects.

Researchers must be familiar with the McGill Policy on the Ethical Conduct of Research Involving Human Subjects which describes the administrative structures, procedures and requirements for the conduct of human subject research by McGill members. Researchers must refer to their designated REB for specific guidelines, submission deadlines, application forms, etc. All documents, including the Student Guide to Ethics Review for Human Subject Research, and information on each of the McGill REBs, can be found at [www.mcgill.ca/researchoffice/compliance/human](http://www.mcgill.ca/researchoffice/compliance/human). Ethics approvals are only valid for a one-year period. Continuing review and approval is required annually for ongoing projects. If a project has been terminated, and ethics approval is no longer required, a termination form must be submitted to the REB. For further information the Research Ethics Officer can be reached at 514-398-6831.

## 13.5 Guidelines for Research with Animal Subjects

### Policies

The Tri-council (CIHR, NSERC and SSHRC) has established policies requiring that all funded research involving animals complies with CCAC guidelines and policies, as well as applicable provincial laws. The Canadian Council on Animal Care (CCAC) requires that institutions conducting animal-based research, teaching or testing establish a functionally active Institutional Animal Care Committee governed by formal Terms of Reference that are defined in the CCAC Guidelines for the Care and Use of Experimental Animals.

### The McGill University Animal Care Committee

The McGill University Animal Care Committee (UACC) is the University body responsible for ensuring the humane care and use of animals in research, teaching or testing. The Committee 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 and International Relations). Its jurisdiction includes a) the teaching and research activities (carried out on the premises or off-site) of all persons in their capacity as faculty, staff or students of the University and its affiliated institutions b) all activities involving animals carried out on University/

affiliated institutions premises, using the facilities, equipment or resources, by individuals or organizations who are not formally affiliated.

Facility Animal Care Committees (FACCs) are established for each affiliated hospital and each University campus using animals in research, teaching or testing. Each FACC ensures that all animals used in research, teaching or testing within its jurisdiction, are used and cared for in accordance with all applicable requirements.

### The Animal Compliance Office (ACO)

The ACO is responsible for the regulatory oversight of the Animal Care and Use Program at McGill University and its affiliated institutions. Their professional and clerical staffs provide information and services on all regulatory affairs, training and health and safety programs for technicians, students and academic staff.

### The 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 at McGill University and its affiliated hospitals. The Centre is responsible for advising on the care and use of experimental animals throughout the University and affiliated hospitals. Their professional, technical and clerical staffs offer a comprehensive range of services to all teaching and research programs using experimental animals. The Centre also provides training and consultation in methods of animal experimentation and in laboratory science for technicians, students and academic staff through workshops, and through individual instructions.

### Procedures for Obtaining Approval of Research Projects

All animal-based research must be peer-reviewed and approved by the appropriate FACC prior to the acquisition of animals and the start of the research, testing or teaching project. To permit review and approval by the FACC, a completed "Animal Use Protocol" form must be submitted at least two (2) months prior to starting a new project or to the expiration of an approved protocol. Animal Use Protocols are approved for a period of one year and renewed annually. Any change (such as procedures, research personnel, funding source or title) must be justified in an "Amendment Form" and approved by the appropriate FACC. All teaching, cloning projects, and those characterized as "Pain and Discomfort" level D will be referred to the UACC Ethics Subcommittee for further review and approval.

Research funds may be withheld by the University administration for projects that are in non-compliance with both University or CCAC guidelines and policies.

Forms can be obtained at [www.mcgill.ca/researchoffice/compliance/animal/forms](http://www.mcgill.ca/researchoffice/compliance/animal/forms).

### Occupational Health Program for Animal Related Activities

Activities involving the care and use of animals in research and teaching pose particular health risks not normally encountered in other activities. The magnitude of risk is dependent on the species involved and the nature of contact (direct or indirect) with animals, their tissues, excreta, body fluids, hair, animal cages and dander. In recognition of its responsibility to provide a safe working environment, McGill University has adopted a policy for protection of faculty, staff, and students from health risks which may result from working with animals or working in animal care activities. The program is optional but strongly suggested for all faculty, staff, and students working with lower species (rodents, fish, frogs, etc.). It is mandatory for all faculty, staff, and students working with non-human primates.

For further information, consult the following website: [www.mcgill.ca/ehs/ohs](http://www.mcgill.ca/ehs/ohs).

### Training of Animal Users

The CCAC has made training mandatory for faculty, staff, and students involved in animal-research, testing and teaching. Everyone listed in an animal use protocol must successfully pass the online McGill University course at [www.animalcare.mcgill.ca](http://www.animalcare.mcgill.ca). Additionally, all personnel who will be handling live rodents and rabbits need to take a hands-on workshop. For species other than laboratory rodents and rabbits, the person will need to have received training from an experienced person (who must meet approval by the Animal Care Committee). For farm animals, fish and wild animals, practical training is obtained through courses available at Macdonald Campus. Details can be obtained at [www.animalcare.mcgill.ca/mactrain.htm](http://www.animalcare.mcgill.ca/mactrain.htm). The approval of new Animal Use Protocols as well as renewals is conditional on personnel having the necessary training. Everyone listed in the personnel section needs to have passed the theory course and, if handling live animals, have passed the practical course specific to the species involved in the project.

For any further information, consult the UACC website ([www.mcgill.ca/researchoffice/compliance/animal](http://www.mcgill.ca/researchoffice/compliance/animal)) or email [animalcare@mcgill.ca](mailto:animalcare@mcgill.ca).

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### 13.6 Policy on Intellectual Property

Please refer to the Policy on Intellectual Property available at: [www.mcgill.ca/files/secretariat/PolicyonIntellectualProperty.pdf](http://www.mcgill.ca/files/secretariat/PolicyonIntellectualProperty.pdf).

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### 13.7 Regulations Governing Conflicts of Interest in Proprietary Research

Please refer to the Regulations Governing Conflicts of Interest in Proprietary Research available at: [www.mcgill.ca/files/secretariat/conflicts-proprietary-amended-current.pdf](http://www.mcgill.ca/files/secretariat/conflicts-proprietary-amended-current.pdf).

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### 13.8 Safety in Field Work

This policy has been established in light of the fact that research and teaching activities performed outside of the University's geographical boundaries may involve particular risks to the participants. It must be recognized that the risks associated with the work performed, the availability of University support services, the level of supervision, accessibility to emergency services, and local government legal requirements may differ significantly from activities carried out on University premises. Reasonable efforts must be made to ensure that all policies pertaining to the safety of University staff and students be used as minimum standards for field work.

The responsibility for ensuring these standards are considered rests on all persons who participate in the teaching and research activities in the field. The University expects those persons who directly supervise and carry out teaching and research in the field to inform the participants of these standards.

The following factors must be considered before undertaking field work:

- i) the state of health and immunization of all participants;
- ii) the risks associated with the work performed and the potential for contact with chemical, physical and biological agents;
- iii) the procedures for responding to accidents involving injuries, damage to property and equipment, and spills or leaks of hazardous materials;
- iv) the availability of first aid care and supplies, and access to emergency medical treatment;
- v) the environmental impact of the work performed;
- vi) the local government legal requirements related to safety;
- vii) the provision of training for all participants in field work regarding the risks associated with such work and the applicable safety measures.

### Insurance Considerations for Field Work

#### Introduction

The following is a brief outline of the types of insurance which should be considered when undertaking field activities. Included is a description of the various policies which the University maintains, as well as additional coverages which are available through separate placement as necessary. For practical reasons, these descriptions are necessarily general, and any specific questions should be directed to the Risk Management and Insurance Department (514-398-6251).

#### Property Insurance

Direct physical loss or damage to University-owned equipment and materials are insured under a master policy which covers most situations of fortuitous property loss while located on University property. Coverage for the equipment when removed from University premises is available by contacting the Insurance Office. This coverage can extend to non-owned equipment as well.

Personal property of staff or students is not insured by the University. If desired, individuals should make separate arrangements in order to cover against loss.

#### Liability Insurance

The purpose of liability insurance is to protect against lawsuits arising from accidental or unintended occurrences to someone else's person or property. The University's Comprehensive General Liability Policy covers all faculty, staff and students while they are performing any activity pertaining to their academic and/or employment duties, including field activities. This policy will defend and indemnify against losses which arise by reason of liability imposed by law.

This policy applied on a worldwide basis and insures specifically against bodily injury, personal injury, death or damage to the property of others. It includes the personal liability of an individual insofar as the conduct which caused the loss was part of the individual's employment or academic duties.

#### Automobile Insurance

When using automobiles or similar vehicles for field work purposes, special care must be taken to comply with local laws and regulations. The University is unable to provide insurance for vehicles outside Canada and the United States, even though rented or purchased in the University's name. As a result, insurance coverage must be arranged locally to comply with jurisdictional requirements.

When renting vehicles on a short-term/worldwide basis, it is recommended that the Collision Damage Waiver (CDW) be declined in all cases where the corporate American Express card is used as payment. However, third party liability insurance is not considered optional coverage and should form part of the general rental costs. It would be prudent to confirm this fact.

#### Accident Insurance for Visitors and Students

The University can provide limited Accidental Death and Dismemberment Insurance, including emergency medical coverage, not only for visitors to Canada, but also for students travelling outside Canada. Specific arrangements should be made by contacting the Risk Management and Insurance Department.

#### Miscellaneous

Certain research situations require special insurance arrangements. The following is a listing of some of the special cases:

1. Use of aircraft: When leasing or chartering aircraft, special liability policies need to be arranged (this does not apply to passage on commercial aircraft).
2. War zones: Insurance policies generally have exclusions in some form regarding war risks, political insurrection, terrorism, etc., which require special policy placements.
3. Marine research: Trips involving ocean-going activities also necessitate special handling.
4. Cash: Whenever possible, it is recommended that credit cards or traveller cheques be used as opposed to carrying significant amounts of cash.

### Operational By-Laws on International Research and Cooperation Contracts

The Board of Governors has approved operational by-laws on International Research and Cooperation Contracts.

The Risk Management and Insurance Department should be contacted during the development stage of the project, and prior to the signature of the contract for the following reasons:

1. To ensure that the scope of liability contractually acquired does not supersede the limits of existing insurance programs.
2. To review and establish what forms of local (foreign) insurance are necessary where representatives of the University are established on a long-term or permanent basis in a host country.

In closing, although it is important to include insurance protection for all field situations, common sense and practical considerations for eliminating or reducing risks should always take precedence. While this document provides some general guidelines, please be aware that there are restrictions and exclusions in all insurance policies which may affect coverage. It is strongly recommended that all research supervisors refer specifically to the Risk Management and Insurance Department for clarification of University insurance coverage, and any assistance in arranging whatever special additional coverage may be required.

## 13.9 Procedure to Obtain Research Support

When a member of the University staff wishes to undertake research involving the use of the University's facilities, or when the funds are to be used to support activities in which students or Postdocs are to be engaged as part of their educational experience, the University considers the activity to be part of its pattern of research. They should refer to guidelines on "Procedures Concerning Research Support - Part II" of the Guide to Sponsored Research at McGill University available on the web at [www.mcgill.ca/researchoffice/policies/sponsored/overview/support](http://www.mcgill.ca/researchoffice/policies/sponsored/overview/support) or contact the Office of the Vice-Principal (Research and International Relations) at 514-398-3991.

## 13.10 Research Grants Office (RGO)

The Research Grants Office is a centralized office that acts as liaison between McGill researchers and external granting agencies/sponsors. RGO is responsible for providing information on sources of funding to the research community at large; assisting principal investigators in identifying research funding opportunities; maintaining and expanding the GENIUS database of research expertise at McGill and its affiliated hospitals; assisting faculty in the preparation and submission of applications; assuring compliance by the University with sponsors' policies and requirements; interpreting for faculty the regulations of the granting agencies; clarifying University policies and procedures for faculty and sponsors; and negotiating the terms and conditions of awards, whenever required.

The Research Grants Office authorizes the Research and Restricted Funds Office to open, renew and revise all internal and external research grant funds, after verification that all required information is on file and complies with the University and Agency policies, regulations and procedures. RGO is also responsible for preparing the annual SIRU report on research funding on campus and at the affiliated hospitals for reimbursement of indirect costs from the Quebec Government. The Office is also responsible for producing annual research statistics for the University, granting agencies, government officials, etc.

It also administers all Internal Research Grants Programs of the Office of the Vice-Principal (Research and International Relations).

## 13.11 Office of Technology Transfer (OTT)

Reporting to the Vice-Principal of Research and International Relations, the Office of Technology Transfer is the business office

that manages the commercialization of intellectual property emerging from McGill University and its affiliated hospitals. The OTT operates at the interface between the University and industry with the purpose of commercializing inventions and discoveries into tangible products, services or processes that benefit the community and society at large. The OTT promotes awareness of matters of intellectual property among University researchers, fosters business relationships with the private sector, the investment community as well as government agencies on the national and international stage; thereby promoting the University's longstanding reputation as a world leader in cutting edge research. This mission ensures a positive impact from research investment and secures new investment dollars in basic and applied research. The Office of Technology Transfer is staffed with experienced professionals with advanced degrees and extensive research and business experience in academic institutions and in the private sector. The repertoires of OTT's specialties include the following:

### 1. Sponsored Research

The OTT negotiates contractual agreements with companies and organizations wishing to engage the specialized research capabilities of McGill University and its affiliated hospitals. These organizations may be government agencies, the private sector as well as non-profit enterprises. The OTT ensures uniform agreements consistent with guidelines, principles, and policies established by contracting agencies as well as the policies of McGill University. Researchers are encouraged to consult the OTT website [www.techtransfer.mcgill.ca](http://www.techtransfer.mcgill.ca).

### 2. Intellectual Property

McGill's Policy on Intellectual Property provides the framework by which inventions and discoveries are managed and commercialized ([www.mcgill.ca/files/secretariat/PolicyonIntellectualProperty.pdf](http://www.mcgill.ca/files/secretariat/PolicyonIntellectualProperty.pdf)).

University researchers should promptly disclose any invention where commercial potential is recognized. When a Report of Invention is submitted to OTT, its staff undertakes extensive due diligence and evaluation. Where warranted the intellectual property is protected by filing letters of patent or other appropriate measure, including copyrights.

### 3. Commercialization of Intellectual Property

"Commercialization" generally refers to the translation of intellectual property assets into tangible products, services or processes. Through its extensive network of private sector partners, the OTT promotes technology transfer and the commercialization of innovations and inventions with potential for socioeconomic impact. Further, the OTT provides guidance to entrepreneurial researchers and assists in the process of creating new companies and formulating contractual agreements with venture capital. The principal offices of the Office of Technology Transfer are located at 1555 Peel Street, 11th floor, Montreal, Quebec, H3A 3L8, Canada. In addition, field offices are located in the affiliated hospitals and on both campuses.

Telephone: 514-398-4200

Fax: 514-398-1482

## 13.12 Office of International Research (OIR)

The Office of International Research (OIR) plays a strategic role within McGill University in assisting and enhancing international collaborations and outreach. International research and development projects fall under the responsibility of the Vice-Principal (Research and International Relations), who mandates OIR to act as the authorized representative of the University and to ensure that existing guidelines, principles and policies are followed.

OIR provides assistance from project inception to completion by supporting faculty members across McGill's two campuses in all their international activities ranging from fundamental and applied research collaborations, capacity building projects and faculty travel grants to the delivery of teaching programs abroad.



OIR has four main areas of responsibility:

1. Liaison with funding agencies and promotion of the University's international activities and profile to domestic and foreign partners;
2. Coordination and guidance during the preparation of proposals in highly competitive calls;
3. Leadership in negotiating contractual terms and conditions with project partners and funding agencies; and
4. Operational and financial oversight of McGill's international projects. This tracking and advisory function ensures efficient management and allows project teams to dedicate themselves to the academic aspects of their project.

The Office identifies new and non-traditional sources of funding and has been very successful in diversifying the pool of funding agencies supporting international activities at McGill. It is also responsible for reviewing and establishing general memoranda of understanding.

Office of International Research  
1555 Peel Street, 11th floor  
Telephone: 514-398-4197  
Fax: 514-398-6878  
Email: [francois.carrier@mcgill.ca](mailto:francois.carrier@mcgill.ca)  
Website: [www.mcgill.ca/international](http://www.mcgill.ca/international)

### 13.13 Postdocs

See [section 9.1 "Postdocs"](#) for information on Postdoctoral Research.

### 13.14 Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies.

## 14 Governance

(As of July 2009)

### 14.1 Visitor

#### The Governor General of Canada

Her Excellency The Right Honourable Michaëlle Jean

### 14.2 Board of Governors

Robert Rabinovitch; B.Com.(McG.), M.A., Ph.D.(Penn.)	<b>Chair</b>
H. Arnold Steinberg; O.C., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	<b>Chancellor</b>
Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	<b>Principal and Vice-Chancellor</b>

#### Members

Roshi Chadha  
Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)  
Lili de Grandpré; B.A.(Western), M.B.A.(McG.)  
Darren Entwistle; B.Econ.(C'dia), M.B.A.(McG.)  
Kathy Fazel; B.Com.(McG.)  
Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.)  
Trevor Garland; B.Sc.(McG.)  
Kohur GowriSankaran; B.A., M.A.(Madr.), Ph.D.(Bombay)  
Daniel Guitton; Dipl. IVK(U. Libre de Brux.), B.Eng., M.Eng., Ph.D.Eng., Ph.D.Physiol.(McG.)  
David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)  
Eric Maldoff; B.A., B.C.L., LL.B.(McG.)

Michael Meighen; B.A.(McG.)  
Jan Peeters; B.Eng.(McG.)  
Gary Pেকেles; B.Sc.(McG.), M.Sc.(McG.), M.D.,C.M.(Baylor)  
Michael Richards; B.A., B.C.L.(McG.)  
Gerald Sheff; B.Arch.(McG.), M.B.A.(Harv.)  
Ann Vroom; B.A.(McG.)  
Thierry Vandal; B.Eng., M.B.A.(Montr.)  
Allan Youster

#### Student Representatives

Students' Society of McGill (1)  
Post-Graduate Students' Society of McGill (1)  
Observers  
McGill Association of Continuing Education Students (1)  
Macdonald Campus Students' Society (1)

### 14.3 Members of Senate

#### Ex-officio

The Chancellor  
The Chair of the Board of Governors  
The Principal and Vice-Chancellor  
The Provost, Deputy Provost, and the vice-principals  
The deans of faculties  
The Dean of Continuing Education  
The Dean of Graduate and Postdoctoral Studies  
The Dean of Students  
The Director of Libraries

#### Elected Members

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff.  
Medical Residents or Postdoctoral Scholars Group (1)  
Student Members (19)

## 15 Administration

Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	<b>Principal and Vice-Chancellor</b>
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	<b>Provost</b>
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)	<b>Deputy Provost (Student Life and Learning)</b>
Kathleen Massey; B.A.(York)	<b>University Registrar and Executive Director of Enrolment Services</b>
Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)	<b>Executive Director of Services for Students</b>
William F. Foster; LL.B.(Auck.), LL.M.(Br. Col.)	<b>Associate Provost (Policies and Procedures)</b>
Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)	<b>Associate Provost (Academic Staff and Faculty Affairs)</b>
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	<b>Associate Provost (Graduate Education) and Dean (Graduate and Postdoctoral Studies)</b>
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	<b>Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)</b>
Sylvia Franke; LL.B., B.Sc.(Tor.)	<b>Chief Information Officer</b>
Line Thibault; LL.L.(Montr.)	<b>Interim Secretary-General</b>
François R. Roy; B.A., M.B.A.(Tor.)	<b>Vice-Principal (Administration and Finance)</b>
Lynne B. Gervais; B.A.(C'dia)	<b>Associate Vice-Principal (Human Resources)</b>



Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.  
**Associate Vice-Principal (University Services)**

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)  
**Assistant Vice-Principal (Development and Alumni Relations) and Director (University Campaigns)**

Richard I. Levin; B.S.(Yale), M.D.(NYU)  
**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)**

Sam Benaroya; B.Sc., M.D.,C.M.(McG.)  
**Associate Vice-Principal (Inter-Hospital Affairs)**

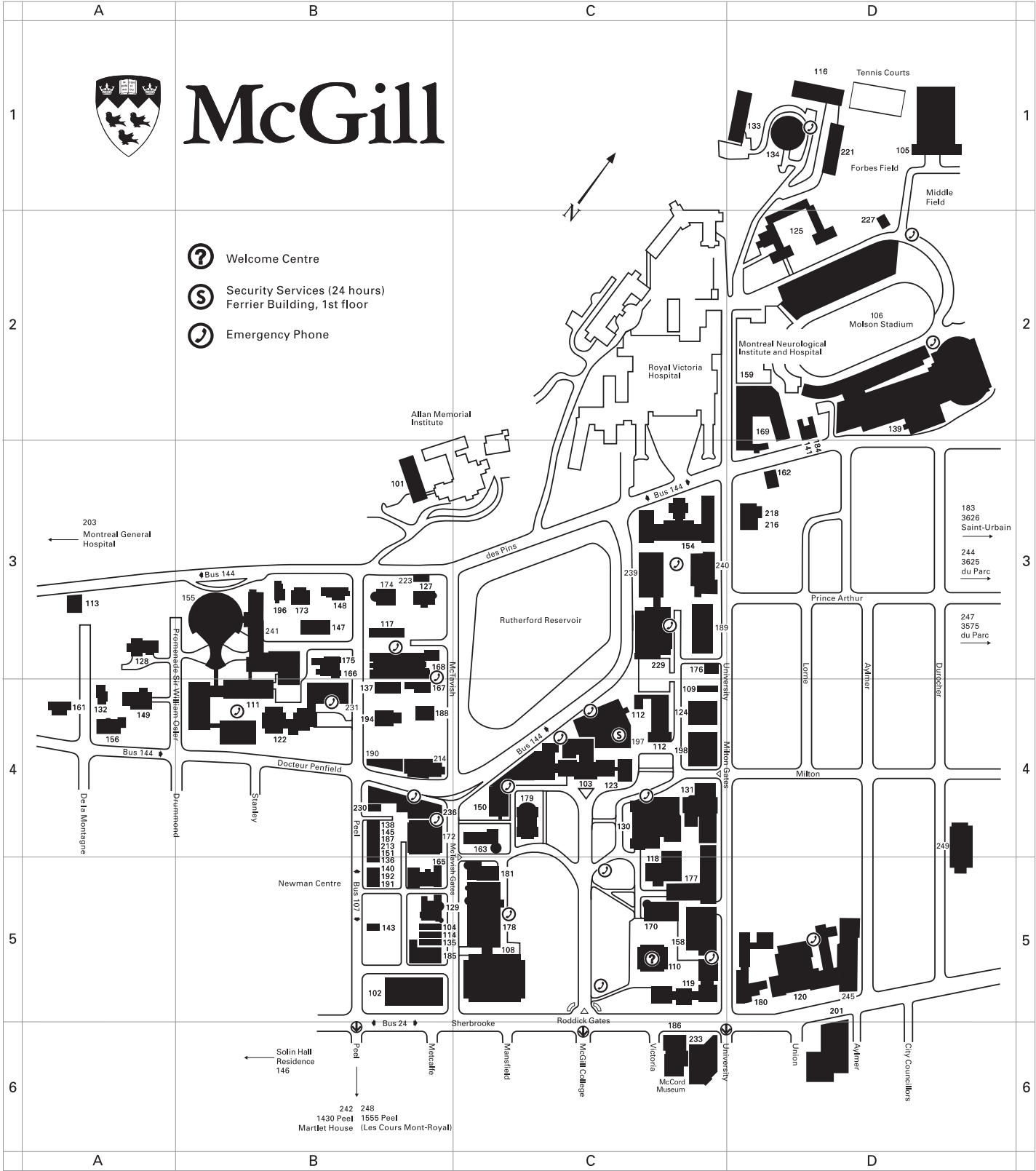
Denis Thérien; B.Sc.(Montr.), M.Sc., Ph.D.(Wat.)  
**Vice-Principal (Research and International Relations)**

Rima Rozen; B.Sc., Ph.D.(McG.)  
**Associate Vice-Principal (Research and International Relations)**

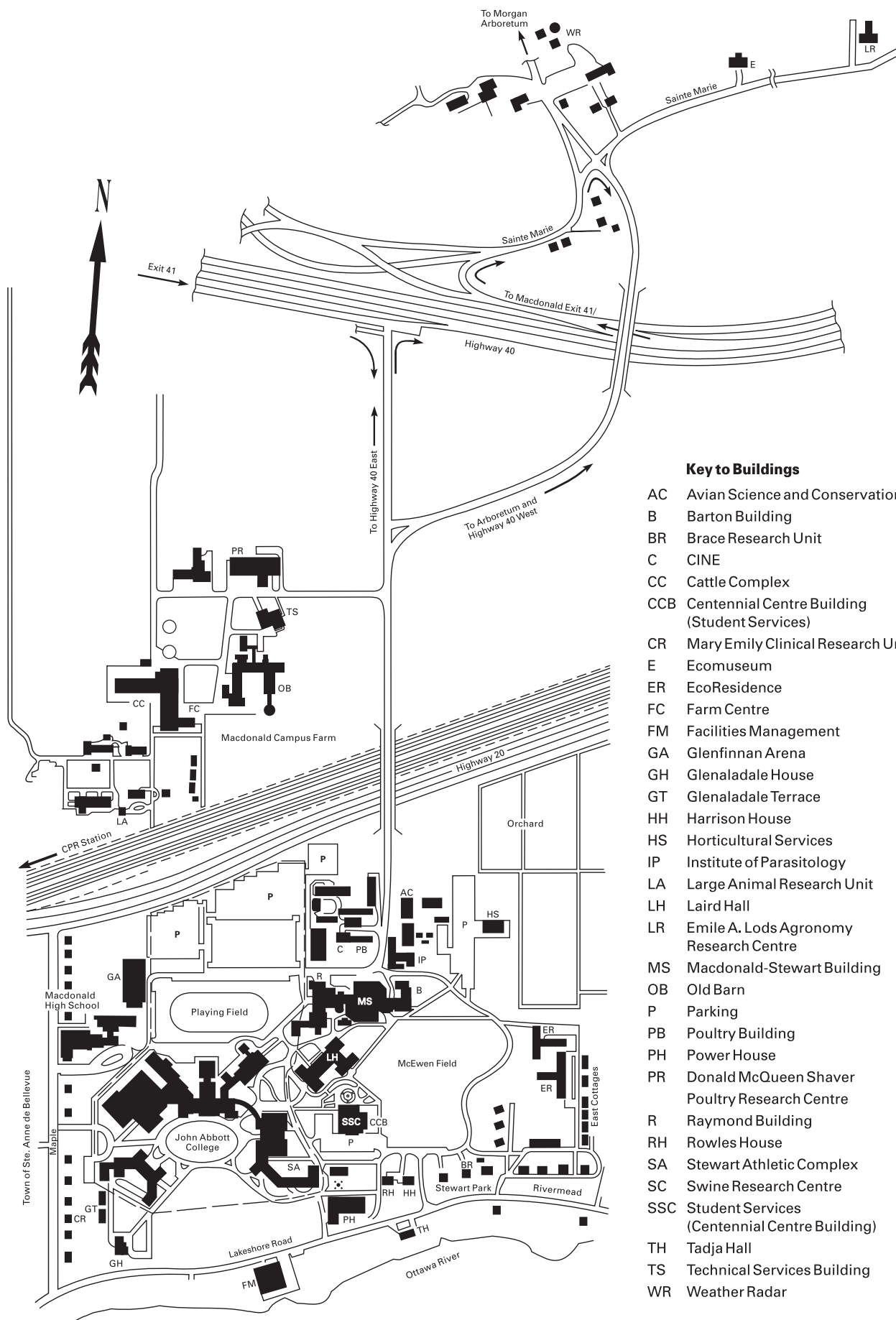
Vaughan Dowie  
**Executive Head of Public Affairs**

# Alphabetical Key ► **University Buildings**

177	C5	ADAMS Building	105	D1	McCONNELL Arena	175	B3	PEEL, 3690
103	C4	ARTS Building	131	C4	McCONNELL Engineering Building	117	B3	PEEL, 3715
113	A3	BEATTY Hall	221	D1	McCONNELL Hall	239	C3	PENFIELD, 740
124	C4	BIRKS Building	186	C6	McCORD Museum	190	B4	PENFIELD, 1085
185	B5	BOOKSTORE	155	B3	McINTYRE Medical Building	165	B5	PETERSON Hall
102	B5	BRONFMAN Building	108	C5	McLENNAN Library Building	184	D2	PINE, 515
236	B4	BROWN Student Services Building	135	B5	McTAVISH, 3430	141	D2	PINE, 517
110	C5	BURNSIDE Hall	114	B5	McTAVISH, 3434	162	D3	PINE, 546
139	D2	CURRIE Gymnasium	104	B5	McTAVISH, 3438	196	B3	PINE, 1140
128	A3	DAVIS House	214	B4	McTAVISH, 3610	120	D5	POLLACK Hall
123	C4	DAWSON Hall	147	B3	MEREDITH Annex	158	C5	PULP AND PAPER Research Centre
122	B4	Chancellor DAY Hall	173	B3	Charles MEREDITH House	174	B3	PURVIS Hall
125	D2	DOUGLAS Hall	148	B3	Lady MEREDITH House	161	A4	RABINOVITCH House
169	D2	DUFF Medical Building	116	D1	MOLSON Hall	181	C5	REDPATH Hall
223	B3	DUGGAN Annex	106	D2	MOLSON Stadium	178	C5	REDPATH Library Building
127	B3	DUGGAN House	156	A4	de la MONTAGNE, 3605	179	C4	REDPATH Museum
249	D4	DUROCHER, 3645	159	D2	MONTREAL NEUROLOGICAL INSTITUTE	180	D5	ROYAL VICTORIA COLLEGE Residence
168	B3	EDUCATION Building	163	C4	MORRICE Hall	189	C3	RUTHERFORD Physics Building
129	B5	FACULTY CLUB	134	D1	Bishop MOUNTAIN Hall	183	D3	SAINT-URBAIN, 3626
197	C4	FERRIER Building	103	C4	MOYSE Hall	201	D6	SHERBROOKE, 550
133	D1	GARDNER Hall	245	D5	MUSIC, New Building	233	C6	SHERBROOKE, 688
231	B4	GELBER Law Library	227	D2	OBSERVATORY	146	B6	SOLIN Hall (Lionel-Groulx Avenue)
132	A3	HOSMER Annex	247	D3	du PARC, 3575	139	D2	SPORTS CENTRE and THOMLINSON FIELD HOUSE
149	A3	HOSMER House	244	D3	du PARC, 3625	111	B4	STEWART Biology Building
167	B4	HUGESSEN House	248	B5	PEEL, 1555 (Les Cours Mont-Royal)	154	C3	STRATHCONA Anatomy & Dentistry Building
112	C4	JAMES Administration Building	143	B5	PEEL, 3437	120	D5	STRATHCONA Music Building
112	C4	JAMES Annex	191	B5	PEEL, 3459	188	B4	THOMSON House
150	C4	LEACOCK Building	192	B5	PEEL, 3463	240	C3	TROTTIER Information Technology Building
241	B3	LIFE SCIENCES Complex (Bellini Life Sciences Building, Cancer Research Building)	140	B5	PEEL, 3465	109	C4	UNIVERSITY, 3534
101	B3	LUDMER Psychiatry and Training Building	136	B5	PEEL, 3475	176	C3	UNIVERSITY, 3550
119	C5	MAASS Chemistry Building	151	B4	PEEL, 3479	216	D3	UNIVERSITY, 3641
130	C4	MACDONALD Engineering Building	213	B4	PEEL, 3483	216	D3	UNIVERSITY, 3643
118	C5	MACDONALD-HARRINGTON Building	187	B4	PEEL, 3487	218	D3	UNIVERSITY, 3647
170	C5	MACDONALD-STEWART Library Building	145	B4	PEEL, 3491	172	B4	UNIVERSITY CENTRE
242	B6	MARTLET House	138	B4	PEEL, 3495	198	C4	WILSON Hall
			230	B4	PEEL, 3505	229	C3	WONG Building
			194	B4	PEEL, 3647			
			137	B4	PEEL, 3661			
			166	B3	PEEL, 3674			







### Key to Buildings

AC	Avian Science and Conservation Centre
B	Barton Building
BR	Brace Research Unit
C	CINE
CC	Cattle Complex
CCB	Centennial Centre Building (Student Services)
CR	Mary Emily Clinical Research Unit
E	Ecomuseum
ER	EcoResidence
FC	Farm Centre
FM	Facilities Management
GA	Glenfinnan Arena
GH	Glenaladale House
GT	Glenaladale Terrace
HH	Harrison House
HS	Horticultural Services
IP	Institute of Parasitology
LA	Large Animal Research Unit
LH	Laird Hall
LR	Emile A. Lods Agronomy Research Centre
MS	Macdonald-Stewart Building
OB	Old Barn
P	Parking
PB	Poultry Building
PH	Power House
PR	Donald McQueen Shaver Poultry Research Centre
R	Raymond Building
RH	Rowles House
SA	Stewart Athletic Complex
SC	Swine Research Centre
SSC	Student Services (Centennial Centre Building)
TH	Tadja Hall
TS	Technical Services Building
WR	Weather Radar







