



Department of Pharmacology and Therapeutics

**GRADUATE TRAINING PROGRAM
GUIDELINES**

Revised January 2018

TABLE OF CONTENTS

1. Admissions	4
2. Introduction to the Department.....	5
3. Course Requirements.....	6
4. Student Presentations	8
5. Thesis Preparation and Submission.....	10
6. Evaluation.....	10
7. Financial Support.....	11
8. Files and Records.....	11
9. Roles of the Student, Graduate Training Committee Members, Graduate Program Director, Departmental Chair, Supervisors, Advisors And Graduate Program Coordinator.....	12-15
10. "Ad Personam" Joint Programs.....	15
11. Postdoctoral Fellows.....	16

List of Appendices

APPENDIX I	Timelines of MSc and PhD Programs.....	17-20
APPENDIX II	Graduate and Postdoctoral Studies Research Progress Tracking Form.....	21-23
APPENDIX III	Guidelines for Documenting Data.....	24
APPENDIX IV	Student Organized Activities.....	25

DEPARTMENT OF PHARMACOLOGY & THERAPEUTICS
GRADUATE TRAINING PROGRAM GUIDELINES

These guidelines were first prepared in January 1986 by the Graduate Training Committee. Members of the committee included: Dr. B. Sasyniuk (Graduate Training Committee Chair), Dr. A.C. Cuello (Departmental Chair), Ms. Lorella Garofalo (Student Representative), Dr. G. Kunos, Miss M. Levore (secretary), Ms. D. Mercier (Administrative Assistant), Dr. S. Nattel, Dr. A. Padjen, Dr. M. Quik.

They have been revised again by the Graduate Training Committee, the most recent major revision being in May 2015. The committee was comprised of: Dr. Gerhard Multhaup, (Chair), Dr. Barbara Hales (Graduate Program Director), Dr. Dusica Maysinger, Dr. Anne McKinney, Dr. Lisa Münter, Dr. Cristian O’Flaherty, Dr. Jean Francois Trempe, Mr. Rory Sleno (Graduate Student Representative), and Ms. Tina Tremblay (Graduate Program Coordinator).

The graduate training program is governed by the Regulations of Graduate and Postdoctoral Studies (GPS) which allow departments to interpret these regulations as needed for their particular specialty. These guidelines are a description of recommended procedures which are subject to continuing revision by the Graduate Training Committee. Amendments are implemented whenever alternate procedures or mechanisms are identified which may better serve the objectives of graduate training in pharmacology and therapeutics.

PREAMBLE

The training of graduate students in the ideas and methods of basic pharmacological science is one of the most important activities of the Department of Pharmacology & Therapeutics. The following specific guidelines for the graduate training program were written by the Graduate Training Committee, after consultation with Faculty and students of the Department, and were approved by full-time faculty members of the Department as a whole.

1. ADMISSION

Applicants apply for admission to the M.Sc. or Ph.D. programs through McGill's uApply system. All required documents are uploaded for the application electronically. Hardcopies of required documents are not accepted in the Department. Applicants are selected for admission to the graduate program mainly on the basis of academic merit. Required documents are: transcripts showing a minimum undergraduate CGPA of 3.00/4.00 or the equivalent, or 3.20/4.00 in the last two years of study; two reference letters; a personal statement and a CV. Applicants who are educated in a non North-American University are required to take the Graduate Record Examinations (GRE) and Test of English Foreign Language (TOEFL) (or equivalent) to facilitate their assessment. GRE scores range between 130-170 and scores of mid 150 or higher are expected. The Department requires a TOEFL score of 86 overall with no less than 20 in each of the four component scores (iBT – Internet Based Test). International English Language Testing System (IELTS) scores are also accepted with a minimum overall of 6.5. Acceptances to the program are conditional on the confirmation of a supervisor, acquisition of funding, as well as on any appropriate academic conditions, as stipulated by the Graduate Training Committee. Applicants eligible for Canadian sources of funds will be assisted in applying for financial aid. (A copy of the front page of all applications for funding sponsored by the Department should be provided to the Graduate Program Coordinator.)

The Pharmacology Rotation Program for PhD students admits a select group of candidates each Fall. The program allows these students to start their graduate work in the department by sampling several labs and supervisors. Please see the information on the Departmental web page (<http://www.mcgill.ca/pharma/prospective-students/graduate-program/rotation-program>) and follow the process that is outlined there.

Highly qualified applicants from McGill may apply for admission to our B.Sc./M.Sc. Fast Track program in the Winter semester of their U2 year. Please see the information on the Departmental web page (<http://www.mcgill.ca/pharma/prospective-students/bscm-sc-program>) and follow the process that is outlined there.

1.1. Enquiries. Candidates are invited to visit our web page for information and to apply. Candidates who visit the Department are provided with information and a list of Graduate Training Committee members with whom they can discuss their academic background and aspects of the Department's graduate program. If a student must take qualifying courses prior to being considered for graduate studies, they will be so informed.

1.2. Processing and Review of Files. Applications are further processed when they are complete. All applications are reviewed by members of the Graduate Training Committee. A notice is sent to all Graduate Training Committee members, prior to the Graduate Training Committee meeting, indicating that files are available for review. The Graduate Program Coordinator arranges interviews for applicants

residing outside the Montreal area (either by video or telephone; students living within the Montreal area contact professors directly).

1.3 Decisions on Application for Admission. Based on the information present in the file and on outcome of interviews, Graduate Training Committee members are required to make one of the following recommendations:

- (a) acceptance, unconditional or conditional, the usual conditions being successful completion of the current program, finding a supervisor, and evidence of financial support.
- (b) Special or Qualifying status (see 1.4)
- (c) rejection.

The Graduate and Postdoctoral Studies Office is notified as soon as a candidate is informed by the Department of the Graduate Training Committee's decision. In the case of acceptance, an unofficial letter of acceptance is sent by the Department and an official letter of acceptance is then sent by GPS. In the case of a refusal, the applicant is notified by the Department as well as GPS

Decisions of conditional acceptance that are made by the Graduate Training Committee are communicated to all staff. Files of conditionally accepted applicants' are available to all faculty members of the Department.

1.4. For qualifying or special status students, the following procedure applies.

1.5. No half-time or part-time students are admitted by the Department (except for joint MD/PhD programs). Full-time students are expected to provide a full-time effort to their graduate studies and, consequently, not to take on external employment.

1.6 The level of admission into the graduate program is usually M.Sc.1. Students already possessing a M.Sc. in a related subject, or those with an M.D. degree, may be admitted directly into the Ph.D. program, upon approval by the Graduate Training Committee.

2. INTRODUCTION TO THE DEPARTMENT

2.1. In late August and early January, when applicable, during the registration period, all new students are introduced to the Departmental Chair, Graduate Program Director, and Graduate Program Coordinator and are briefed about the Graduate Training Committee Guidelines, responsibilities of the office staff and the students as well as about the facilities and services available to students.

2.2. Most students entering the program will have already chosen a supervisor. Students entering the rotation program will have chosen three supervisors/labs for their rotations during their first year in the program. Nevertheless, in their first few weeks in the program students are encouraged to familiarize themselves with the different areas of pharmacological research being carried out in the Department, and with the various pharmacological techniques being used. When a student is involved in a thesis project requiring extensive collaboration that is equivalent to joint supervision with a researcher who is not a member of the Department, the permission of the Department (through the Graduate Training Committee) must be obtained. This permission must be requested at the initiation of such an extensive collaboration specifying in writing the rationale, nature of the collaboration, responsibilities of all parties involved and the anticipated duration.

2.3. Students who enter the graduate program at other times during the year will meet with a Graduate Training Committee member or supervisor who will organize their schedule.

2.4. Students may be allowed to change supervisors, but only with the approval of the Graduate Training Committee. Written notification must be sent by the new supervisor and by the student to the Graduate Program Director. Students in the rotation program will confirm their thesis supervisor at the end of their rotations.

3. COURSE REQUIREMENTS

3.1. Selection of courses for each student must be approved by the supervisor and the Graduate Program Director.

MSc Program Requirements (as of Fall 2015).

Required Courses (12 credits)

PHAR 601D1/D2 Research Seminar (6 credits)

PHAR 609: Research Professionalism for Pharmacologists (1 credit)

PHAR 610: Scientific Communication for Pharmacologists (2 Credits)

PHAR 712: Statistics for Pharmacologists (3 credits)

In addition, either 6 credits chosen from the following courses:

PHAR 562 Neuropharmacology (3 credits)

PHAR 563 Endocrine Pharmacology (3 credits)

PHAR 503 Drug Discovery & Development 1 (3 credits) OR PHAR 505 Structural Pharmacology (3 credits)

OR completion of an equivalency exam

OR an exemption granted by the GTC on the basis of previous courses

Students who have taken these 500 level courses as part of their undergraduate degree, passed the equivalency exam, or been exempted, will register for the following course:

PHAR 697 Thesis Preparation 1 (6 credits)

One additional 700-level PHAR course, or the equivalent, upon approval by the Graduate Training Committee (GTC) (3 credits)

Thesis Courses (24 credits)

PHAR 696 Thesis Preparation (3 credits)

PHAR 698 Thesis Preparation 2 (9 credits)

PHAR 699 Thesis Preparation 3 (12 credits)

PhD Program Requirements (as of Fall 2015).

Required Courses (12 credits)

PHAR 701 Comprehensive Exam (6 credits)

PHAR 609: Research Professionalism for Pharmacologists (1 credit)

PHAR 610: Scientific Communication for Pharmacologists (2 Credits)

PHAR712: Statistics for Pharmacologists (3 credits)

In addition, either 6 credits chosen from the following courses:

PHAR 562 Neuropharmacology (3 credits)

PHAR 563 Endocrine Pharmacology (3 credits)

PHAR 503 Drug Discovery & Development 1 (3 credits) OR PHAR 505 Structural Pharmacology (3 credits)

OR completion of an equivalency exam

OR an exemption granted by the GTC on the basis of previous courses

Two additional 700-level PHAR course, or the equivalent, upon approval by the Graduate Training Committee (GTC) (3 credits each)

The substitution of only one of the above-mentioned required Pharmacology – PHAR 700 series courses by a graduate level course(s) organized by another unit or department can be requested by a student. A written request should be made by the student to the Graduate Training Committee, accompanied by the course outline and the supervisor's recommendation. Such a request should indicate how the substitution:

- has a pharmacological content or relevance
- has a structure designed to achieve the objectives of PHAR 700 series courses (didactic teaching discouraged; self-learning, presentations, discussions encouraged).
- complements the overall training of the student (breadth of knowledge and exposure encouraged; duplication and specialization discouraged).

Such request shall be considered by the Graduate Training Committee at its next scheduled meeting following receipt of the request.

Graduate Options in Environmental Health Sciences (MSc/PhD)

Students enrolled in the graduate option in Environmental Health Sciences are required to fulfill the same course requirements as the MSc and PhD program with additional course requirements of the option (PHAR 670 – Principles of Environmental Health Sciences 1 (3 credits) and PHAR 671 – Principles of Environmental Health Sciences 2 (3 credits). Students must obtain approval from their thesis supervisor for registration in courses other than those mentioned above or specified by their graduate Option.

3.2. Timeline

The Faculty of Graduate Studies and Research requires that students in the M.Sc. program take a minimum of 12 credits per term and 45 credits in total (over 3 terms).

MSc Students must register for:

PHAR 601D1/N1 AND PHAR 601D2/N2 (6 credits). No credit will be given for this course unless both PHAR 601D1/N1 and PHAR 601D2/N2 are successfully completed in consecutive terms. This is pass/fail course based on a comprehensive evaluation of each first year student based on course work, laboratory work and the oral first year presentation.

PhD Students must register for:

PHAR 701 (6 credits). This is pass/fail course based on a comprehensive evaluation of each first year PhD student based on course work, laboratory work and the oral first year presentation.

PHAR 696, 697, 698, AND 699 (3, 6, 9 and 12 credits, respectively) - These are thesis project courses which students in the M.Sc. program must register to meet the minimum credit requirement. A total of 24 credits in thesis preparation courses are required for the M.Sc. degree. Tables of the timelines are appended (Appendix I).

Timing and selection of other PHAR 700 level courses are optional.

3.3 Student Course Evaluations

Student evaluations of courses are integrated into the Mercury online evaluation system. At the end of the evaluation period, the Graduate Program Coordinator will send the evaluation results to the course coordinator, Graduate Program Director and Chair of the Department.

3.5. Mandatory Workshops and Seminars

- a) All applicable McGill-mandated workshops (e.g. WHMIS, Biosafety) are obligatory. No research using radioisotopes or other sources of radiation can be undertaken by a student without passing the Radiation Safety exam.
- b) Animal Handling - Workshops and seminars on animal care and handling are mandatory for all students who handle animals in their work.

4. STUDENT PRESENTATIONS

4.1. Student Presentations

a) All first year students are required to prepare a 5-10 page document (3000-5,000 words) reviewing key aspects of the scientific literature relevant to their project and provide this document to their Advisory Committee two weeks prior to the Advisory Committee meeting. Students will give an oral presentation (10 minutes, followed by a discussion period) open to staff and students. The topic of the first year presentation should be based on laboratory research already completed or research in progress and each student will be questioned by staff and students after their formal presentation. Questions may be related to the topic or, alternatively, other aspects of pharmacology or of the first year of training may be discussed. A one-page abstract must be submitted to the Graduate Program Coordinator at least one week in advance for distribution. Abstracts should be formatted in the following manner:

- Supervisor's Name
- Background/Rationale
- Hypothesis (Objectives)
- Methods
- Results
- Discussion/interpretation
- Funding source

All students must meet with their Thesis Advisory Committee (defined in section 9 below) 1-3 weeks prior to their first year presentation; at this meeting they will provide a one page abstract, give their presentation, and receive feedback from the Committee. The Thesis Advisory Committee will provide a recommendation on performance to the Graduate Program Director. Any recommendation to offer fast-track from a M.Sc. to a Ph.D must be carefully articulated. Students with cGPA < 3.5 in graduate courses in their present program will not be eligible for fast-tracking.

After the first year presentation, the Graduate Training Committee will convey its evaluation in writing (Appendix II) and orally to the student. The evaluation must be signed by the Student, Supervisor, Advisor, and Graduate Program Director (as defined in section 9). (See 6.4.).

First year presentation timeline

- The Graduate Program Coordinator will poll graduate students and supervisors on their availability.
- Possible dates will be between mid-April and mid-May (Fall registrants), late September (Winter registrants) or January (Summer registrants).
- Students are responsible for scheduling their Thesis Advisory Committee meeting 1-3 weeks prior to their first year presentation.

1st Year Presentation Day

- If determined to be necessary by the GPD, GTC will meet prior to student oral presentations to review all student dossiers (criteria reviewed include: cGPA, course- and lab-work, advisory committee and supervisor reports)
- Student presentations (in accordance with present procedure), max 10 min/ student, 5 min discussion, only faculty members may pose questions
- GTC will convene with supervisors and interested faculty members to evaluate students.
- Consideration for FAST-TRACK to PhD will be evaluated for M.Sc. students with a cGPA of 3.5 or higher.

In case of supervisor's absence:

- Supervisor must nominate an appropriate replacement (i.e. individual who is fully knowledgeable of student's research work and scholastic record) and notify the GTC.
- Supervisor must hold a verbal discussion with, and provide short written report of the student's progress to the GPD.
- Student will not be permitted to continue with 1st yr presentation if supervisor/substitute is absent or dossier is incomplete.

b) All M.Sc. students will give a progress report in the form of an oral presentation to their Thesis Advisory Committee (approximately 20 minutes, followed by a discussion) in the second year of graduate studies; each subsequent year every student will present a formal progress report to their Advisory Committee. A one-page abstract must be submitted at least one week in advance. The student's Advisor is responsible for ensuring that a written evaluation is completed and signed by the student (Appendix II).

c) All students enrolled in the PhD program must give a written proposal and an oral presentation in the form of a thesis proposal to their Thesis Advisory Committee 12 months from commencement of their PhD program.

The written component must have a one page abstract followed by a 5-10 page text that should include a review/background for the project and a plan for the PhD thesis. A summary of any data obtained to date may also be included. This document should be sent to all committee members one week prior to the scheduled committee meeting. The oral presentation should be approximately 20-minutes and should include the rationale for the project, an outline of the research aims, progress made to date, and a proposed timeline for each aim. A question period will follow.

The student's Advisor is responsible for ensuring that a written evaluation is completed and conveyed to the student (Appendix II).

d) Each subsequent year, every student will present a formal progress report/seminar to his/her Thesis Advisory Committee. A one-page abstract must be submitted to the Thesis Advisory Committee beforehand. A written evaluation will be conveyed to the student (Appendix II).

e) All Ph.D. students will present a senior seminar based on their thesis research, usually after completion of most of their experimental work but before the thesis is written. If the initial thesis submission has not been done within 12 months after the senior seminar, a second senior seminar will be held.

f) Students entering the program in January will be expected to give a first year presentation in September and will give a thesis proposal presentation at 12 months of the commencement of their program.

g) Information deriving from the student's presentation is considered privileged information.

4.2. Seminars

a) Departmental seminars, given by faculty members, graduate students and invited speakers, constitute an integral part of the graduate training program. Students are expected to attend ALL of these seminars.

b) Attendance at seminars in other departments, hospitals and research institutes is also considered desirable and is encouraged, as the student and supervisor deem appropriate.

5. THESIS PREPARATION AND SUBMISSION

5.1. Regulations regarding deposition of thesis, thesis format, dates and other procedural guidelines are periodically revised by the Faculty of Graduate and Postdoctoral Studies. Students are therefore advised to obtain the current regulations, announcements and calendar of dates from the Thesis Office. Refer to <https://www.mcgill.ca/gps/thesis> for policy and regulations on Ph.D. oral defense from the Graduate and Postdoctoral Studies Office.

5.2. The Department has approved both thesis formats listed in the regulations of the Faculty of Graduate and Postdoctoral Studies.

5.4 The Graduate Program Coordinator is responsible for final scheduling of the thesis defense and informing committee members of the time and place.

6. EVALUATION

6.1. The method of student evaluation in courses is to be announced to the students at the beginning of the course. Copies of course content, method of evaluation, etc... must be given to the Graduate Training Committee and the Graduate Program Coordinator at the beginning of the term so that records can be kept on file regarding course offerings.

6.2. Monitoring of the student's performance in experimental work, seminars, teaching, etc. is the responsibility of the supervisor, assisted by the Thesis Advisory Committee. Reports of the student's progress are provided by the supervisor and the Thesis Advisory Committee to the Graduate Training Committee at the time of the student's annual presentation.

6.3. An ad hoc review of any student's progress may be requested by the Chair of the Department. The format is decided upon by the Chair in consultation with the Graduate Program Director and with the student's supervisor.

7. FINANCIAL SUPPORT

7.1. The Graduate Program Coordinator assists new students in preparing applications to various granting agencies. Approximate deadlines for studentship and fellowship applications are: FRQS, CIHR, NSERC and Faculty of Graduate and Postdoctoral Studies –October to December; Faculty of Medicine - March. Students are informed about the time constraints imposed by these deadlines, as well as the importance of applying for extramural funding.

7.2. Applications for funding renewals are the student's responsibility; the student acts in consultation with the supervisor.

7.3. The Graduate Training Committee annually reviews the financial support of all students and designs strategies to ensure continuity and the highest possible level of funding. All supervisors are obliged to report approaching termination of student awards well in advance and to advise the Graduate Training Committee about corrective measures to be taken.

7.4. To ensure that students have adequate support, a minimum level of funding is set by the Graduate Training Committee, in line with FRQS and other granting agency norms for MSc and PhD; students paid from CIHR or NSERC funds must be paid according to the guidelines of the agency in question. M.Sc. and PhD students must receive at least \$22,000 annually.

7.5 A supervisor who agrees to accept a new student must provide the student and Graduate Program Coordinator with a letter stating the annual stipend and the initial source of funding. The student must provide evidence of acceptance of this offer.

7.6 Each September, supervisors must notify the Graduate Program Coordinator of the funding source and stipend amount of each student enrolled in the Department.

8. FILES AND RECORDS

8.1. It is the responsibility of the student to provide all necessary documents and information required in order to keep his/her file up-to-date. It should be noted that student's files are used for evaluation purposes by the Graduate Training Committee, therefore, it is in the student's best interest to ensure that it is complete.

8.2. The student is permitted to examine the contents of his/her file. To do so, the student must send a written request to the Registrar's office. The Registrar will request that the Department send the file (or specific documentation) to her/his attention. The student will be permitted to review the file, under the Registrar's supervision.

8.3. The departmental file (hardcopy or electronic) includes the following documents: admission materials (transcripts, letters, etc.), registration forms, verification forms, the Graduate Training Committee comprehensive evaluations and abstracts of presentations, copies of all documents relating to thesis submission and evaluation, copies of appointment forms, copies of applications and award letters pertaining to graduate studies.

9. ROLES OF THE STUDENT, GRADUATE TRAINING COMMITTEE MEMBERS, GRADUATE PROGRAM DIRECTOR, DEPARTMENTAL CHAIR, SUPERVISORS, ADVISORS, AND GRADUATE PROGRAM COORDINATOR.

9.1. Roles of the student

- a) Students are expected to choose a broad line of research in full agreement with the selected supervisor in time for the thesis proposal (see 4.1b and 4.1c.). Thereafter, they should work with the supervisor to define projects more closely and to acquire the necessary techniques to perform the research.
- b) The student is expected to produce the bulk of the data to be used in his/her thesis.
- c) The student should meet with his/her Advisor at least once per term in order to report on his/her progress and/or difficulties.
- d) Students are expected to arrange a meeting with his/her Thesis Advisory Committee at least once per year.
- e) The student is responsible for providing the Graduate Program Coordinator with all necessary information and documents for his/her file (see section 8 above) so that up-to-date information is available for assessment and reporting purposes.
- f) It is the student's responsibility to pay fees and register during the prescribed time periods set by the Graduate and Postdoctoral Studies Office. Failure to do so will entail penalties levied by the University.
- g) Students must have their applications for funding approved by their immediate supervisor and the Chair of the Department, or his/her representative, before submission.
- h) Students may not use departmental stationery without the explicit approval of their immediate supervisor. Computer use is restricted for academic activities.
- i) Students are responsible for the preparation of their theses.
- j) Students should aim to complete their M.Sc. program within 2 years. Those entering with a B.Sc. degree should aim to complete their Ph.D. program within 4-5 years from initial registration in the graduate program.
- k) Students must cite their affiliation with the Department of Pharmacology and Therapeutics in all published scientific papers and presentations that are based on their graduate training research project in this Department. Students will be required annually to provide the Department with a copy of any new publications.
- l) Students are responsible to review the Graduate and Postdoctoral Studies policies. <http://www.mcgill.ca/gps/policies>
- m) Students have a responsibility to properly document their work in accordance with university and funding agency policies, and in accordance with the supervisor's expectations. A suggested method of documentation is shown in Appendix III; students should discuss specific methods with their supervisor.
- n) Students have a responsibility to access and read University e-mail correspondence regularly (see "Policy on E-Mail Communication with Students". A Handbook on Student Rights and Responsibilities, Chapter 13; see also "McGill Student E-mail Policy": <http://www.mcgill.ca/email-policy/policy/>).

9.2. Selection and Roles of Graduate Training Committee Members

The Graduate Training Committee is composed of the Graduate Program Director, Departmental Chair, a graduate student representative, five other members of academic staff, and one *ex officio* members - the Secretary to the committee (usually the Graduate Program Coordinator). The five academic members of

the Graduate Training Committee will be elected by the Department via secret ballot, from a list of academic staff eligible according to department criteria. All academic staff members will indicate their choices for the positions available, and the candidates with the most votes will be elected as the new committee members.

The procedure for electing a new Graduate Program Director is as follows: the election will take place in the early summer, when the newly-elected and outgoing members overlap. Voting is by secret ballot and is restricted to academic committee members (incoming, continuing, and outgoing members) and the student representative. Members will nominate candidates. Members will then vote and the candidate having the most votes will be the new Graduate Program Director. All academic staff of the Committee may be nominated except the outgoing GPD. The newly elected GPD's term of office will be for a 3 year period and cannot be elected for consecutive terms.

The five elected members of the Graduate Training Committee will serve for a term of three years. There must be a lapse of at least one year before a Graduate Training Committee member can be re-elected.

Members of the Graduate Training Committee will:

- a) review applicants' files (see 1.3.)
- b) interview potential students
- c) answer enquiries about the graduate program
- d) attend meetings to discuss issues related to graduate student education in the department
- e) monitor the progress of all graduate students

The student representative has the same responsibilities as other members of the committee (see a to e, above), except that the term of office is for one year only unless re-elected. Including a student representative on the committee ensures that students have input into decisions affecting the program and also provides an additional perspective to the committee.

The deliberations of the committee are confidential (although minutes are available for perusal by all faculty). Communication to applicants and registered students about Graduate Training Committee discussions must not be conveyed by committee members to the individual concerned unless he/she is specifically requested to do so.

9.3. Roles of the Graduate Program Director

The Graduate Program Director is responsible for ensuring the smooth operation of the graduate program (oversees admissions, makes recommendations to the Committee regarding acceptance or rejection of applicants, devises mechanisms for attracting high calibre graduate students, monitors student performance and graduate courses) and for bringing problems to the attention of the Graduate Training Committee. The Graduate Program Director reports to the staff and the departmental Chair, and chairs the meetings of the Graduate Training Committee.

9.4. Roles of the Departmental Chair

The Departmental Chair delegates administrative responsibility for the graduate program to the Graduate Program Director and the Graduate Program Coordinator. The Departmental Chair attends meetings of the Graduate Training Committee and is briefed on student progress by supervisors, advisors and the Graduate Program Director. The Departmental Chair is ultimately responsible for the enforcement of the

Faculty of Graduate and Post-Doctoral Studies regulations as well as these Graduate Training Program Guidelines.

9.5. Roles of the Supervisor

The role of the supervisor of a Ph.D. candidate is to orient the student in the conceptual problems related to the selected project and to ensure that the student develops critical thinking, masters key elements of experimental design and execution and gains expertise with the techniques required to complete the research project. The role of the supervisor of a M.Sc. candidate is to assign the project and guide the student in its completion.

The Graduate Training Committee should monitor professors to ensure that they can adequately supervise the number of students in their lab. All full time academic staff members are entitled to supervise graduate students. Part-time and adjunct members may also be eligible to act as co-supervisors* (subject to the approval of the Graduate Training Committee), providing they accept the obligation of ensuring that the student participates in all aspects of the departmental graduate program (e.g. seminars, courses and other requirements as determined by the Graduate Training Committee).

*McGill University Graduate Studies Guidelines and Policies (Section 10.1) permit adjunct and emeritus members only to co-supervise, and in such cases the student must therefore be co-supervised by a full-time core academic departmental member. Adjunct and emeritus members should therefore make such an arrangement for each of their students. This arrangement should be agreeable to all parties and confirmed in a written letter addressed to the Graduate Program Director and signed by both co-supervisors and the student. If applicable, the letter should state that the internal co-supervisor takes no financial responsibility for the student.

The supervisor will provide an annual written assessment of the progress of each of their students.

The supervisor is responsible for monitoring the thesis drafts while work is in progress, for reading the entire thesis and suggesting changes prior to the completion of the thesis.

As a rule, the supervisor remains the same for the entire duration of the student's program.

In the event that a supervisor retires, leaves, dies, or has no research funding, the Department will aid the student in finding an appropriate alternative supervisor. However, the Department cannot guarantee to find an alternative supervisor or financial support.

9.6. Roles of the Advisor

The Advisor is selected by the student, generally at the end of the second month in the program. The thesis supervisor (or co-supervisor) cannot be the student's Advisor. The main role of the Advisor is to see that the project undertaken follows a normal course and that the relationship with the supervisor is mutually acceptable. The Advisor provides moral support to the student and should be the **first** staff member to be approached in case of difficulties. If the Advisor feels that the project and/or relationship of the student with his/her supervisor is undergoing difficulties, the Advisor should approach the supervisor informally first, then, if the problem persists, more formally to the supervisor and the Graduate Program Director. If problems persist, the Departmental Chair should be consulted. Any matters that the

student discusses with his/her Advisor should be taken as privileged information. The Graduate Program Director usually does not accept to serve as an Advisor to any additional students during his/her term. Other faculty members should not advise more than seven students (resolved at the Departmental Retreat, May 2007).

9.7 Thesis Advisory Committee

The Thesis Advisory Committee will assist and supplement the supervisor(s) in offering scientific direction to a student throughout the training. It will assist the Department in assessing a student's progress.

The committee shall consist of the supervisor(s), the advisor, plus at least 2 other members selected for their scientific knowledge and recruited from the available "community at large" (i.e. the Department, other McGill units or other local institutions). The committee shall be formed and meet at least 1 week before a student's "first year presentation"; thereafter it will meet at least once per year. The student's Advisor will chair each meeting of the Thesis Advisory Committee and shall prepare the written consensus evaluation of student performance to be presented to the Graduate Training Committee and Department to supplement the supervisor(s) assessment. The Thesis Advisory Committee shall be formed by the supervisor(s) with input and agreement of the student; its meetings will be coordinated by the student and chaired by the student's Advisor. The student must provide an abstract to the committee members and the Graduate Program Coordinator at least 1 week in advance, together with a list of committee members.

Any experimental results that the student discusses with the Thesis Advisory Committee should be taken as privileged information.

9.8 Role of the Graduate Program Coordinator

With general guidance from the Graduate Program Director, this person performs wide-ranging duties relating to the graduate program including handling applications, admissions, registration, funding meetings, student presentations, thesis submissions and oral defenses; prepares agendas and records minutes of Graduate Training Committee meetings; compiles and maintains a computerized information database of all students (past and present); provides statistics on applications, admissions and funding, as needed; compiles stipend information (amount and fund number) for the Financial Administrator of the AEC (Academic Excellence Centre); processes internal fellowships and acts as a resource person for students and applicants.

10. "AD PERSONAM" JOINT PROGRAMS

In exceptional cases, it will be appropriate for a student to qualify for a joint doctoral degree in Pharmacology and Therapeutics and another discipline. This concept relates to a graduate program which is tailored to a specific student (i.e., "ad personam" - to a specific person). As such, the instances in which it will apply are likely to be unusual and each request for such a program will have to be approved, based on its own merits, by the Graduate Training Committee. In general, requests for an "ad personam" joint program should be made early in the course of a student's graduate training. Based on the merits and requirements of each case the Committee will then decide:

a) to approve or reject the "ad personam" program.

b) in the case of approval, the requirements for the "ad personam" joint degree, including course requirements, examinations, presentations to the Department, and departmental representation on examination committees.

If the requirements outlined in (b) are acceptable to the other department involved and the Faculty of Graduate and Postdoctoral Studies, the student will be permitted to formally register in an "ad personam" program and a copy of the specific requirements will be sent to the student in writing.

11. POSTDOCTORAL FELLOWS

The Graduate Training Committee is responsible for applying the guidelines relating to Postdoctoral Education, as stated on the GPS website for Postdoctoral Fellows: <https://www.mcgill.ca/gps/postdocs/fellows>.

Timelines for MSc and PhD Programs

MSc Timelines Fall					
<u>With all requirements</u>		<u>Exempt/Equiv 500 level</u>		<u>BSc/MSc - PHAR UNDERGRADS</u>	
<u>FALL 1ST SEMESTER</u>	<u>CR</u>	<u>FALL 1ST SEMESTER</u>	<u>CR</u>	<u>SUMMER 1ST SEMESTER</u>	<u>CR</u>
PHAR 601	6	PHAR 601	6	PHAR 699	12
PHAR 562/503/505	3	PHAR 609	1	PHAR 696	3
PHAR 609	1	PHAR 712	3		
PHAR 712	3	PHAR 697	6		
	13		16		15
<u>WINTER 2ND SEMESTER</u>	<u>CR</u>	<u>WINTER 2ND SEMESTER</u>	<u>CR</u>	<u>FALL 2ND SEMESTER</u>	<u>CR</u>
PHAR 696	3	PHAR 698	9	PHAR 601	6
PHAR 563	3	PHAR 610	2	PHAR 609	1
PHAR 610	2	PHAR 700 LEVEL	3	PHAR 712	3
PHAR 698	9			PHAR 697	6
	17		14		16
<u>FALL 3RD SEMESTER</u>	<u>CR</u>	<u>FALL 3RD SEMESTER</u>	<u>CR</u>	<u>WINTER 3RD SEMESTER</u>	<u>CR</u>
PHAR 700 LEVEL	3	PHAR 699	12	PHAR 610	2
PHAR 699	12	PHAR 696	3	PHAR 700 LEVEL	3
	15		15	PHAR 698	9
					14
TOTAL CREDITS	45	TOTAL CREDITS	45	TOTAL CREDITS	45

*BSc/MSc Fall Entry only

MSc Progress Reporting - FALL ENTRIES**YEAR ONE**

-1st Year Presentation (PHAR 601) to be held in Winter term (end of April)

YEAR TWO

- Annual progress report

YEAR THREE

- Annual progress report

-Thesis submission

APPENDIX I

<u>MSc Timelines Winter</u>			
<u>With all requirements</u>		<u>Exempt/Equiv 500 level</u>	
-	-		
<u>WINTER 1ST SEMESTER</u>	CREDITS	<u>WINTER 1ST SEMESTER</u>	CREDITS
PHAR 696	3	PHAR 601	6
PHAR 563	3	PHAR 610	2
PHAR 610	2	PHAR 700 LEVEL	3
PHAR 601	6	PHAR 697	6
	14		17
<u>FALL 2ND SEMESTER</u>	CREDITS	<u>FALL 2ND SEMESTER</u>	CREDITS
PHAR 698	9	PHAR 698	9
PHAR 562/503/505	3	PHAR 609	1
PHAR 609	1	PHAR 712	3
PHAR 712	3		13
	16		
<u>WINTER 3RD SEMESTER</u>	CREDITS	<u>WINTER 3RD SEMESTER</u>	CREDITS
PHAR 700 LEVEL	3	PHAR 699	12
PHAR 699	12	PHAR 696	3
	15		15
TOTAL CREDITS	45	TOTAL CREDITS	45

MSc Progress Reporting - WINTER ENTRIES

YEAR ONE

-1st Year Presentation (PHAR 601) to be held in Winter term (end of September)

YEAR TWO

- Annual progress report

YEAR THREE

- Annual progress report

-Thesis submission

APPENDIX I

PhD Timelines Fall			
<u>With all requirements</u>		<u>Exempt/Equiv 500 level</u>	
<u>FALL 1ST SEMESTER</u>	CREDITS	<u>FALL 1ST SEMESTER</u>	CREDITS
PHAR 601	6	PHAR 601	6
PHAR 562/503/505	3	PHAR 609	1
PHAR 609	1	PHAR 712	3
PHAR 712	3		
<u>WINTER 2ND SEMESTER</u>	CREDITS	<u>WINTER 2ND SEMESTER</u>	CREDITS
PHAR 563	3	PHAR 610	2
PHAR 610	2	PHAR 700 LEVEL	3
<u>FALL 3RD SEMESTER</u>	CREDITS	<u>FALL 3RD SEMESTER</u>	CREDITS
PHAR 700 LEVEL	3	PHAR 700 LEVEL	3
<u>WINTER 4TH SEMESTER</u>	CREDITS		
-			
PHAR 700 LEVEL	3		

PhD Progress Reporting - FALL ENTRIES

YEAR ONE

-1st Year Presentation (PHAR 601) to be held in Winter term (end of April)

YEAR TWO

- Annual progress report/Thesis Proposal

YEAR THREE

- Annual progress report

YEAR FOUR

-Annual Progress report or Senior Seminar

YEAR FIVE

-Annual Progress report or Senior Seminar

- or Thesis Submission (for those who have completed Senior Seminar in YR 4)

(Year 6 and 7 follow same timeline as YR 5)

PHD Timelines Winter			
<u>With all requirements</u>		<u>Exempt/Equiv 500 level</u>	
<u>WINTER 1ST SEMESTER</u>	CREDITS	<u>WINTER 1ST SEMESTER</u>	CREDITS
PHAR 563	3	PHAR 601	6
PHAR 610	2	PHAR 610	2
PHAR 601	6	PHAR 700 LEVEL	3
<u>FALL 2ND SEMESTER</u>	CREDITS	<u>FALL 2ND SEMESTER</u>	CREDITS
PHAR 562/503/505	3	PHAR 609	1
PHAR 609	1	PHAR 712	3
PHAR 712	3		
<u>WINTER 3RD SEMESTER</u>	CREDITS	<u>WINTER 3RD SEMESTER</u>	CREDITS
PHAR 700 LEVEL	3	PHAR 700 LEVEL	
<u>FALL 4TH SEMESTER</u>	CREDITS		
PHAR 700 LEVEL	3		

Progress Reporting - WINTER ENTRIES

YEAR ONE

-1st Year Presentation (PHAR 601) to be held in Fall term (end of September/begin Oct.)

YEAR TWO

- Annual progress report/Thesis Proposal

YEAR THREE

- Annual progress report

YEAR FOUR

-Annual Progress report or Senior Seminar

YEAR FIVE

-Annual Progress report or Senior Seminar

- or Thesis Submission (for those who have completed Senior Seminar in YR 4)

(Year 6 and 7 follow same timeline as YR 5)



Graduate Student
Research Progress
Tracking Form

Research progress reporting for Doctoral students at McGill is mandatory. This Form must be completed in full at least annually at face-to-face meetings between thesis students, their supervisors, supervisory committee member(s). This Form may also be supplemented with Unit-specific details or documents (see page 3). Units may also use this Form for Master's students in thesis and non-thesis research programs if this is a unit-wide practice.

In cases where the student has missed an established progress report deadline and has not responded to the unit within 4 weeks after being contacted by the unit, the Form may be completed in the student's absence, and progress may be judged unsatisfactory.

The student, supervisor(s), and academic unit must retain copies of this Form. It must also be made available to members of the supervisory committee, and university administrators authorized to view student records upon request.

External award holders must use this Form for annual progress reports, including the box page 3. Submit a copy to GPS Graduate Funding.

Please contact an Associate Dean, Graduate and Postdoctoral Studies, regarding any questions about progress reporting or this Form.

STUDENT'S NAME _____	STUDENT'S ID _____	Check all that apply: This Form is a(n) <input type="checkbox"/> first report to set objectives for first-year students; <input type="checkbox"/> regular report done every ____ month(s); <input type="checkbox"/> external award holder report; <input type="checkbox"/> interim report after an unsatisfactory report; or <input type="checkbox"/> comprehensive exam report.
DEGREE AND YEAR _____	DEPARTMENT _____	
SUPERVISOR'S NAME _____		
CO-SUPERVISOR'S NAME (IF APPLICABLE) _____		

A first report uses Objectives box only. Subsequent reports use all three boxes.

OBJECTIVES and timelines jointly agreed upon by student and supervisor(s) for next meeting in ____ month(s) (e.g., courses, chapter, data collection, initial thesis submission)

OBJECTIVES SET at a previous meeting with a previous Form should be in hand to review at the present meeting.

PROGRESS toward stated objectives, other accomplishments, and/or student's notes on progress (e.g., conference presentation, award, submitted article, rationale for priorities):

I have completed all my coursework (if applicable): Yes No

I have completed lab safety training (if applicable): Yes No

STUDENT'S SIGNATURE _____ DATE _____

DATE OF MOST RECENT TRAINING _____

To ensure that students have a voice in this report, and to support or counterbalance the evaluation on p. 2, only the student may report on progress etc. in this box.

SUGGESTIONS (if applicable) for meeting the objectives above (e.g., reading, drafting, training, talking with another expert):

External Award Holders must complete this box and email a copy of the entire Form to GPS Fellowships, copying their supervisor to the email.

A) Award holders who are registered full-time must limit the number of hours of employment to 450 hours over a 12-month award period.
 I did not work any additional hours to my full-time research.
 I worked _____ hours during my award year. Nature of paid work: _____

B) Award holders are responsible for reporting any changes in program when they occur because it may affect ongoing eligibility (i.e., leaves of absence, change in supervisor or research, change in registration, etc.)
 There were no changes to my student status in the past year
 There were changes to my student status in the past year: _____

SUPPLEMENTARY DETAILS (Optional)
 Use this box to include additional details according to the norms of the student's academic unit (e.g., funding status; other supervisory committee meetings).

GUIDELINES FOR DOCUMENTING DATA

1. The data you collect or produce as a graduate student at McGill belongs to the University, and your supervisor is the person to whom the University assigns the principal responsibility for how they are used. Your protocol books and experimental data must be accessible to your supervisor at all times. (<http://www.mcgill.ca/research/files/research/policyonintellectualproperty.pdf>)
2. Your lab book and other primary data records must be deposited for safekeeping with your supervisor at the end of your studies. CIHR, for example, currently (2015) requires grant and award holders to retain original data sets arising from CIHR-funded research for a minimum of five years after the last date of the "Authority to Use Funds" period of the grant. This applies to all data, whether published or not.
3. Each entry should be properly dated. All entries should be made in ink.
4. The objective of the experiment should be briefly described.
5. Describe experimental details, including codes for animals used (weight, age, sex, strain) and samples obtained.
6. When using established protocols enter reference (even if it is a self-reference), very importantly, enter all modifications to established protocols. Indicate solutions used and source of reagents (including catalog and lot numbers where relevant). Also, clearly enter notes of precaution taken to avoid or reduce errors.
7. Enter read-out of measurements from scintillation counters, spectrophotometers, etc. Glue original or copy of print-outs in the book. Identify the individual samples in a clear manner. Please incorporate everything from the obvious to the unusual.
8. Enter schemes, stereotaxic landmarks, descriptions of apparatus or number of photographs when required.
9. Enter copies of tabulation of results or graphs, where applicable.
10. Indicate the statistical methods utilized.
11. Write your INTERPRETATIONS and proposed new experiments.
12. If the book contained original observations whose validity or authenticity might be contested, ask a colleague or supervisor (students, post-doctoral fellows) to initialize and date the entry (essential for patent claims or industrial use).
13. The student should discuss specific methods of documentation with his/her supervisor.

STUDENT ORGANIZED ACTIVITIES

Graduate Association of Pharmacology and Therapeutics Students (GAPTS)

MANDATE

The Pharmacology Graduate Student Council's primary aim is to promote a student- and postdoctoral fellow-friendly environment for the students and postdoctoral fellows of the Department of Pharmacology and Therapeutics at McGill University.

STUDENT COUNCIL POSITIONS (Executive Officers of GAPTS)

- Co-Presidents (2)
- Vice-President Finance
- Vice-President Communications, Social, Athletics
- Graduate Training Committee Graduate Student Representative(1)
- Post-Doctoral Fellow Representative (1)
- Post-Graduate Students' Society (PGSS) Representative (1)

Extraneous Committees:

These committees function under the jurisdiction of GAPTS, but do not hold positions on Council

- Pharmacology Green Committee
- Holiday Party Committee

These committees function independently, with the Chair and academic staff members

- TA Representative
- Pharmacology Research Day Committee
- Career Workshop Representative

JOB DESCRIPTIONS:

For details about GAPTS positions, consult the GAPTS constitution available on the Pharmacology and Therapeutics website or from PGSS.