Welcome to McGill!
For more than 185 years, McGill has distinguished itself as one of the world’s great public universities, renowned for outstanding students, professors and alumni, for achievement in teaching and research, and for its distinctive international character.

As one of the top 12 universities in the world, McGill’s defining strengths include its unwavering commitment to excellence, and a willingness to be judged by the highest standards. And by these standards, McGill has excelled far beyond any reasonable expectations. We have produced a disproportionate number of Nobel laureates and Rhodes scholars. Olympians, award-winning authors and musicians, astronauts, medical pioneers and world-famous leaders in all walks of life are counted among our alumni — remarkable individuals who have shaped our society and the course of history itself in profound ways.

As students you are at the core of all that we do. Your time at McGill offers more than an excellent education. It is a critical period of personal and intellectual discovery and growth, and one that will help shape your understanding of the world.

By choosing McGill, you are following in the footsteps of almost 200,000 living McGill alumni across the globe and making a commitment to excellence, as they did. And, while a lot is expected of you, McGill gives you the means to succeed. All of McGill’s 21 faculties and professional schools strive to offer the best education possible. By joining the McGill community of scholars, you will experience the University’s vibrant learning environment and active and diverse campus life, which support both academic progress and personal development. You will form lasting friendships with people from around the world.

Today’s social, technological and medical challenges continue to inspire innovative approaches to research, teaching and learning. New cutting-edge facilities provide you with many state-of-the-art classrooms and laboratories. Likewise, McGill’s professors thrive in this environment as they enjoy some of the highest research successes per fulltime professor in Canada, while dedicating themselves as well, to enrich your education with research. Our dedicated administrative and support staff’s primary focus is to ensure that you have the necessary resources to respond effectively to academic challenges and to develop lifelong skills.

McGill University has been synonymous with first-class education and research since it was founded in 1821. We remain committed to your success.

Professor Heather Munroe-Blum
Principal and Vice-Chancellor
6.31 Special Medical Needs, page 33
6.32 Minerva, page 33
6.33 myMcGill, page 33

7. Student Services and Information, page 33

7.1 Fellowships, Awards and Assistantships, page 33
7.2 Student Financial Assistance, page 33
7.3 International Students, page 34
7.4 Student Rights and Responsibilities, page 34
7.4.1 Office of the Dean of Students, page 34
7.4.2 Office of the Executive Director, Services for Students, page 34
7.5 Student Services – Downtown Campus, page 34
7.6 Student Services – Macdonald Campus, page 35
7.7 Residential Facilities, page 35
7.7.1 University Residences Downtown, page 35
7.7.2 University Residences – Macdonald Campus, page 36
7.7.2.1 Residence Fees – Macdonald Campus, page 36
7.7.2.2 Residence Occupancy – Macdonald Campus, page 36
7.7.2.3 Facilities for Non-Resident Students – Macdonald Campus, page 37
7.7.2.4 Student Parking – Macdonald Campus, page 37
7.8 Athletics, page 37
7.9 Ombudsperson for Students, page 37
7.10 Extra-Curricular Activities, page 37
7.11 Bookstore, page 37
7.12 Computer Store, page 37
7.13 Day Care, page 37

8. Fees and Expenses, page 37

8.1 Fee Information Booklet, page 38
8.2 Access to Fee Information, page 38
8.3 Tuition Fees, page 38
8.4 Documentation, page 38
8.5 Compulsory Fees (2007-2008 rates), page 38
8.6 Administrative Charges, page 38
8.7 Other Fees, page 39
8.8 Billings and Due Dates, page 39
8.8.1 Guest Access on Minerva, page 40
8.9 Fees and Withdrawal from the University, page 40
8.9.1 Fee Refund Deadlines, page 40
8.10 Other Policies Related to Fees, page 40
8.10.1 Overdue Accounts, page 40
8.10.2 Cancellation Registration for Non-Payment, page 40
8.10.3 Acceptance of Fees vs. Academic Standing, page 40
8.10.4 Fees for Students in Two Programs, page 41
8.10.5 Senior Citizens, page 41
8.10.6 Québec Exchange (Inter-University Agreements), page 41
8.11 Deferred Fee Payment, page 41
8.11.1 Students with Sponsors, page 41
8.11.2 Students Receiving McGill Scholarships/Awards, page 41
8.11.3 Students Receiving Government Aid, page 41
8.11.4 Graduate Awards/Teaching Assistantships, page 41
8.12 Yearly Fees and Charges, page 41

9. Postdoctoral Research, page 43

9.1 Postdocs, page 43
9.2 Guidelines and Policy for Academic Units on Postdoctoral Education, page 43
9.3 Vacation Policy for Graduate Students and Postdocs, page 44
9.4 Leave of Absence for Health and Parental/Familial Reasons, page 44
9.5 Student Services - Downtown Campus, page 44
9.6 Student Services - Macdonald Campus, page 44

10. Graduate Studies Guidelines and Policies, page 44

10.1 Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision, page 44
10.2 Policy on Graduate Student Research Progress Tracking, page 46
10.3 Vacation Policy for Graduate Students and Postdocs, page 46
10.4 Ph.D. Comprehensive Policy, page 46
10.5 Graduate Studies Reread Policy, page 47
10.6 Health and Parental/Familial Leave of Absence Policy, page 48
10.7 Failure Policy, page 48

11. Resources for Study and Research, page 48

11.1 Libraries, page 48
11.2 University Archives, page 49
11.3 Museums, page 49
11.4 Redpath Museum, page 49
11.5 McCord Museum of Canadian History, page 49
11.6 Lyman Entomological Museum and Research Laboratory, page 49
11.7 Other Historical Collections, page 49

12. For your Information Technology (IT) needs, page 50

12.1 Logging In, page 50
12.2 myMcGill, page 50
12.2.1 Browser compatibility, page 50
12.3 myCourses, page 50
12.4 E-mail, page 50
12.5 Online Student Directory, page 50
12.6 Getting Connected, page 50
12.7 Safe Computing, page 50
12.8 Need Help?, page 50
12.8.1 Getting Help, page 51


13.1 Policy on Research Ethics, page 51
13.2 Regulations on Research Policy, page 51
13.3 Policy on Student Involvement in Research, page 51
13.4 Guidelines for Research Involving Human Subjects, page 52
13.5 Guidelines for Research with Animal Subjects, page 52
13.6 Policy on Intellectual Property, page 53
13.7 Regulations Governing Conflicts of Interest in Proprietary Research, page 53
13.8 Safety in Field Work, page 53
13.9 Procedure to Obtain Research Support, page 54
13.10 Research Grants Office (RGO), page 54
13.11 Office of Technology Transfer (OTT), page 55
13.12 Postdocs, page 55
13.14 Academic Trainees, page 55

14. Governance, page 55

14.1 Visitor, page 55
14.2 Board of Governors, page 55
14.3 Members of Senate, page 55

15. Administration, page 56

Important Information, Regulations and Policies
It is the responsibility of all graduate students to be aware of rules and regulations contained in this Calendar. In particular, attention is drawn to:

- Deadlines, as indicated in the Calendar of Dates 2008-2009, page 5.
- Reinstatement and Admission of Former Students, page 19.
- Time Limitation, page 23.
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. The Graduate and Postdoctoral Studies Office (GPSO) 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. The GPSO 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. We welcome your input in further improving the graduate student experience and encourage you to bring your ideas forward (write to feedback.gps@mcgill.ca).

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 Office

1.1 Location
James Administration Building, Room 400
845 Sherbrooke Street West
Montreal, QC H3A 2T5
Canada
Telephone: (514) 398-3990
Fax: (514) 398-1626
E-mail: graduate.admissions@mcgill.ca
Website: 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)

Meyer Nahon; B.Sc.(Qu.), M.Sc.(Tor.), Ph.D.(McG.), Eng.
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
The Graduate and Postdoctoral Studies Office (GPSO) administers all programs leading to graduate diplomas, certificates and higher degrees. It is responsible for the admission of candidates, the supervision of their work and for recommending to Senate those who may receive the degrees, diplomas and certificates.

2 Calendar of Dates 2008-2009

Given in this section are the Graduate and Postdoctoral Studies Office key dates. The complete Calendar of Dates is available on the Web at www.mcgill.ca/student-records. The excerpt published herein was accurate as of February 2008. The information is subject to change and users are advised to verify important dates by checking the Web.
<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY CODE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Mar. 5, Wed.</td>
<td>APPGRAD</td>
<td>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 Winter 2008 term (Spring 2008 convocation).</td>
</tr>
<tr>
<td>Mar. 6, Thurs.</td>
<td>REG</td>
<td>Summer Term registration opens. Graduate students should confirm dates with individual departments.</td>
</tr>
<tr>
<td>Mar. 17, Mon.</td>
<td>NOTE</td>
<td>Class schedule on Minerva is available for Fall 2008 and Winter 2009 registration.</td>
</tr>
<tr>
<td>Mar. 17, Mon. to Apr. 13, Sun.</td>
<td>INFO</td>
<td>Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva.</td>
</tr>
<tr>
<td>Mar. 20, Thurs.</td>
<td>NOTE</td>
<td>The normal Thursday schedule of course activities is cancelled for March 20. In its place, all lectures, labs, conferences and other course-related activities that are cancelled on Monday, March 24 because of Easter Monday will be held on Thursday, March 20.</td>
</tr>
<tr>
<td>Mar. 21, Fri. to Mar. 24, Mon.</td>
<td>HOLIDAY</td>
<td>EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.</td>
</tr>
<tr>
<td>Mar. 26, Wed.</td>
<td>APPGRAD</td>
<td>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 Summer 2008 term (Fall 2008 convocation) to apply to graduate on Minerva.</td>
</tr>
<tr>
<td>Mar. 27, Thurs.</td>
<td>REG</td>
<td>Registration for Fall 2008 and Winter 2009 using Minerva begins for all students entering the graduating (U3/U4) 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.</td>
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<tr>
<th>DATE</th>
<th>ACTIVITY CODE</th>
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<tbody>
<tr>
<td>April 2008</td>
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<tr>
<td>Apr. 11, Fri.</td>
<td>INFO</td>
<td>Last day for the Winter 2008 term for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.</td>
</tr>
<tr>
<td>Apr. 14, Mon. to Apr. 30, Wed.</td>
<td>EXAM</td>
<td>Examination period for Winter term and multi-term courses.</td>
</tr>
<tr>
<td>May 2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 15, Thurs.</td>
<td>W--</td>
<td>Deadline for Web withdrawing (grade of &quot;W&quot;) from multi-term courses (D1/D2, N1/N2) that started in the Winter term 2008 and end in the Summer term or in the Fall term (with fee refund for Summer term). 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 16 (with full fee refund for the Fall term) by contacting their faculty Student Affairs Office.</td>
</tr>
<tr>
<td>May 19, Mon.</td>
<td>HOLIDAY</td>
<td>VICTORIA DAY. (Classes cancelled). Administrative offices closed.</td>
</tr>
<tr>
<td>DATE</td>
<td>ACTIVITY CODE</td>
<td>ACTIVITY</td>
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</tr>
<tr>
<td>May 26, Mon.</td>
<td>CONV</td>
<td>10:00 Faculty of Law 14:00 Schulich School of Music 18:00 Centre for Continuing Education</td>
</tr>
<tr>
<td></td>
<td>NOTE</td>
<td>For additional information regarding Convocation, please consult <a href="http://www.mcgill.ca/convocations">www.mcgill.ca/convocations</a></td>
</tr>
<tr>
<td>May 27, Tues.</td>
<td>CONV</td>
<td>10:00 Faculty of Education 14:00 Desautels Faculty of Management</td>
</tr>
<tr>
<td>May 28, Wed.</td>
<td>CONV</td>
<td>10:00 Faculty of Engineering 14:00 Health Sciences (Faculties of Medicine, Dentistry, and Schools of Nursing and Physical &amp; Occupational Therapy)</td>
</tr>
<tr>
<td>May 29, Thurs.</td>
<td>CONV</td>
<td>10:00 Faculty of Science &quot;A&quot; 14:00 Faculty of Science &quot;B&quot;</td>
</tr>
<tr>
<td>May 30, Fri.</td>
<td>CONV</td>
<td>10:00 Faculty of Arts &quot;A&quot;, Faculty of Religious Studies and B.A.&amp; Sc. degrees 14:00 Faculty of Arts &quot;B&quot;</td>
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<tr>
<td>June 2008</td>
<td></td>
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<tr>
<td>June 2, Mon.</td>
<td>CONV</td>
<td>14:00 Faculty of Agricultural and Environmental Sciences</td>
</tr>
<tr>
<td>June 2, Mon.</td>
<td>THES</td>
<td>Deadline to submit Doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2008. Meeting this deadline does not guarantee a Fall graduation.</td>
</tr>
<tr>
<td>June 16, Mon.</td>
<td>THES</td>
<td>Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2008. Meeting this deadline does not guarantee a Fall graduation.</td>
</tr>
<tr>
<td>June 24, Tues.</td>
<td>HOLIDAY</td>
<td>LA FÊTE NATIONALE DU QUÉBEC. (Classes cancelled). Administrative offices closed. Libraries closed.</td>
</tr>
<tr>
<td>July 2008</td>
<td></td>
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</tr>
<tr>
<td>July 1, Tues.</td>
<td>HOLIDAY</td>
<td>CANADA DAY. (Classes cancelled). Administrative offices closed. Libraries closed.</td>
</tr>
<tr>
<td>July 28, Mon.</td>
<td>REG</td>
<td>Last day for returning students in all faculties to register (except Continuing Education) without a late registration fee.</td>
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<td>Date</td>
<td>Activity Code</td>
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<tr>
<td>Aug. 25, Mon. to Aug. 29, Fri.</td>
<td>IDCARD</td>
<td>IDs at Laird Hall during “Discover Mac” week. Refer to Orientation schedule and Website <a href="http://www.mcgill.ca/macdonald">www.mcgill.ca/macdonald</a> for more details (closed Monday, September 1).</td>
</tr>
<tr>
<td>Aug. 25, Mon. to Aug. 29, Fri.</td>
<td>ORIENT</td>
<td>Orientation Week</td>
</tr>
<tr>
<td>Aug. 25, Mon. to Aug. 29, Fri.</td>
<td>ORIENT</td>
<td>“Discover Mac” – 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.</td>
</tr>
<tr>
<td>Aug. 25, Mon. to Sept. 12, Fri.</td>
<td>ORIENT</td>
<td>Orientation Centre opens daily at 9:00 a.m., Brown Student Services Building, 2nd floor, 3600 McTavish Street (closed weekends and Labour Day).</td>
</tr>
<tr>
<td>Aug. 25, Mon. to Sept. 16, Tues.</td>
<td>ORIENT</td>
<td>First-Year Resource Room opens daily (9:00 a.m. to 5:00 p.m.) Brown Student Services Building, Room 2100, 3600 McTavish Street (closed weekends and Labour Day).</td>
</tr>
<tr>
<td>Aug. 29, Fri.</td>
<td>REG</td>
<td>Deadline for cancellation of registration for the Fall term except Continuing Education. (Deposit is non-refundable for new students.)</td>
</tr>
<tr>
<td>Aug. 29, Fri.</td>
<td>THES</td>
<td>Registered students in 2007-2008 who have completed the residency in a thesis program and who submit their theses to GPSO (Thesis Office) on or before this date are not required to register for the 2008-2009 academic year. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, in writing, to delete their registration at the time of their thesis submission, by completing the “Request to Cancel Graduating Program Registration” form on the Web at <a href="http://www.mcgill.ca/gps/current/dates">www.mcgill.ca/gps/current/dates</a>.</td>
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</table>

**NOTE** Students should not expect to graduate in Fall 2008, but must graduate by Fall 2009 (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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Code</th>
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<tr>
<td>September 2008</td>
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<tr>
<td>Sept. 1, Mon.</td>
<td>HOLIDAY</td>
<td>LABOUR DAY, (Classes cancelled). Administrative offices closed.</td>
</tr>
<tr>
<td>Sept. 2, Tues.</td>
<td>ORIENT</td>
<td>University Orientation for new graduate students in Thomson House, 3650 McTavish Street, either 11:00 a.m. to 12:00 noon, OR 3:00 p.m. to 4:00 p.m., OR 5:00 p.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Sept. 2, Tues.</td>
<td>REG</td>
<td>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).</td>
</tr>
<tr>
<td>Sept. 2, Tues.</td>
<td>LEC NOTE</td>
<td>Lectures begin.</td>
</tr>
<tr>
<td>Sept. 2, Tues.</td>
<td>AWRD</td>
<td>Start of external and internal graduate fellowship competitions for 2009-2010 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/fellowships">www.mcgill.ca/gps/fellowships</a> regarding information session schedules and application procedures and deadlines.</td>
</tr>
<tr>
<td>Sept. 3, Wed. to Sept. 16, Tues.</td>
<td>REG</td>
<td>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).</td>
</tr>
<tr>
<td>Sept. 4, Thurs.</td>
<td>ORIENT</td>
<td>University Orientation for new graduate students in Thomson House, 3650 McTavish Street, 3:00 p.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>Sept. 4, Thurs.</td>
<td>ORIENT</td>
<td>University Orientation for new postdoctoral scholars in Thomson House, 3650 McTavish Street, 5:00 p.m. to 6:00 p.m.</td>
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<tr>
<td>DATE</td>
<td>ACTIVITY CODE</td>
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<tr>
<td>Sept. 16, Tues.</td>
<td>W</td>
<td>Deadline for Web withdrawing (grade of &quot;W&quot;) from multi-term courses (D1/D2, N1/N2)</td>
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<td>that started in Summer 2008 (with fee refund for Fall term 2008).</td>
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<td>NOTE</td>
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<td></td>
<td>Please note that students in multi-term courses with course numbers ending in N1 and N2</td>
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<td>only (started in the Winter, skip the Summer, are completed in the subsequent Fall term)</td>
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<td>may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term</td>
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<td></td>
<td>course change period on September 16 (with full fee refund for the Fall term) by contacting</td>
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<td>their faculty Student Affairs Office.</td>
</tr>
<tr>
<td>Sept. 16, Tues.</td>
<td>REG</td>
<td>Course Change (drop/add) deadline for Fall term and first part of multi-term courses</td>
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<td>starting in September 2008.</td>
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<tr>
<td>Sept. 19, Fri.</td>
<td>AWRD</td>
<td>Returning Master's and Doctoral level students should enquire of their departments or the</td>
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<td></td>
<td>GPSO (Graduate Fellowships and Awards) regarding precise deadlines for internal and external</td>
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<td>fellowship competitions; important deadlines normally fall during the months of October</td>
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<td>and November.</td>
</tr>
<tr>
<td>Sept. 21, Sun.</td>
<td>W/W--</td>
<td>Deadline to Web withdraw (grade of &quot;W&quot;) or University Withdrawal (grade of &quot;W--&quot;) with</td>
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<td>full fee refund (less $100 minimum charge for returning students; less deposit or $100</td>
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<td>minimum charge for new students, in case of complete withdrawal from the University).</td>
</tr>
<tr>
<td>Oct. 6, Mon.</td>
<td>THES</td>
<td>Deadline for submission of doctoral theses with Nomination of Examiners forms to GPSO (The</td>
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<td>sis Office) for students expecting to graduate in February 2009. Meeting this deadline</td>
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<td></td>
<td></td>
<td>does not guarantee a Winter graduation.</td>
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<tr>
<td>Oct. 13, Mon.</td>
<td>HOLIDAY</td>
<td>THANKSGIVING DAY. (Classes cancelled). Administrative offices closed. Continuing Education</td>
</tr>
<tr>
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<td>evening classes will be re-scheduled.</td>
</tr>
<tr>
<td>Oct. 18, Sat.</td>
<td>EVENT</td>
<td>Macdonald Campus Homecoming.</td>
</tr>
<tr>
<td>Oct. 19, Sun.</td>
<td>W/W--</td>
<td>Deadline for Web withdrawing (grade of &quot;W&quot;) or University Withdrawal (grade of &quot;W--&quot;) from</td>
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<td></td>
<td>Fall term 2008 courses and Continuing Education Fall term courses (with no fee refund).</td>
</tr>
<tr>
<td>Oct. 20, Mon.</td>
<td>THES</td>
<td>Deadline for submission of Master's theses with Nomination of Examiners forms to GPSO (The</td>
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<tr>
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<td>sis Office) for students expecting to graduate in February 2009. Meeting this deadline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>does not guarantee a Winter graduation.</td>
</tr>
<tr>
<td>Nov. 6, Thurs.</td>
<td>INFO</td>
<td>Online course evaluation period for Fall term: Evaluations available for completion on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mercury through Minerva.</td>
</tr>
<tr>
<td>Nov. 14, Fri. (tentative)</td>
<td>CONV</td>
<td>10:00 Fall Convocation - AM Ceremony</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14:00 Fall Convocation - PM Ceremony</td>
</tr>
<tr>
<td>Dec. 1, Mon.</td>
<td>APPGRAD</td>
<td>Deadline to apply to graduate on Minerva for all Undergraduate students and Graduate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>students in all non-thesis programs (certificates, diplomas [excluding Continuing Education]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or master's non-thesis) who expect to complete their program requirements at the end of</td>
</tr>
<tr>
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<td></td>
<td>the Fall 2008 term (February 2009 graduation).</td>
</tr>
<tr>
<td>DATE</td>
<td>ACTIVITY CODE</td>
<td>ACTIVITY</td>
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</tr>
<tr>
<td>Dec. 2, Tues.</td>
<td>INFO</td>
<td>Last day for the Fall 2008 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 Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.</td>
</tr>
<tr>
<td>Dec. 2, Tues.</td>
<td>LEC</td>
<td>Last day of lectures.</td>
</tr>
<tr>
<td>Dec. 2, Tues.</td>
<td>NOTE</td>
<td>The normal Tuesday schedule of course activities is cancelled for December 2, 2008. In its place, all lectures, labs, conferences and other course-related activities that are normally held on Monday will be held on Tuesday, December 2, 2008 as well. This change in schedule is to make up for activities that were cancelled on Monday, October 13 due to Thanksgiving Day.</td>
</tr>
<tr>
<td>Dec. 2, Tues. to Jan. 5, Mon.</td>
<td>REG</td>
<td>Winter term registration period for new students. Individual departments set their own dates within this period.</td>
</tr>
<tr>
<td>Dec. 3, Wed.</td>
<td>INFO</td>
<td>Study Day.</td>
</tr>
<tr>
<td>Dec. 4, Thurs. to Dec. 19, Fri.</td>
<td>EXAM</td>
<td>Examination period for Fall term courses, and multi-term courses.</td>
</tr>
<tr>
<td>Dec. 15, Mon.</td>
<td>REG</td>
<td>Registration begins for Winter term Continuing Education courses via Minerva.</td>
</tr>
<tr>
<td>Dec. 24, Wed.</td>
<td>NOTE</td>
<td>Administrative offices will be open on Wednesday, December 24.</td>
</tr>
<tr>
<td>Dec. 25, Thurs. to Jan. 2, Fri.</td>
<td>HOLIDAY</td>
<td>CHRISTMAS AND NEW YEAR’S. Administrative offices will be closed between December 25 and January 2 inclusive. Library hours available at Reference Desks.</td>
</tr>
<tr>
<td>Date</td>
<td>ACTIVITY CODE</td>
<td>ACTIVITY</td>
</tr>
<tr>
<td>Dec. 31, Wed.</td>
<td>REG</td>
<td>Deadline for cancellation of registration for the Winter term except Continuing Education. (Deposit is non-refundable for new students.)</td>
</tr>
<tr>
<td>January 2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan. 1, Thurs.</td>
<td>HOLIDAY</td>
<td>NEW YEAR’S. Administrative offices will be closed. Library hours available at Reference Desks.</td>
</tr>
<tr>
<td>Jan. 2, Fri.</td>
<td>NOTE</td>
<td>Administrative offices will be closed on Friday, January 2 and will reopen on Monday, January 5.</td>
</tr>
<tr>
<td>Jan. 5, Mon.</td>
<td>REG</td>
<td>Deadline for new students to register for Winter term without a late registration fee for all faculties.</td>
</tr>
<tr>
<td>Jan. 5, Mon.</td>
<td>LEC</td>
<td>Winter term lectures begin.</td>
</tr>
<tr>
<td>Jan. 6, Tues.</td>
<td>ORIENT</td>
<td>First-Year Resource Room opens daily (9:00 a.m. to 5:00 p.m.) Brown Student Services Building, Room 2100, 3600 McTavish Street.</td>
</tr>
<tr>
<td>Jan. 7, Wed.</td>
<td>ORIENT</td>
<td>University Orientation for new graduate students (5:00 p.m. to 6:00 p.m., Ballroom in Thomson House).</td>
</tr>
<tr>
<td>Jan. 6, Tues. to Jan. 20, Tues.</td>
<td>ORIENT</td>
<td>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).</td>
</tr>
<tr>
<td>Jan. 8, Thurs.</td>
<td>ORIENT</td>
<td>University Orientation for new postdoctoral scholars (5:00 p.m. to 6:00 p.m., Ballroom in Thomson House).</td>
</tr>
<tr>
<td>DATE</td>
<td>ACTIVITY CODE</td>
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<tr>
<td>Jan. 19, Mon.</td>
<td>EXCH</td>
<td>Deadline for graduate students to apply for approval from the Graduate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Postgraduate Studies Office to participate in an exchange program</td>
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<td>during the 2009-2010 academic year.</td>
</tr>
<tr>
<td>Jan. 20, Tues.</td>
<td>REG</td>
<td>Final Course Add/Drop deadline for Winter term courses and N1/N2 courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in Graduate Studies. After this date students receive a mark of &quot;W&quot;</td>
</tr>
<tr>
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<td></td>
<td>(withdrawn).</td>
</tr>
<tr>
<td>Jan. 20, Tues.</td>
<td>W</td>
<td>Deadline for Web withdrawing (grade of &quot;W&quot;) from multi-term courses that</td>
</tr>
<tr>
<td></td>
<td></td>
<td>started in September 2008 (with fee refund for Winter term).</td>
</tr>
<tr>
<td>Jan. 25, Sun.</td>
<td>W/W--</td>
<td>Deadline to Web withdraw (grade of &quot;W&quot;) or University Withdrawal (grade</td>
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<td></td>
<td></td>
<td>of &quot;W--&quot;) from Winter term 2009 courses with full fee refund. Returning</td>
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<td>students - less $100 minimum charge in the case of complete withdrawal</td>
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<td>for students not registered in the Fall. New students - less deposit or</td>
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<tr>
<td></td>
<td></td>
<td>$100 minimum charge in case of complete withdrawal.</td>
</tr>
<tr>
<td>Feb. 2, Mon.</td>
<td>EXCH</td>
<td>Deadline for McGill students to submit supporting documentation for a</td>
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<tr>
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<td></td>
<td>student exchange application for the Fall 2009 and/or Winter 2010 term</td>
</tr>
<tr>
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<td></td>
<td>to Student Exchanges and Study Abroad Office.</td>
</tr>
<tr>
<td>Feb. 2, Mon.</td>
<td>THES</td>
<td>Deadline to submit doctoral theses with Nomination of Examiners forms to</td>
</tr>
<tr>
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<td></td>
<td>GPSO (Thesis Office) for students expecting to convocate in Spring 2009.</td>
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<tr>
<td></td>
<td></td>
<td>Meeting this deadline does not guarantee a Spring graduation.</td>
</tr>
<tr>
<td>Feb. 5, Thurs.</td>
<td>EVENT</td>
<td>Macdonald College Founder's Day. (Sir William C. Macdonald born Feb. 10,</td>
</tr>
<tr>
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<td></td>
<td>1831; died June 9, 1917.) Classes cancelled 10:00 a.m. to 1:00 p.m.</td>
</tr>
<tr>
<td>Feb. 15, Sun.</td>
<td>W/W--</td>
<td>Deadline for Web withdrawing (with no fee refund) (grade of &quot;W&quot;) or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University Withdrawal (grade of &quot;W--&quot;) from Winter 2009 and Winter term</td>
</tr>
</tbody>
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<tr>
<th>DATE</th>
<th>ACTIVITY CODE</th>
<th>ACTIVITY</th>
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</thead>
<tbody>
<tr>
<td>Feb. 16, Mon.</td>
<td>THES</td>
<td>Deadline to submit Master's theses with Nomination of Examiners forms to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPSO (Thesis Office) for students expecting to convocate in Spring 2009.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting this deadline does not guarantee a Spring graduation.</td>
</tr>
<tr>
<td>Feb. 22, Sun. to Feb. 28, Sat.</td>
<td>BREAK</td>
<td>STUDY BREAK. (Classes cancelled).</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY CODE</th>
<th>ACTIVITY</th>
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</thead>
<tbody>
<tr>
<td>Mar. 1, Sun.</td>
<td>APP</td>
<td>Deadline for applications for September admission to most departments for</td>
</tr>
<tr>
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<td></td>
<td>Graduate Studies. (Many departments have earlier deadlines. Please verify</td>
</tr>
<tr>
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<td>this date with the individual department or on the Web at <a href="http://www.mcgill.ca/">www.mcgill.ca/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>applying/graduate.)</td>
</tr>
<tr>
<td>Mar. 19, Thurs. to Apr. 14, Tues.</td>
<td>INFO</td>
<td>Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY CODE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 10, Fri. to Apr. 13, Mon.</td>
<td>HOLIDAY</td>
<td>EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.</td>
</tr>
<tr>
<td>Apr. 14, Tues.</td>
<td>INFO</td>
<td>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 Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.</td>
</tr>
<tr>
<td>Apr. 14, Tues.</td>
<td>LEC</td>
<td>Last day of lectures for Winter term.</td>
</tr>
<tr>
<td>Apr. 14, Tues.</td>
<td>NOTE</td>
<td>The normal Tuesday schedule of course activities is cancelled for April 14, 2009. In its place, all lectures, labs, conferences and other course-related activities that are normally held on Fridays will be held on <strong>Tuesday, April 14, 2009</strong> as well. This change in schedule is to make up for activities that were cancelled on Friday, April 10, 2009 due to the Easter holiday.</td>
</tr>
<tr>
<td>Apr. 15, Wed. to Apr. 30, Thurs.</td>
<td>EXAM</td>
<td>Examination period for Winter term and multi-term courses.</td>
</tr>
</tbody>
</table>
3 Programs Offered

3.1 Graduate Diplomas and Certificates

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

McGill University offers other diploma and certificate programs under the supervision of the relevant 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
- 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.)
- Master of Civil Law (M.C.L.)
- Master of Education (M.Ed.)
- Master of Engineering (M.Eng.)
- Master of Laws (LL.M.)
- Master of Library and Information Studies (M.L.I.S.)
- Master of Management (M.M.)
- Master of Music (M.Mus.)
- Master of Sacred Theology (S.T.M.)
- Master of Science (M.Sc.)
- Master of Science, Applied (M.Sc.A.)
- Master of Social Work (M.S.W.)
- Joint program: Master of Social Work (M.S.W.) with integrated Bachelor of Civil Law (B.C.L.) / Bachelor of Laws (L.L.B.)
- Concurrent Master of Business Administration with Doctor of Medicine/ Master of Surgery (M.B.A. with M.D.,C.M.)
- Joint program: Master of Business Administration (M.B.A.) with integrated Bachelor of Civil Law (B.C.L.) / Bachelor of Laws (L.L.B.)
- 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 (Non-Thesis)
   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 L.L.B.,
   Master of Manufacturing Management (see Management and Mechanical Engineering).

Master's Degrees in Education
Three types of Master's degrees are offered:
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)
   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 specialty.

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)
- 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
- Microbiology and Immunology
- Microbiology (Macdonald Campus)
- Environment
- Mining and Materials Engineering
- Neuroscience (formerly Neurological Sciences, name change pending approval)
- Nursing
- Otalaryngology
- 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

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 L.L.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
Architecture
Art History
Gender and Women’s Studies
Atmospheric and Oceanic Sciences
Biochemistry
Bioinformatics
Chemical Biology
Biology
Bioinformatics
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
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.

a) The following Master's programs have a minimum residence requirement of three full-time terms: M.Arch, M.A., M.C.L., M.Eng., LL.M., M.Mus. (except M.Mus. in Sound Recording), M.Sc., M.S.W., M.Sc.A. (except M.Sc.A. in Communication Sciences and Disorders).

b) The following Master's programs have a minimum residence requirement of four full-time terms: M.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.

c) The residence requirement for the Master's program in Education (M.Ed.), Library and Information Studies (M.L.I.S.), Religious Studies (S.T.M.), 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.

d) For Master's programs structured as Course, Project or Non-thesis options where the program is pursued on a part-time basis, residence requirements are normally fulfilled when students complete all course requirements in their respective programs (min. 45 credits or a minimum of 3 full-time terms) and pay the fees accordingly.

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.

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

4.2 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 an approved institution, in a relevant subject and is proceeding to a Ph.D. degree will, on the recommendation of the department, be admitted to Ph.D.2. In this case, the residency requirement for the program is two years.

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

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

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. Comprehensive Policy".

4.2.3 Language Requirements – Doctoral

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

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

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

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

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

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

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

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

4.2.4 Thesis – Doctoral

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


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 favorable recommendation, the Graduate and Postdoctoral Studies Office confirms the application for the Ad Hoc program. The application form is available at www.mcgill.ca/applying/graduate.

5.1 Application for Admission

Two procedures are available to apply for graduate admission: online and paper-based forms. Application information and the online application form are available at www.mcgill.ca/applying/graduate.

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 “Procedures for Admission in Ad Personam Master’s and Doctoral Programs”, available from the GPSO.

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 the GPSO.

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

5 Admission

Website: www.mcgill.ca/applying/graduate

E-mail: graduate.admissions@mcgill.ca

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

5.2 Admission Requirements

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

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

Some departments impose additional requirements. Admission to graduate programs at McGill is competitive and even though the applicant may appear to satisfy the general admission requirements, acceptance into a graduate degree program is not guaranteed by the department or the Graduate and Postdoctoral Studies Office. The final admission decision rests with the Graduate and Postdoctoral Studies Office and is not subject to appeal.
5.3 Graduate Record Examination and Other Admission Tests

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

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

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

5.4 Competency in English

Applicants to graduate studies whose mother tongue is not English and who have not completed an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction or from a recognized Canadian institution (anglophone or francophone), must submit documented proof of competency in oral and written English. Before acceptance, appropriate exam results must be submitted directly from the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing Systems) Office. An institutional version of the TOEFL is not acceptable. Minimum acceptable exam results are: TOEFL with a minimum overall score of 86 on the iBT, and a score of at least 20 for each of its four components (or a minimum score of 213 on the computer-based test, or 550 on the paper-based test; or IELTS with a minimum overall band of 6.5).

Applications will not be considered if a TOEFL or IELTS test result is not available. Higher scores may be set by individual departments.

Revised - CGPS - September 11, 2006

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 stated deadlines. 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 October 15 at the latest.

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

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

5.6 Admission to a Second Degree Program

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

5.7 Admission to Two Degree Programs

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

5.8 Admission to an Ad Personam Joint Program

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

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

5.9 Admission to an Ad Hoc Program (Thesis)

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

Candidates, through the supervisor designated by the 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 the GPSO.

5.10 Reinstatement and Admission of Former Students

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

Reinstatement fees will be charged in addition to the fees due for the academic session into which the student has been reinstated. The amount of the reinstatement fees is the tuition portion of fees owed for all unregistered terms, up to a maximum of two years just prior to the term of reinstatement.
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 the Graduate and Postdoctoral Studies Office, and that if they choose to be half-time they must: a) be so for an even number of half-time terms (i.e., two half-time terms equal one full-time term) and b) fulfil the minimum residence requirement in their program.

6.1.3 Part-time Students

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

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

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

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

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

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

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

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

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as non-thesis extension students and pay fees accordingly. 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 the Graduate and Postdoctoral Studies Office. The courses taken during a qualifying year will not be credited towards a degree program. Students are registered in graduate studies but have not yet been admitted to a degree program. These students take a full load (12 credits minimum) per semester of undergraduate courses as specified by the department. Only one qualifying year is permitted.

6.1.6 Special Students

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

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

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

6.1.7 Visiting Students

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

Graduate students registered in a degree program at another university who wish to come to McGill to do research only may do so after acceptance by the GPSO. The department recommending admission must specify "Visiting Research" on the Decision Form. Visiting Research students are charged additional session fee rates and they may not register for courses. They must apply for admission every year. As part of the application package, they must include a letter of permission and official transcripts. Fees are charged for every term of registration including Summer.

6.1.9 Non-Resident Status

(may be granted to students in residence terms only)

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

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

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

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

2. Students who wish to take a leave (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 the GPSO.

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

6.1.10 Leave of Absence Status

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

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

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

The GPSO 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/documents/funding under “Information on the Funding Council Leave Policies for Graduate Students and Postdocs”.

6.1.11 Medical Residents

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

6.1.12 McGill Staff as Graduate Students

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

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

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

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

6.1.13 Quebec Inter-University Transfer Agreement (IUT)

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

6.1.13.1 McGill Students

Regular undergraduate and graduate degree, diploma or certificate students registered at McGill may, with the permission of their faculty, register at any university in the province of Quebec for three (3), or exceptionally six (6), credits per term in addition to their registration at McGill. These courses, subject to faculty regulations, will be recognized by McGill for the purpose of the degree for which the student is registered up to the limit imposed by the residency requirements of the program. (Normally, a minimum residency requirement of 60 credits must be completed at McGill in order to qualify for a McGill degree — students should check with their faculty.) This privilege will be granted if there are valid academic reasons.

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

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- Students must complete their faculty and program requirements.
- The student is responsible for ensuring that the McGill Class Schedule permits these courses to be taken without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
GENERAL INFORMATION, REGULATIONS AND RESEARCH GUIDELINES

- Students who are attending McGill as exchange students from outside Quebec are not eligible to take courses at another Quebec institution through the IUT agreement.
- Students should be aware that late results received from host universities may delay their graduation. Scholarship holders should consult with their Student Affairs Office and the Scholarships Coordinator concerning eligibility for continuation or renewal of their awards.

Students must initiate an on-line Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/student-records/iut/. Students may also find additional information posted at their faculty Website.

Note: Once the IUT application is approved by both the host and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. The method of registration of the host university will vary (e.g., Web, in-person, phone, etc.). The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution. Students who later wish to drop or withdraw from the course(s) for which approval has been granted, will need to drop or withdraw from the course as per the method of registration at the host university AND submit this change on the online IUT application.

For courses that are completed the grade will be automatically submitted to the home university by the host institution.

6.1.13.2 Visiting IUT Students

Students from other Quebec universities wishing to come to McGill using the Inter-University Transfer (IUT) agreement must initiate an on-line application to request the required authorizations at www.mcgill.ca/student-records/iut/. Visiting students should also refer to their home university website for regulations on the number of credits allowed as well the policies for transferring the credits.

Note: Once the IUT application is approved by both the host and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. At McGill, the visiting student whose application has been approved will have to register on Minerva (www.mcgill.ca/minerva). Visiting students will be informed via e-mail of the steps involved in registering once their application has been approved. The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution. Students who later wish to drop or withdraw from the course(s) for which approval has been granted will need to drop or withdraw from the course as per the method of registration at the host university AND submit this change on the online IUT application.

For courses that are completed the grade will be automatically submitted to the home university by the host institution.

6.2 Registration

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

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

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

Returning Students:

Returning students register via Minerva between Thursday, March 27 and Tuesday, July 28.

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 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 2008 register on Minerva between Tuesday, August 5 and Tuesday, September 2. 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 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 2009 register on Minerva between Tuesday, December 2 and Monday, January 5. 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 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 2007-08 (not on a leave of absence), who has completed the residency in a thesis program, and who meets the August 29 thesis submission deadline to the TPSO (Thesis Office), does not need to register for the 2008-09 academic year. The student should not expect to graduate in Fall 2008, but must graduate by Fall 2009 graduation at the latest. Otherwise the student must be reinstated and will be charged retroactive registration fees for all unregistered sessions/terms up to and including the term in which they graduate. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, IN WRITING, to delete their registration at the time of their theses submission.

If the thesis is submitted after August 29, 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 29, 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 on the Web at www.mcgill.ca/gps/records/registration.

Course Registration

Students taking summer courses register within Graduate and Postdoctoral Studies Office deadlines on Minerva at 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 $100.00 minimum or registration deposit if applicable) up to and including the May 15th withdrawal date. Students in thesis programs, who at the end of the Winter term are...
continuing in their programs are expected to devote the summer to research and are considered “continuing students”.

6.2.4 Courses taken in the Centre for Continuing Education

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

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

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

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

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

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

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

**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 course is 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 the Graduate and Postdoctoral Studies Office. Students are advised that permission is never granted to attempt two full-time programs concurrently. Letters of recommendation, including details of the proportions of time that the student intends to allot to each program, must be received from the Chair of each department concerned. Each year, a progress report must be submitted from the two departments concerned to the GPSO before a student in this category will be permitted to register.

6.2.7 Time Limitation

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

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

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

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

**Council of the FGSR - February 2, 1996**

6.2.8 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed two courses required for their program, or for lack of performance in research. Please see section 6.11 “Failure Policy”.

Any student who withdraws from the University must complete a Withdrawal Form available from the Graduate and Postdoctoral Studies Office. Fees will then be refunded according to the conditions outlined in section 6.5 “Course Change Period” and in section 6.7 “Regulations Concerning Withdrawal”.

6.2.9 Late Registration

Students who fail to register during the normal registration period may do so within the period designated by the University for late registration. They will be assessed a late registration fee as listed below:

**Returning Students:** May register late from Tuesday, July 29 until and including Tuesday, September 2 with the payment of a late registration fee of $50 ($20 for Special Students).

**New and Returning Students (Fall):** Students may register late via Minerva from Wednesday, September 3 until Tuesday, September 16 with the payment of a late registration fee of $100 ($40 for Special Students).
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.

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 that are intended for qualified senior undergraduate students and open to graduate 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 2007 and Winter 2008.

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).

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

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

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

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

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

6.3.4 Class Schedule and Course Catalog

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

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

6.4 Summer Studies

Registration regulations may change for Summer 2009. Detailed information about summer registration will also be available in March 2009 on the web at www.mcgill.ca/gps/current/records/registrations.
Graduate courses are available in some subject areas during the summer and the Summer Studies Calendar should be consulted for a complete listing of undergraduate and graduate level courses.

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

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

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

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

Please consult the Summer Studies Calendar for specific information on course dates and times. Information is also available on the Summer Studies Web site at www.mcgill.ca/summer.

### 6.5 Course Change Period

During the initial Registration Periods, see section 6.2 “Registration”, students may make changes to their course registrations (add or drop courses), subject to the requirements and restrictions of their program and of individual courses.

The Course Change deadline coincides with the deadline for late registration. Please refer to the Calendar of Dates, section 2, “Calendar of Dates 2008-2009”.

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

After the Course Change deadline, courses may be added only with written permission of the instructor and your department, and the approval of the GPSO. A fee will be charged for each course added.

### 6.6 Auditing of Courses

No auditing of courses is permitted at McGill.

### 6.7 Regulations Concerning Withdrawal

#### 6.7.1 Regulations Concerning Course Withdrawal

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

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

#### Courses that begin in the Fall Term

Deadline for withdrawal (grade of "W") with refund: Sunday, September 21, 2008

Deadlines for withdrawal (grade of "W") without refund:
- Multi-term courses that began in Fall term: Tuesday, January 20, 2009

Courses that begin in the Winter Term

Deadline for withdrawal (grade of "W") with refund: Sunday, January 25, 2009

Deadline for withdrawal (grade of "W") without refund:
- Multi-term courses that began in Winter term: Friday, May 15, 2009

*Please note that students in multi-term courses with course numbers ending in N1 and N2 (begin in the winter, skip the summer) are completed in the subsequent Fall term may withdraw after May 15 and until the end of the Fall term course change period by contacting their faculty Student Affairs Office.

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

**Note:**

1. Students who wish to withdraw from required or complementary courses should also secure permission from their adviser. A course withdrawal form is available from the faculty Student Affairs Office. (Additional restrictions for Music courses are indicated in the Schulich School of Music section.)

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

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

Students considering University withdrawal are strongly urged to consult with their adviser and Student Affairs Office before making a final decision.

**Student's responsibility**

The responsibility for initiating University withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date the request for withdrawal is submitted to the GPSO is the official date of withdrawal, even if the student stopped attending lectures earlier.

### 6.7.3 Deadlines for University Withdrawal

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

Students who wish to withdraw from the University by the deadlines indicated below 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 21, 2008
- Deadline for University withdrawal without refund:
  - Sunday, October 19, 2008

**Winter Term:**

Deadline for University withdrawal with refund (minus $100 for returning and $200 for new students):
- Sunday, January 25, 2009
- Deadline for University withdrawal without refund:
  - Sunday, February 15, 2009

Students who are blocked from dropping or withdrawing from their last course on Minerva are required to contact their Student Affairs Office.
Special Note for Graduate Students: A Withdrawal form must be submitted to GPSO by the withdrawal deadlines indicated.

6.7.4 Consequences of University Withdrawal

Fee refunds, if any, for the term in which the student withdraws will be in accordance with section 8.9 “Fees and Withdrawal from the University”.

Upon withdrawal, students are required to return their ID card to the University as stated in section 6.19 “Identification (ID) Cards”.

Students who withdraw from the University and wish to re-register in a subsequent term must follow the procedures for re-admission, section 5.1 “Application for Admission”.

Students who withdraw during the Fall term are considered withdrawn from the entire academic year, regardless of whether Winter term courses are dropped. If they wish to return for the Winter term, they must follow the procedures for 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. Beginning in the Fall term of 2002 all verification forms, transcripts and other documents show only letter grades for all subsequent terms.

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

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
<th>Numerical Scale of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85 – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80 – 84%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75 – 79%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70 – 74%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>0 - 64%</td>
</tr>
</tbody>
</table>

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

GPA = \( \Sigma \) (course credit x grade points)

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

Other Grades:

IP – In Progress, (Master’s Thesis Courses Only)

P – Pass. Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not included in GPA calculations.

HH – To be continued. The use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.

J – Absent: to be recorded for the student who did not write the final examination and had not been granted deferred status, or who did not complete an essential part of the course requirements without a valid reason. This is a failure and is calculated in the TGPA and CGPA as a failure. (Students may appeal the assignment of the grade of J, but circumstances such as appearing at the incorrect time for an examination would not be sufficient reason for this grade to be replaced by a deferral. Students who have earned sufficient marks to pass the course even though the final examination is not written, may opt to have their grade based on the record to date.)

K – Incomplete: deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (Need a K contract signed.)

KF – Incomplete/failed: failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement. This is a failure and is calculated in the TGPA and CGPA as a failure.

KK – Completion requirement waived. This is used in exceptional cases only, with the approval of the Director of the Graduate and Postdoctoral Studies Office. Not calculated in TGPA or CGPA.

KE or K+ – Further extension granted with the approval of the Director of the Graduate and Postdoctoral Studies Office (maximum two years.) (Need a K contract signed.)

L – Deferred: for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. The "L" grade must be cleared as soon as possible (maximum four months).

A dated medical certificate or appropriate document recommending a deferral must be submitted to the Graduate and Postdoctoral Studies Office with a departmental recommendation for a deferral before or immediately after the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is assigned.

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

LE or L+ – Further deferral: permitted to defer examination for more than the normal period.

NA or N/A – Grade not yet available.

NR – No grade reported by the instructor (recorded by the Registrar).

Q – Course continued in next term.

Satisfactory/Unsatisfactory – Not used for graduate students.

W – Withdraw with approval. A course dropped, with permission, after the change of course period. Not included in GPA calculations.

WF – Withdraw failing: a course dropped, with special permission in exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used in Music and Graduate Students.)

WL – Withdraw from a deferred examination (approved by GPSO); not calculated in TGPA or CGPA.

W- or – No grade. Student withdrew from the University; not calculated in TGPA or CGPA.

6.9 Verification of Student Record

6.9.1 Unofficial Transcripts

Students are responsible for verifying their academic record on Minerva using the unofficial transcript to ensure that they are registered in the proper courses, and that the correct program information and expected term of graduation is appearing on their record. Graduating students must make sure to verify their record on Minerva prior to the end of term in which they are graduating to
ensure that the correct expected term of graduation is indicated on
their unofficial transcript; if not, the student may be overlooked for
graduation. Any questions or problems with their record should be
directed to the Graduate Program Director.

6.10 Changes to Student Records after Normal Deadlines

6.10.1 Student Record Changes

Student record changes include: course add or course drop,
course withdrawal, university withdrawal, program change (includ-
ing changing minors or concentrations).

6.10.2 Registrar Deadlines

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

6.10.3 Before Registrar Deadlines

For record changes after the normal deadlines published in the
calendar, but before the Registrar deadlines above, the student
must make a request in writing to the Associate Dean of their fac-
culty or Director of Graduate and Postdoctoral Studies (GPSO) for
graduate students (or Director, BCom Program, Desautels Faculty
of Management), clearly explaining the reasons why the change
could not have been requested prior to these dates. The Associate
Dean will then review the request and render a decision. If permit-
ted, the change will then be processed according to existing faculty
and Enrolment Services student record procedures.

6.10.4 After Registrar Deadlines

A change that is requested after the Registrar deadlines above will
not normally be considered. In situations where there are "extraor-
dinary personal" or "extraordinary academic" circumstances that
could not have been foreseen prior to these deadlines, students
may formally request a student record change from the Associate
Dean of the faculty or Associate Dean of Graduate and Postdoc-
toral Studies (GPSO) for graduate students (or Director, BCom
Program, Desautels Faculty of Management). If the Associate
Dean of the faculty approves the request, the change will then be
processed according to faculty and Enrolment Services student
record procedures. For all changes other than grade changes, full
documentation supporting extraordinary circumstances will be
filed by the faculty with Enrolment Services.

6.10.5 Fee Assessment Consequences

When a change to the student record is made, the revised fee as-
essment will be reflected on the next fee statement.

If a student wishes to contest the fee assessment, he or she
must make a request in writing to Enrolment Services. ES, upon
reviewing the extraordinary circumstances described in the sup-
porting documentation provided by the faculty, and upon consulta-
tion with the Student Accounts Office if necessary, will decide
whether or not to consider the request and will advise the student
in writing of the outcome.

6.10.6 Student’s Citizenship and/or Immigration or Fee Exemption Status

Changes related to student’s citizenship and/or immigration or fee
exemption status are not handled by the Faculty and are dealt with
in section 6.18, “Legal Documents”.

6.11 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 compre-
henive examinations, doctoral oral defenses, or thesis failures. In the
case of a failed thesis or defense, the Thesis Failure Policy, de-
tailed in the Thesis Guidelines, applies. In the case of a failed com-
prehensive examination, the Ph.D. Comprehensive 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 Post-
docoral 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 proce-
dure applies for a recommendation of a retake or a substitution.

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

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

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

6.12 Language Policy

The main language of instruction at McGill is English. Every stu-
dent has a right to write essays, examinations, and theses in Eng-
lish or in French except in courses where knowledge of a language
is one of the objectives of the course.

It is recommended that students who lack proficiency in English
avail themselves of the opportunity to take an intensive English as
a second language course prior to, or early in, their program of
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.

6.13 Regulations Concerning Theses

The thesis submission guidelines contain important information re-
garding procedures and deadlines. Students who are in the proc-
ess 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

Forms and guidelines are updated as procedures change. Stu-
dents should keep informed of these changes by referring to the
Website.

Dates of submission of theses, convocations, etc. are listed in
section 2 “Calendar of Dates 2008-2009” and are available on the
Web at www.mcgill.ca/students-information/dates.

6.14 Graduation

In order to graduate, a student must complete faculty and program
requirements. It is the student's responsibility to ensure that
all faculty requirements are met before graduation. All
students should contact their advisers (Music students should con- tact their Senior Student Adviser, Graduate students should con- tact their Graduate Program Director) early in the graduating year with any questions as to whether they will meet the necessary pro- gram requirements by graduation time.

6.14.1 Apply to Graduate

Students in non-thesis programs (master's, certificates, diplomas) must use Minerva to apply to graduate. It is your responsibility to inform us of your intention to graduate.

**Deadlines**
- Students who intend to graduate at the end of the fall term (courses completed December for June convocation) must apply on Minerva by the end of November.
- Students who intend to graduate at the end of the winter term (courses completed April for June convocation) must apply on Minerva by February.
- Students who intend to graduate at the end of the summer term (courses completed by August for October convocation) must apply on Minerva by March.

Students who have missed these deadlines must follow the proce- dures on the web at [www.mcgill.ca/gps/program/nonthesis](http://www.mcgill.ca/gps/program/nonthesis).

The Application for Graduation is available on Minerva for stu- dents 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 or- der transcripts free of charge as well as cover the costs of graduation.

6.14.2 Graduation Approval Query

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

If all requirements for graduation are met, the student's record on Minerva will be updated with the "degree granted" notation at the appropriate time:
- late February, if term of graduation is Fall
- late May, if term of graduation is Winter
- late October, if term of graduation is Summer

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

6.14.3 Replacement Diploma

There are several instances when students might request a re- placement diploma: if your diploma was lost, damaged, or if the name on the diploma should be changed. Students must make a request in writing and should also include a certified cheque or money order for the amount of CDN $60 made payable to McGill University. Students should refer to the sections below to deter- mine which situation applies to them. All requests should be sent to:

Enrolment Services
Duplicate Diploma Request
McGill University
James Administration Building, Room 205
Montreal QC H3A 2T5
E-mail: 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: Students must provide a sworn affidavit from a notary, a lawyer or a commissioner of oaths certifying that the diploma is lost. The affidavit should include:
- full name; student number; address; phone number; date of birth; degree granted/year granted; reason for a replacement diploma.

To replace a damaged diploma or change the name on the diploma: Students must send or deliver the original diploma. Include clear and complete photocopies of legal documents support- ing the name change. Please refer to section 6.20.1, "Legal Name" for the list of acceptable documents. Please note that the name change must be processed in the system before a duplicate diploma can be issued. Students must enclose a letter containing the following important information: full name; student number; address; phone number; date of birth; reason for a replacement diploma; new spelling/grammar changes.

6.14.4 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.

6.15 Policy Concerning Access to Records

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

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

The following persons and bodies are included in the authorization:

a. libraries of other Quebec universities with which McGill estab- lished reciprocal borrowing agreement (ID number and bar code may also be disclosed to such libraries)

b. the Quebec Ministère de l'Education, du Loisir et du Sport (MELS), in order to create, validate and/or modify the student’s Permanent Code

c. the appropriate authorities involved with the external or internal funding of the student’s fees (financial records may also be dis- closed to such authorities)

d. the Association of Universities and Colleges of Canada
e. the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs des principaux des universités du Québec, or the member institutions of these or- ganizations, for the purpose of admissions operations and the production of statistics

f. the school(s) or college(s) which the student attended

g. students and alumni who have volunteered to speak with admitted students

h. the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs

i. the McGill Alumni Association

j. professional bodies or corporations (e.g., engineers, dentists)
k. McGill Network and Communications Services for the purpos- es of listing the student's McGill e-mail address in an on-line e- mail directory.

Students who choose not to authorize the University to disclose personal information to the organizations mentioned above in h, i, j and k must complete and submit an Opposition Form. The Opposition Form is available at Enrolment Services.
6.16 Transcript of Academic Record

6.16.1 Unofficial Transcripts

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

6.16.2 Official Transcripts

Official transcripts can be ordered on-line via Minerva by going to Student Menu->Student Records Menu->Request Printed/Official Transcript. Students who cannot access Minerva should fill out the “Request for Release of Official Document” form available on-line at www.mcgill.ca/student-records/transcripts or in person at Enrolment Services at the address below. Transcript requests may be submitted by mail, by fax, or in person but must be signed by the student. To protect privacy, we do not accept telephone or e-mail requests.

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

6.16.3 General Information

Transcripts are free of charge.

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

Requests are processed in 3 to 5 working days, somewhat longer for pre-1976 records and at peak times. Enrolment Services is not responsible for transcripts that are lost or delayed in the mail.

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

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

Transcripts will not be issued if you owe fees or fines over $30. Official transcripts are produced on secure paper that cannot be copied.

6.16.4 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 on the Web at www.mcgill.ca/student-records/transcripts.

6.17 Academic Integrity

Communicating about academic integrity is an essential way to foster it. In submitting work in their courses, students must understand the meaning and consequences of plagiarism and cheating; these are considered to be extremely serious academic offences. Students who have any doubt as to what might be considered plagiarism in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines. There is a student guide to the meaning of plagiarism; students should consult the academic integrity Website at www.mcgill.ca/integrity.

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

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the Handbook on Student Rights and Responsibilities, which is available through the academic integrity Website or at www.mcgill.ca/secretariat/handbooks/student.

6.18 Legal Documents

6.18.1 Why Do We Collect Legal Documents from You?

Your tuition fees at McGill will vary according to whether you are a Quebec student, a Canadian out-of-province student, or an international student, as per section 6.18.2 “What Documents Do We Need from You?” Fee schedules are listed in section 8 “Fees and Expenses”.

Some of the documents we ask from you help us obtain your Permanent Code from the Government of Quebec. This unique 12-character code, issued by the Ministry of Education, 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. Students can also check if McGill has received their Permanent Code after they have accepted the University’s offer of admission on Minerva under the Personal menu.

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

6.18.2 What Documents Do We Need from You?

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

Quebec and Canadian-Out-Of-Province Students

| You have applied to McGill from CEGEP or you already have a student record at McGill | Usually no documents are required for your Canadian and/or Quebec status, as per our records or as ascertained from the Quebec Ministry of Education (MELS). |
| You have applied to McGill from another Quebec University | 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) |
| You were born in Quebec | Quebec birth certificate (note 1 & 5) |
| You were born (or became a Landed Immigrant) in a Canadian province other than Quebec | 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) |

Quebec

| | Quebec birth certificate (note 1 & 5) |

Canadian-Out-Of-Province

| | Permanent Code Data Form (note 2 & 6) |
WHERE THE APPLICATION FORMS MUST BE SUBMITTED

An exemption will be granted only if the required application forms are available at www.mcgill.ca/student-accounts/forms.

STUDENT RESPONSES TO EXEMPTIONS

Students are subject to change by the Ministère de l'Éducation, du Loisir et du Développement Cultural (Ministry of Education, Recreation and Cultural Development) or the Ministry of Immigration and Citizenship Canada. If the Ministère de l'Éducation, du Loisir et du Développement Cultural changes your assessment, they will notify you.

If you do not agree with the assessment, notify us right away. We cannot accept changes or offer you a lower tuition rate after the last day of classes at the end of the term, as the government does not allow us to amend our files after that point.

PERMANENT CODE

It can take anywhere from one week to four weeks for the Ministry to verify or issue your Permanent Code. Check your Permanent Code on Minerva: Personal Menu->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 us with your documents listed above or we have not yet received confirmation from the Ministry that your documents are sufficient for creation of a Permanent Code.

WHAT ARE THE CONSEQUENCES OF NOT PROVIDING YOUR DOCUMENTS?

All proofs of citizenship, requests for Quebec residency, international fee exemption, and immigration status changes must be received by the end of the last day of classes of a current term to take effect for that term. All documents received after that date will be updated and lower your fees for the following term only.

We cannot issue a Permanent Code if you do not provide us with your documents. Your Permanent Code is essential to use many services on campus, and to sit for your final exams. If your Permanent Code has not been issued by October 15 (Fall term) or February 15 (Winter term) we will put a hold on your account, which will prevent you from registering or dropping any courses, and will prevent you from obtaining your official transcript, until our record has been put in order. For students in short programs, this action may be taken earlier in the term.

Should your tuition status be reduced as a result of the document review process, any late payment or interest charges accumulated on the difference will also be waived.

WHERE DO I SEND MY DOCUMENTS?

Send in all your documents after you have been accepted to McGill and before you arrive on campus. Do not send us originals. Please fax or mail a clear and legible photocopy. Write your McGill ID on the documents so that we can match them to your record. The sooner you submit your documents, the sooner we can update your status and ensure that your record is in order.

By E-mail:

You may submit your legal documents electronically by following these steps:

1. Save the attached file in an accepted format:
   - Standard PDF (.pdf) - encrypted PDF’s will not be accepted
   - Tagged image format (.tif, .tiff; for scans)
   (Due to the possibility of malicious content, Microsoft Word Documents (.doc), Hypertext files (.htm, .html) or any other format will not be accepted. Do save in an accepted format and do not just rename the file extension.)
2. Ensure that the resolution used is no less than 300 dpi for an electronic replica (scan) of documentation (e.g., scan of your birth certificate). Preferred file size is 100Kb per image.

3. Address your e-mail to legaldocumentation@mcgill.ca and attach your relevant scanned document(s). Files should be sent as attachments to your e-mail and not as part of the e-mail body.

4. Put your First Name, Last Name, and McGill ID number in the subject line of your e-mail.
   Note: Individual e-mail size (including your attachments) should not exceed 5 MB (5120 KB).

By Mail:
Enrolment Services
Documentation Centre
688 Sherbrooke Street West, Suite 1460
Montreal, QC H3A 3R1 CANADA

By Fax:
(514) 398-3227

In Person or by Courier:
Enrolment Services
James Administration Building, Room 205
845 Sherbrooke St. West
Montreal, QC H3A 2T5 CANADA

If there is a problem with your documents, you may contact us at:
Telephone: (514) 398-4474
E-mail: admissions@mcgill.ca

6.19 Identification (ID) Cards

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

An ID card cannot be issued until at least 3 hours after the student has registered. When requesting the card, new students must present Permanent Code information and proof of legal status in Canada (for a list of documents please see section 6.18 ‘Legal Documents’).

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

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

<table>
<thead>
<tr>
<th>Quebec CEGEP students:</th>
<th>Enrolment Services, James Administration Building, Room 205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 10 to</td>
<td></td>
</tr>
<tr>
<td>Friday, August 29th,</td>
<td></td>
</tr>
<tr>
<td>2008, Open 9:00 a.m. to 5:00 p.m. (note that we are closed on: Monday June 23rd &amp; Tuesday June 24th, Monday, June 30th &amp; Tuesday, July 1st and weekends). You are encouraged to come during this period to avoid line-ups later in August. No international students can be carded before August 20.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canadian and Quebec students:</th>
<th>Enrolment Services, James Administration Building, Room 205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, July 29th to Monday,</td>
<td></td>
</tr>
<tr>
<td>August 20th, 2008, Open 9:00 a.m. to 5:00 p.m. (except weekends). You are encouraged to come during this period to avoid line-ups later in August. No international students can be carded before August 20.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All students, including international students:</th>
<th>Lorne M. Trottier Building 3630 University Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 20 to Friday, August 29th, 2008. Open 9:00 a.m. to 5:00 p.m. including Saturday and Sunday, August 23-24.</td>
<td></td>
</tr>
</tbody>
</table>

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 Monday, June 23rd and Tuesday June 24th as well as Monday, June 30th and Tuesday July 1st).

Canadian and Quebec Students, may obtain an ID card during the weeks of August 4 to 8, 11 to 15, 18 to 22, 25 to 29, from the Student Affairs Office, Room 106, Laird Hall. Those students missing any of the dates noted will be able to obtain their ID cards during Orientation activities.

International Students, may obtain their ID cards as of August 20, 2008 from the Student Affairs Office, Room 106, Laird Hall.

As of Tuesday, September 2nd, 2008, ID cards may be obtained from the Macdonald Campus Student Affairs Office during normal office hours.

Notes:
• students who do not register for consecutive terms should retain their ID card to avoid having to replace it when they re-register.
• if your card has expired there is no charge for a replacement as long as you hand in the ID card.
• if you change programs or faculties there is no charge as long as you hand in the ID card.
• if your card has been lost, stolen or damaged, there is a $20 replacement fee.
• students who need security access to labs or other facilities should refer to www.mcgill.ca/security/services/access.

The Student Identification Card is the property of the University, is to be used by the cardholder only, and is not transferable. Students withdrawing from all of their courses must attach their ID card to the withdrawal form or return their ID card to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

6.20 Name

6.20.1 Legal Name

All students are registered under their legal name as shown in one of the following documents:
1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).
3. Canadian Immigration Study or Work Permit document.
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).

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

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

* Quebec marriage certificates are only acceptable if issued prior to 1984.
6.20.2 Preferred First Name

Students can provide a preferred first name at the time of admission on their web application and following that by sending a signed request to Enrolment Services, James Administration Building, Room 205, for the name to be updated on their file.

The preferred first name is included on class lists (in brackets alongside the legal name) for use by instructors. Students should note that their legal name will be the name that will appear on their transcript and diploma.

6.21 Verification of Name

Students should verify the accuracy of their name on McGill's student records via Minerva. Any necessary corrections to formatting, e.g., changing case (upper/lower), adding accents and spacing, can be made on Minerva under the Personal Menu -> Name Change Form.

Students cannot change the name on their record via Minerva. Requests for such changes must be made by presenting official documents (see section 6.20.1 “Legal Name”) in person at Enrolment Services, James Administration Building, Room 205.

6.22 E-mail Communication

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

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

The E-mail policy is available at www.mcgill.ca/email-policy. Find more information on E-mail at www.mcgill.ca/it under "Email and Calendaring". Please see section 4.5 "For your Information Technology (IT) needs".

6.23 Updating Personal Information

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

Students must update their addresses and/or telephone number and emergency contact information on Minerva in the Personal Menu tab.

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

Changes to personal information requiring verification of official documents, e.g., change of name or citizenship or correction of birth date, must be reported to Enrolment Services as soon as possible. Such changes can only be made in person at Enrolment Services, James Administration Building, Room 205. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.

6.24 Authorization, Acknowledgement and Consent

When applying for admission to the University, all students acknowledge that they are bound by and undertake to observe the statutes, rules, regulations, and policies in place from time to time at McGill University and the faculty or faculties in which they are registered, including those policies contained in the University Calendars and related fee documents. Their obligation as a student commences with their registration and terminates in accordance with the University's statutes, regulations, and policies.

Students should verify any information or statement provided as part of their application, realizing that an admission granted based on information in their application or supporting documents that is incorrect or untrue may be revoked at the sole discretion of the University.

6.25 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. A compendium of regulations and policies governing student rights and responsibilities at McGill, it is distributed to new students at the Dean of Students' Orientation Sessions on both downtown and Macdonald campuses.

The Handbook is also available on the Web at www.mcgill.ca/deanofstudents/rights.

6.26 Proper Use of Computing Facilities

Students are required to comply with the Code of Conduct for Users of McGill Computing Facilities as approved by the University Senate. The Code is published in the Handbook on Student Rights and Responsibilities.

This policy (or code) is also posted on the CIO Website at www.mcgill.ca/cio/e-policies.

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. New students in those programs must complete the immunization program well before classes begin. Further information is available from the Student Health Service, (514) 398-8017.

6.29 Health Insurance - International Students

By Senate regulation, all students (full-time, part-time, 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, students should consult the International Student Services Website. For information concerning rates, see section 8.7 "Other Fees".

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

International Health Insurance
Telephone: (514) 398-6012
E-mail: international.health@mcgill.ca
Website: www.mcgill.ca/internationalstudents/health

6.30 Health Insurance - Canadian Residents

Canadian students from outside the province of Quebec should check with their own provincial Medicare office to ensure the validity of their health coverage while studying at McGill.

Canadian students who have been living abroad 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 ONLY available 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 2007-2008 this plan costs $639 (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.

6.31 Special Medical Needs
Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Student Health Service; see section 4.2.3 “Student Services – Downtown Campus” for contact information on the downtown campus and see section 4.2.4 “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 students should go to www.mcgill.ca/minerva and click on the login icon. Once logged in to Minerva, students can view class schedules, including course descriptions and spaces available in course sections; register and make course changes; view their unofficial transcript and degree evaluation reports; view their Permanent Code, citizenship and Quebec residency status and fee information; update their personal information such as address, telephone number and emergency contacts; apply to graduate; view their graduation status and convocation details; view their McGill log-in information to access the Internet and e-mail; order official transcripts; retrieve tax receipts; submit an on-line course evaluation; apply to McGill and view their application status. In addition, students in some faculties can change their major or minor programs; and apply for an Exchange program using Minerva.

6.33 myMcGill
Launched in April, 2006, myMcGill is McGill’s own Web portal, giving students and staff a personalized interface to McGill’s information systems.

myMcGill offers an integrated McGill Web experience by offering Single-Sign-On (SSO) to several McGill Web systems. This translates into users accessing these systems without being prompted for additional or subsequent logins. It also provides direct (one click) access to functions within the back end systems without having to go to the front screen of these systems and navigate through multiple menus. To log into myMcGill go to: http://my.mcgill.ca or from the McGill homepage (www.mcgill.ca), click on the myMcGill tab at the top right hand corner of the page.

7 Student Services and Information

7.1 Fellowships, Awards and Assistantships
Graduate and Postdoctoral Studies Office (Fellowships and Awards Section)
James Administration Building, Room 400
845 Sherbrooke Street West
Montreal, Quebec H3A 2T5
Telephone: (514) 398-3990
Fax: (514) 398-2626
E-mail: graduate.fellowships@mcgill.ca
Website: www.mcgill.ca/gps (under Funding: Fellowships and Awards)

Graduate Fellowships and Awards Calendar: www.mcgill.ca/courses (under Graduate Fellowships and Awards Calendar)

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

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.

As of September 2007, we offer the McGill International Doctoral Awards (MIDAs). All international Doctoral students registered full-time at McGill (Ph. D. and D.phil. from 2007 to 2010) are eligible for 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 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/droits_scolarite-A.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.

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.

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, limited bursary assistance, and a Work Study program. All applicants for aid must first apply for the maximum government assistance for which they may be eligible. Applications can be found on the Financial Aid Menu on Minerva.

Scholarships and Student Aid Office,
Brown Student Services Building,
3600 McTavish Street, Montreal, Quebec H3A 1Y2
Telephone: (514) 398-6013/6014
E-mail: student.aid@mcgill.ca
Website: 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, Greenland and/or St.Pierre-Miquelon is permitted to obtain the Study Permit at a Port of Entry, if in possession of the required supporting documents.

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

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

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

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

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

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

For information concerning rates, see 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
E-mail: 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

7.4 Student Rights and Responsibilities

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

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
Telephone:
Dean/Associate Dean: (514) 398-4990
E-mail: deanofstudents@mcgill.ca
Website: 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
Telephone:
General Information: (514) 398-3825
Website: www.mcgill.ca/studentservices

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 will be 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 refer to the Student Services Website: www.mcgill.ca/studentservices or the address indicated above.

Student Services
General Information: (514) 398-8238
Website: www.mcgill.ca/studentservices

Career and Placement Service (CAPS); provides a range of services to McGill students, and recent graduates, in the field of student and graduate employment.

Brown Student Services Building, Suite 2200 (514) 398-3304
E-mail: careers.caps@mcgill.ca
Website: www.caps.mcgill.ca

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

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

Counselling Service: assists with personal, social, and emotional problems as well as vocational and academic concerns.

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

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

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

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.
**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 offers students direct access to the services listed below.


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  
**E-mail:** stuserv.macdonald@mcgill.ca

**Career and Placement Service (CAPS):** provides a range of services to McGill students, and recent graduates, in the field of student and graduate employment.

**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  
**Telephone:** (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  
**Telephone:** (514) 398-4349  
**Website:** [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

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

Brown Student Services Building, Suite 5500  
**Telephone:** (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  
**Telephone:** (514) 398-6013/6014  
**E-mail:** student.aid@mcgill.ca  
**Website:** [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

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

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

**Residences:** offers accommodation for approximately 2,400 students.

Student Housing Office  
**Telephone:** (514) 398-6368  
**E-mail:** housing.residences@mcgill.ca  
**Website:** [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

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

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

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

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

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

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

**Off-Campus Housing:** maintains computerized lists of available off-campus student housing.

**Student (Financial) Aid Office:** Information about government aid, McGill loans and bursaries, and the Work Study Program 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.

**7.7 Residential Facilities**

**7.7.1 University Residences – Downtown**

Residence Admissions Office  
3641 University Street  
Montreal, QC H3A 2B3  
**Telephone:** (514) 398-6368  
**Fax:** (514) 398-2305  
**E-mail:** housing.residences@mcgill.ca  
**Website:** [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

McGill Residences collectively house approximately 2,300 undergraduate students in dorms, apartments and shared-facilities houses. McGill offers six dormitory-style residences with full meal service. These more traditional residences house, almost exclusively, first-year students. McGill's apartment-style residences and shared-facilities houses are popular with first-year students seeking a different style of residence living. Student Animators (Floor Fellows) and Academic Staff (Directors) provide support to all undergraduate residents and live in all McGill Residences. An elected Residence Council serves as the voice of students. All residence rooms have telephone and high-speed network access jacks, which are available at extra cost.

**7.7.1.1 Dormitory-style Residences**

McGill offers six dormitory-style residences with full meal service. The Bishop Mountain Residences (Gardner, McConnell, Molson and Douglas Halls) are located on the slope of Mount Royal, overlooking the campus, and house both male and female students. Royal Victoria College (RVC), the all-women's residence, is located one block from the McGill gates. McGill's newest residence hall is fully co-ed and is located a short walk from the main campus. The New Residence Hall is located 5 easy blocks from campus.

Rooms at RVC and the Bishop Mountain Residences are mostly single occupancy. The New Residence Hall offers mostly double rooms. Each student is provided a bed, a desk, chair, chest of drawers, closet and small fridge (one fridge per double room). In all halls residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor, except in the New Residence Hall where there are private bathrooms in each room. Each hall has card-operated automatic washers and dryers, as well as ironing facilities. Pay telephones are located in each building. In addition, all rooms are wired for a private telephone and Internet service. There is limited storage space for ski equipment, trunks, and suitcases in every hall. All halls have TV and recreation rooms.
There are on-site cafeterias and the meal plan is compulsory for students living in the dormitory-style residences.

7.7.1.2 Apartment-style Residences
Solin Hall is a modern award-winning apartment-style residence that has two-, three- and four-bedroom apartments. Located four short Metro stops west of the main campus, Solin features large common areas (TV and games rooms) and a computer lab and houses entirely first-year students. Each apartment has its own living room, dining room, kitchen and bathroom(s), with basic furniture such as stove, fridge, table, chairs, sofa, lamps and drapes. Bedrooms are furnished with bed, desk, chair and chest of drawers. All apartments and public area floors are carpeted. Shopping areas are within walking distance from the Hall. Limited indoor parking is available.

The Greenbriar Apartments residence building is located one block from the main campus. It houses mostly first-year and a small number of upper-year undergraduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartments have fully equipped kitchens (stove, fridge, sink) and are furnished with bed, desk, table, chairs, drawers and blinds. Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

7.7.1.3 Shared-facilities Houses
McGill Residences also offers a number of beautifully renovated older buildings, each housing between 13 and 30 first-year students. These shared-facilities houses are all located within a few blocks of the main campus and have single- and double-occupancy bedrooms with shared kitchens, bathrooms and common areas. Bedrooms are furnished with desks and chairs, beds (many are loft beds), chest of drawers, closet and blinds. Common areas are also fully furnished. Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

7.7.1.4 Residence Fees
Residence fees for the 2008-2009 session had not been set at the time this Calendar went to print. Fees for the 2007-2008 session were as follows:

Rates for Gardner, McConnell, Molson and Douglas Halls ranged from $9,372 to $10,224 for a single room. Rates include the mandatory 5-day per week meal plan. The rates at Royal Victoria College include a mandatory 7-day per week meal plan and range from $11,018 to 11,196 for single rooms and $10,400 for double rooms. These rates are for the regular session, September 1 to April 30.

At the New Residence Hall room rates, including mandatory meal plan, were $10,762, per person for double rooms and $11,770 for a single room. These rates are for the regular session, September 1 to April 30.

The rooms in Solin Hall and the Greenbriar apartments are leased on an 11-month basis (September 1 to July 31). The room rates were $7,647 for a single room and $5,929 for a double room in a multi-bedroom apartment at Solin Hall. Single-occupancy studio apartments at Greenbriar were $8,838 and double-occupancy one-bedroom apartments were $6,074 per person. Rates do not include meal plan.

Shared facilities houses are also leased on an 11-month basis (September 1 to July 31). Room rates ranged from $7,738 to $8,332 for a single room and from $5,357 to $5,929 for a double room, depending on the dimensions of the room. Rates do not include meal plan.

7.7.1.5 Meal Plans
Residents at Molson, McConnell and Gardner Halls take their meals together in a large centrally located dining hall. Douglas Hall and RVC have their own dining areas. RVC offers 19 meals per week (7 days per week), while the Bishop Mountain Residences offer 15 meals per week (Monday to Friday). Bag lunches and bag dinners are available. There are kitchenettes in all the Halls where residents may keep food and prepare snacks or meals at any time. Residents of the New Residence Hall have access to the on-site cafeteria with extended hours, 7 days per week. The meal plan allows them to eat at certain on-campus cafeterias as well. There are kitchenettes on each floor where residents may prepare hot or cold snacks at any time.

Solin Hall, the Greenbriar Apartments and the shared-facilities houses do not offer meal plans. The apartments and houses have fully equipped kitchens where students prepare their own meals. However, residents are welcome to purchase a meal plan at the residence cafeterias.

7.7.1.6 Student Government
Each hall has a Residence Council, elected at the start of the academic year. It is the job of Council to gather hall opinions, supervise financial affairs, and organize sporting and recreational activities within the residences. McGill’s residences are run for the convenience and advantage of the students living in them. Rules and regulations are decided upon and administered by the students themselves.

Note: All fees include an activity fee of $20 collected by the University on behalf of the Residence Council of each hall, and is included in the residence fees.

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
E-mail: residences.macdonald@mcgill.ca
Website: www.mcgill.ca/macdonald-residences

Residence life is an integral part of Macdonald Campus activities. Laird Hall, with a capacity 250 students, is arranged on a co-educational basis and 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 jacks, 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 type of accommodation will appeal to students who enjoy independent living in self-contained apartments of two or six single-bedroom units. Each unit is built on a split-level concept 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 2008-09 session had not been set at the time this Calendar went to print. The 2007-08 session rates for Laird Hall are (double occupancy) $2,480 and (single occupancy) $2,760. Rates for the EcoResidence vary from $400 to $412 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. Meals are available on a cash basis from the Centennial Centre cafeteria. The cafeteria is open for breakfast and lunch only, 5 days per week, exclusive of Saturday, Sunday, and 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 24, 2008 to May 2, 2009). Students must vacate their rooms at the end of the lease term. Only under exceptional circumstances will a student be granted permission to arrive prior to beginning date of the lease or remain in residence during the summer months. In these cases,
students must apply to the Campus Housing Office and an additional fee will be charged if permission is granted.

Students may request permission to extend their stay in residence (at the normal weekly charge) if they are taking extended courses after the regular session, employed on the Campus, or registered for summer courses.

International students or those coming from a distance may be admitted early in exceptional circumstances. Permission from the Campus Housing Office must be obtained prior to the student leaving 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

Common rooms for studying are provided in the Centennial Centre. Lockers are available in the Macdonald-Stewart Building. These may be rented at the Students’ Society Office in Centennial Centre. Meals may be obtained 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., exclusive of Saturday, Sunday, and holidays designated by the University.

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

7.7.2.4 Student Parking – Macdonald Campus

Students who hold parking permits will be allowed to park automobiles on Macdonald Campus provided they observe the parking regulations and other applicable rules. Permits must be obtained from the Campus Security Office, Laird Hall, Room 101, during regular office hours.

7.8 Athletics

Downtown Campus

Athletics: offers programs in recreational, intercollegiate, instructional, intramural and sports clubs.

Athletics Complex, 475 Pine Avenue West

E-mail: athletics@mcgill.ca

Website: www.athletics.mcgill.ca

Macdonald Campus

Athletics: Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre. Available at no charge to Macdonald students is a wide selection of activities, as well as the use of an excellent array of equipment. Facilities include a gymnasium, pool, weight room (with monitors on hand four evenings per week), arena, tennis courts, playing fields and large expanses of green space.

In addition to providing many open times for your enjoyment, there are also instructional, recreational, intramural and intercollegiate activities. There are nominal fees for instructional courses.

Stewart Athletic Complex

(514) 398-7789

Website: www.agrenv.mcgill.ca/society/athletic

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, Brown Building, Room 5202

Website: www.mcgill.ca/ombudsperson

7.10 Extra-Curricular Activities

There are over 250 activities and clubs which 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; 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 Thompson House at 3650 McTavish Street. On the Macdonald Campus facilities are located in the Centennial Centre (refer to FAES section).

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.

3420 McTavish Street

Website: www.mcgill.ca/bookstore

Macdonald Bookstore

Centennial Centre

Website: 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 PC, Macintosh and Unix hardware, computer software and consumer electronics at educational prices.

3420 McTavish Street

Website: www.mcss.mcgill.ca

7.13 Day Care

The McGill Childcare Centre is an independently run centre which can accommodate approximately 100 children, ranging in age from 4 months to 5 years. As placements are limited, especially for certain age groups, early application is suggested.

The Centre is located at:

3491 Peel Street, Montreal, QC H3A 1W7

Phone: (514) 398-6943

A Campus Day Care Centre, located adjacent to the Macdonald Campus, is an independently run centre which can accommodate approximately 60 children, ranging in age from 4 months to 5 years. In addition, 50 children can be accommodated in Home Day Care within the neighbourhood. Preference is given to the Campus community. Early application is recommended. The Centre is located at:

1 Maple Avenue, Ste. Anne de Bellevue H9X 2E3

Phone: (514) 457-7953

8 Fees and Expenses

The University reserves the right to make changes without notice in the published scale of fees. (Note: The information in this section was prepared in early February 2008. Fees for the 2008-09 year will be finalized in the late spring.)

Further information regarding fees can be found on the
8.1 Fee Information Booklet

The Fee Information Booklet will be available on the Student Accounts Website www.mcgill.ca/student-accounts/documents in early June. This link will also be sent via the McGill email address shortly after students have confirmed their acceptance of the offer of admission. It contains additional information as well as any fee adjustments which may have been made after the publication of this Calendar. Students are bound by the policies and procedures contained therein. In the event of any discrepancy, the Fee Information Booklet supersedes the Calendar.

8.2 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2008 term fees will be accessible as of August 1st.

8.3 Tuition Fees

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

Quebec Students

Tuition fees for Quebec students who are Canadian citizens or Permanent Residents are $62.27 per credit or $1,868.10 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate; see section 6.18.2 "What Documents Do We Need from You?" for details.

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

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Should your tuition status be reduced during the evaluation period, any late payment and/or interest charges accumulated on the difference will also be waived.

Non-Quebec Students (Canadian or Permanent Resident)

Tuition fees at the Master’s level for non-Quebec students who are Canadian citizens or Permanent Residents are $179.28 per credit ($62.27 Quebec rate plus $117.01 Out of Province supplement) or $5,378.40 for 30 credits. At the Ph.D. level, tuition fees are the same as for Quebec students.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate; see section 6.18.2 "What Documents Do We Need from You?" for details.

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

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Should your tuition status be reduced during the evaluation period, any late payment and/or interest charges accumulated on the difference will also be waived.

International Students (2007-2008 rates)

As of September 2007, all international Doctoral students registered full-time (Ph.D./D.Mus/DCL 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).

The international fees which are listed in section 8.12 “Yearly Fees and Charges” are representative of fees that students could expect to be charged. Any fee increases will be announced as soon as they are known in the Spring.

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 on the Web at www.mcgill.ca/students.

See section 8.11.4 “Graduate Awards/Teaching Assistantships”.

8.4 Documentation

For more information on documentation, see section 6.18 “Legal Documents”.

8.5 Compulsory Fees (2007-2008 rates)

Student Services Fees

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

The fee, complemented by revenue from the Quebec government, the University, and the generosity of donors, supports Student Health (including Dental), Mental Health, Counselling and Tutorial, Chaplaincy, Career and Placement, 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. The Office of the Dean of Students also administers the academic integrity process as described in the Handbook of Student Rights and Responsibilities.

Athletics Fee

The Athletics fee covers athletics facilities, campus recreation (intramurals, fitness & recreation courses, drop-in recreation, etc.), and intercollegiate sports at both the Downtown and Macdonald campuses.

Student Society Fees

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

Graduate students classed as Canadian full-time or Additional session/non-thesis extension as well as all Post-doctoral candidates are automatically covered by the PGSS Health and Dental plan, which in 2008-09 will cost $374 ($183 Health; $191 Dental).

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

Note: For international students, the student society fee includes the PGSS Dental Insurance plan of $191. International students will also be obliged to participate in the University’s compulsory International Health Insurance Plan, which at the 2007-08 rate, costs $639 for single coverage. For more information, please contact International Student Services, (514) 398-6012.

8.6 Administrative Charges

(Fees that follow are an estimate based on the expected cost of living index as calculated by Statistics Canada. These figures will be updated and available on the Student Accounts Website, www.mcgill.ca/student-accounts/documents)
www.mcgill.ca/student-accounts, based on the index at the end of January 2008.)

**Registration Charge**
The University charges a per credit registration charge to all students in courses and programs. This is assessed as follows:
- Graduate students whose fees are charged on a per credit basis: $7.02 per credit to a maximum of $105.30 per term
- Graduate students whose fees are charged on a flat rate basis (per term):
  - Full-time / additional session / non-thesis extension $105.30
  - Half-time $52.65

Post-Graduate Medical Education:
- 40-52 weeks pay $105.30; 1-39 weeks pay $52.65

**Transcripts and Diploma Charge**
The University charges a per credit transcripts and diploma charge to all students. This entitles students to order transcripts free of charge as well as cover the costs of graduation and is assessed as follows:
- Graduate students whose fees are charged on a per credit basis:
  - $1.22 per credit to a maximum of $18.60 per term
- Graduate students whose fees are charged on a flat rate basis (per term):
  - Full-time / additional session / non-thesis extension $18.60
  - Half-time $9.30

Post-Graduate Medical Education:
- 40-52 weeks pay $18.60; 1-39 weeks pay $9.30

**Information Technology Charge**
The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology. The fee is assessed as follows:
- Graduate students whose fees are charged on a per credit basis:
  - $6.86 per credit to a maximum of $102.90 per term
- Graduate students whose fees are charged on a flat rate basis (per term):
  - Full-time / additional session / non-thesis extension $102.90
  - Half-time $51.45

Post-Graduate Medical Education:
- 40-52 weeks pay $102.90; 1-39 weeks pay $51.45

**Copyright Fee**
All Quebec universities pay a per credit fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright.
- Graduate students whose fees are charged on a per credit basis:
  - $7.8 per credit to a maximum of $11.70 per term
- Graduate students whose fees are charged on a flat rate basis (per term):
  - Full-time / additional session / non-thesis extension $11.70
  - Half-time $5.85

**8.7 Other Fees**
- International Student Health and Accident Plan (compulsory) (based on 2007-08 rates)
  - Single $639
  - Dependant (one student with one dependant) $1,794
  - Family (one student with two or more dependants) $3,408
- Application for Admission*
  - All graduate programs except Management programs $80
  - Management programs $100
- Reconsideration of Application to Associate Dean (Graduate and Postdoctoral Studies) $40
- Admission appeals charge (to the University Admission Appeals Committee) $100
- Late Registration
  - After regular registration deadline:
    - All eligible returning students, except Special students and graduate part-time students $50
    - Special students and graduate part-time students $20
  - As of the second day of classes:
    - All students except Special students and graduate part-time students $100
    - Special students and graduate part-time students $40
- Late Course Change Fee (each change after deadline for course change) $25
- Minimum Charge upon withdrawal $100
- Re-reading Examination Paper (refundable in some faculties) $35
- Supplemental Examination $35
- Thesis Examination Charge (and resubmission fee, if applicable) $75
  - Master’s thesis $100
  - Ph.D. thesis $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
- Faculty of Music Fees:
  - Audition Fee $60
  - Supplemental Practical Examination in Music. $150
- *All students making application to the Graduate and Postdoctoral Studies Office are required to pay this fee, including those already registered at McGill.
- If a department or an applicant defers an admission within the following year, the application fee need not be paid again.

**8.8 Billings and Due Dates**

**Confirmation of Acceptance Deposit**
In certain graduate departments, new students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. Students will be required to confirm their acceptance of the offer of admission on www.mcgill.ca/minerva/applicants 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 University students. All charges to the student’s account, including tuition, fees, health insurance and other miscellaneous charges are on your e-bill. E-bills are generally produced in the first few days of the month and an e-mail notification that the e-bill is ready to be viewed on Minerva is sent to the student’s official McGill e-mail address. Charges or payments that occur after the statement date will appear on the next month’s statement, but may be immediately viewed on the Account Summary by Term on Minerva (this is the on-line dynamic account balance view).

Interest will not be cancelled due to non-receipt of fee invoices. Students should access the Student Accounts Website at www.mcgill.ca/student-accounts for information on payment due dates.

<table>
<thead>
<tr>
<th>Term</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td></td>
</tr>
<tr>
<td>Returning students</td>
<td>August 29, 2008</td>
</tr>
<tr>
<td>Students new to the University in Fall</td>
<td>September 29, 2008</td>
</tr>
</tbody>
</table>
8.9 Fees and Withdrawal from the University

All students who have accessed Minerva must officially withdraw in accordance with section 6.5 "Course Change Period" and section 6.7 "Regulations Concerning Withdrawal" if they decide not to attend the term(s) for which they have registered. Otherwise they will be liable for all applicable tuition and other fees.

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

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

8.9.1 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 21:**
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 21:** No refund.

**Winter Term – up to and including January 25:**
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 25:** No refund.

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

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. A financial hold will be placed on such 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.

Students are advised to regularly verify their account balance via Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student in the case of non-payment of tuition fees, library fees, residence fees or loans on their due date.

**Information for Registered Students**

Students who have registered in a given term and who have amounts owing from previous terms must either pay their accounts or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. Students in financial difficulty should first consult the Student Aid Office (Brown Student Services Building, Room 3200; (514) 398-6013) to discuss the possibility of obtaining financial aid.

Failure to pay the previous term’s fees or to make arrangements to settle the debt prior to the add/drop deadline will lead to cancellation of registration in the current and subsequent terms.

**Information for Students who are no Longer Registered**

The delinquent accounts of students who fail to settle their debt or reach a suitable arrangement and of students who fail to provide the Student Accounts Office with up-to-date contact information, will be referred to a collection agency. Where 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. Students should be aware that the University is entitled to use all legal means to obtain payment and that students will be responsible for all costs associated with such actions.

8.10.2 Canceling Registration for Non-Payment

In accordance with the fee policy as stated in section 8.10.1 “Overdue Accounts”:

The Student Accounts Office will make all reasonable efforts to notify students with a delinquent student account, and who have more than $100 outstanding from the previous term, that their registration will be cancelled for non-payment. The cancellation will be made effective the last day of the drop/add period unless the account has been settled or payment arrangements have been made with the University by then. After the add/drop deadline, students who pay or make payment arrangements with the Student Accounts Office and who want to confirm that their registration for the current or subsequent term(s) should be re-instated must complete the www.mcgill.ca/files/student-accounts/RequestforReinstatementForm.pdf and submit it to the Student Accounts Office, which will forward it to the Registrar’s Office 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 the academic standing does
not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.

8.10.4 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 program at the undergraduate vs. one program at the graduate level, students may incur both society and faculty fees and/or additional tuition fees. Consult the student accounts Website for further details.

Students in two programs may consult Enrolment Services for information on tuition fees. Adjustments to bills will be made throughout the term when fees cannot be automatically calculated.

8.10.5 Senior Citizens

Senior citizens aged 65 and over who require financial aid should be aware that such aid will be available for students enrolled full-time in degree programs. Students in need may contact the Scholarship and Student Aid Office for more information at (514) 398-6013.

8.10.6 Québec Exchange (Inter-University Agreements)

Students taking courses as part of the Inter-University Agreement are required to pay the fees at their home university. The Agreement, therefore, relates solely to the transfer of academic credits. Students taking courses as part of the Inter-University Agreement are required to pay additional course charges that are compulsory upon registration in a particular course. Such additional course charges may represent special activity charges or course materials. 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

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDFA, a foreign government, or their University department (i.e., teaching assistants or demonstrators), must have written evidence to that effect. Sponsors and students alike must inform the University that a sponsorship is taking place so that the contract may be initiated and the student’s fee account affected. Notification to the University should occur at least one month prior to the beginning of the term in which the contract is to take effect. Full documentation on the procedure as well as the forms required to be completed are found at www.mcgill.ca/student-accounts/deferred.

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

8.11.2 Students Receiving McGill Scholarships/Awards

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

Winter Term: Students can view upcoming winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are future-dated and will be released to the student's fee account by January 2.

8.11.3 Students Receiving Government Aid

Students are encouraged to pay their tuition promptly upon receipt of their government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for government assistance for full-time studies by June 30 (June 1st for US students) will be entitled to an exemption of interest and late payment charges effective upon receipt of their aid at either the Student Aid Office or the Macdonald Campus Student Services.

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

8.11.4 Graduate Awards/Teaching Assistantships

Graduate students who are recipients of awards where funds are paid directly to them (e.g. FRQ, FQRT, etc.) are normally required to pay their fees by the payment due dates. Students who are dependent on the income received from either Teaching Assistantships, stipends and/or fellowships in order to pay their tuition should consult with the office responsible for their pay (either with their graduate department or on the GPSO web site) to see if they qualify for a deferral of their 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 the student arrange for regular deductions at source to pay tuition. To initiate these deductions, fill out the form “Student Fee Payroll Deduction Authorization” found at www.mcgill.ca/student-accounts/forms.

As of September 2007, all international Doctoral students registered full-time (Ph.D./D.Mus/DCL, years 1 to 4) at McGill pay the same tuition fees as the Quebec Doctoral students. For more information, please refer to the MIDA awards in the Graduate Fellowships and Awards section of the graduate calendar.

8.12 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.


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.

Note: The following tables reflect the 2008-09 tuition fees for Quebec and non-Quebec Canadians. In the case of international students, tuition fees and Student Services/Athletics fees are quoted at the 2007-08 rates, as they have not been finalized at the time of publication. Student Society fees reflect the 2008-09 rates. Administrative charges incorporate an estimate of the increase which will be due to the cost of living index, to be fixed in late February 2008. Any changes to fees subsequent to the publication date will be updated as they are confirmed via the Student Accounts Website: www.mcgill.ca/student-accounts.
### General Information, Regulations and Research Guidelines

#### CERTAIN SPECIAL PROGRAMS CHARGE DIFFERENT FEES

**M.B.A. (Master's in Business Administration)**
- **International Students (based on 30 credits per year)**
  - Full-time Tuition: $20,000.00
  - Society Fees: 500.04
  - Student Services / Athletics: 445.00
  - Registration / Transcripts & Diploma: 247.80
  - Copyright Fee: 23.40
  - Information Technology Charge: 205.80
  - Total Fees: $21,422.04
- **All students – IMPM: $50,000.00 U.S.; IMPM Health Sector: $42,500.00 CDN**

**Master in Manufacturing Management**
- **The tuition fees over the program (normally 4 terms) will total $25,000.** Other fees are estimated to be as follows for the Fall and Winter terms:
  - **Quebec/Canadian**:
    - Student Society: $515.04
    - Student Services / Athletics: 445.00
    - Registration / Transcripts & Diploma: 247.80
    - Copyright Fee: 23.40
    - Information Technology Charge: 205.80
    - Total Other Fees: $1,437.04
  - **International**:
    - Student Society: $168.00
    - Student Services / Athletics: 445.00
    - Registration / Transcripts & Diploma: 247.80
    - Copyright Fee: 23.40
    - Information Technology Charge: 205.80
    - Total Other Fees: $1,254.04

**As of March 2008**

<table>
<thead>
<tr>
<th>Fees and Charges (based on 30 credits) *</th>
<th>Quebec Students</th>
<th>Non-Quebec Canadians</th>
<th>International Students all programs except those listed below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master's and Ph.D.</td>
<td>Master's</td>
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</tr>
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<td>Society Fees (see Note 1 and Note 2)</td>
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<tr>
<td>Full-time</td>
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<td>Half-time</td>
<td>267.00</td>
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<tr>
<td>Information Technology Charge</td>
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<tr>
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</tr>
</tbody>
</table>

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

**Note 1:** Macdonald Campus students’ Student Society fees vary from the above as follows at both the doctoral and Master’s level:
- Quebec/Canadian – Full-time: $515.10; Half-time: $177.10; Additional session/non-thesis extension: $495.50.
- International – Full-time: $368.10; Half-time: $177.10; Additional session/non-thesis extension: $312.50.

**Note 2:** The following programs/departments have additional annual Student Society/departmental fees: Biology: $20; Biomedical Engineering: $10; Chemical Engineering: $15; Education: $20; Electrical Engineering: $30; Information Studies: $15; Law programs – $152 (designated for computer facilities, Career and Placement Office, and society fees); M.B.A. programs: $168 (designated for Computer Room improvement, Student Council, and Career Development); Mechanical Engineering: $20; Music: $72; Neuroscience: $20; Physics $30; Urban Planning: $180 (Computer Fee - Engineering).

1) Additional session and Continuing (thesis program): no tuition charged for the summer term
2) Non-Thesis extension: students in non-thesis programs are charged per credit during the summer terms. Non-Thesis extension is not available as a status in the summer.
9 Postdoctoral Research

9.1 Postdocs

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

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

9.2 Guidelines and Policy for Academic Units on Postdoctoral Education

The general guidelines listed below are meant to encourage units to examine their policies, procedures, and privileges for postdoctoral education. Every unit 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 GPSO Calendar, General Information, section 10.6 “Health and Parental/Familial Leave of Absence Policy”) is added to this period of time. Leaves for other reasons, including vacation leave, do not extend the term. Postdocs must do research under the supervision of one or more McGill professors, including Adjunct Professors. They are expected to be engaged primarily in research with minimal teaching or other responsibilities.

2. Registration

i. Postdocs must be registered annually with the University through the Graduate and Postdoctoral Studies Office. Initial registration will require an original or notarized copy of the Ph.D. diploma. Registration will be limited to persons who fulfill 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 issued a University identity card by the Registrar’s Office.

3. Appointment, Pay, Agreement of Conditions

i. Upon registration, all Postdocs must be appointed regardless of whether their funding comes from a McGill account. Their appointments may not exceed their registration status.

ii. In order to be registered as a Postdoc, an individual must be assured of financial support, other than from personal means, during his/her stay in the University equivalent, at the time of appointment, to the minimal stipend requirement as set by the University in accordance with guidelines set by federal and provincial research granting agencies. There are no provisions for paid family leave unless this is stipulated in the regulations of a funding agency outside the University.

iii. At the outset of a postdoctoral appointment, a written Letter of Agreement for Postdoctoral Education should be drawn up and signed by the Postdoc, the supervisor, and the department head or delegate (see template Letter of Agreement on the Web at www.mcgill.ca/gps/postdoc). This should stipulate, for example, the purpose of the postdoctoral appointment (research and the advancement of knowledge), the duration of the fellowship/stipend, the modality of pay, the work space, travel funds, and expectations and compensation for teaching and student research supervision. Leaves from postdoctoral education must comply with the Graduate and Postdoctoral Studies Policies for Vacation, Parental/Familial, and Health Leave (Graduate and Postdoctoral Studies General Information section 10.3 “Vacation Policy for Graduate Students and Postdocs”). Any breach of these conditions may result in grievance procedures or the termination of the postdoctoral appointment.

iv. Postdocs with full responsibility for teaching a course should be compensated over and above their fellowship at the standard rate paid to lecturers by their department.

v. The amount of research, teaching, or other tasks that Postdocs engage in over and above postdoctoral activities should conform to the regulations for Postdocs specified by the Canadian research council of their discipline. This applies to all Postdocs, including those whose funding does not come from the Canadian research councils.

4. Privileges

i. Postdocs have the same pertinent rights as the ones granted to McGill students in the Handbook of Student Rights and Responsibilities (green book), available on the Web at www.mcgill.ca/secretariat/documents.

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 (i.e., graduate diplomas and graduate certificates). They will be charged fees for these courses.

iv. Postdocs may be listed in the McGill directory. The Computing Centre will grant Postdocs e-mail privileges on the same basis as graduate students upon presentation of an identity card.

v. The Department of Athletics will grant Postdocs access to sports facilities upon presentation of their identity card. A fee will be charged on an annual or term basis.

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

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

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

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

x. Postdocs have access to the Student Services. Fees are applicable. Information is available at www.mcgill.ca/studentservices.

5. Responsibilities

i. Postdocs are subject to the responsibilities outlined in the Handbook of Student Rights and Responsibilities (green book), available on the Web at www.mcgill.ca/secretariat/handbooks/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 consider the availability of research supervision facilities, office space, and research funding before determining the Postdocs that they will accept.

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

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

vi. Some examples of responsibilities of Postdocs are:
   – to inform themselves of and adhere to the University’s policies and/or regulations for Postdocs for leaves, for research, and for student conduct as outlined in the Handbook of Student Rights and Responsibilities and the General Information, Regulations and Research Guidelines booklet of the Graduate and Postdoctoral Studies Office;
   – to present themselves for registration to the Graduate & Postdoctoral Studies Office with a complete submission;
   – to sign and adhere to their Letter of Agreement for Postdoctoral Education;
   – to communicate regularly with their supervisor;
   – to inform their supervisor of their absences.

vii. Some examples of responsibilities of the University are:
   – to register Postdocs;
   – to provide an appeal mechanism in cases of conflict;
   – to help eligible Postdocs who have non-resident status in virtue of the Quebec Taxation Act to obtain a Certificate of Eligibility to the Quebec Tax Exemption for Postdoctoral Researchers (depending on acceptable fields of research by the Ministry);
   – to provide documented policies and procedures to Postdocs;
   – to provide Postdocs with the necessary information for language courses, housing, immigration, daycare, schooling, and health care information.

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.


9.4 Leave of Absence for Health and Parental/Familial Reasons

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

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

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

The GPSO 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/documents/funding under “Information on the Funding Council Leave Policies for Graduate Students and Postdocs”.

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 E-mail communication with supervisors and committees, attendance at research seminars, semester or annual reviews of student progress). In addition to regular meetings between the student and supervisor or advisory/thesis committee, each unit must establish a procedure to provide feedback to thesis students regarding their research progress. At least annually, there must be a meeting between the student, supervisor and advisory/thesis committee or, in the case where there is no such advisory/thesis committee, there must be a meeting between the supervisor and a departmental representative, at which objectives for the upcoming year are established and the prior year's research progress recorded and evaluated. A written record of such meetings must include the signature of the student, supervisor, and the advisory/thesis committee member or a departmental representative, and this record must be retained in the student's departmental file. (The Graduate Student Research Objectives Report Form, the Graduate Student Research Progress Record, and the Graduate Student Research Progress Report Form are to be utilized to keep a record of these meetings.) In the case where the student does not make expected progress, the advisory or thesis committee or, in the case where there is no such advisory or thesis committee, the student, supervisor and a departmental representative must meet at least once per semester for the subsequent twelve months to review progress and if appropriate to set new objectives. On the occasion of a second unsatisfactory progress report, the student may be required to withdraw from the program of study.

vi. Students should be made aware of the cost living in Montreal and of sources of financial support (e.g., teaching or research assistantships, fellowships) and of the facilities available to them (e.g., study space, computers).

vii. Students should receive guidance and encouragement in areas relating to their growth in scholarship, professional development and career planning. Examples may include, where appropriate, reporting research, writing abstracts, preparing papers for conference presentation or for publication, writing grant and fellowship applications, conducting a job search, and preparing for job interviews.

viii. Units should be sensitive to special academic needs and concerns that may arise in the case of certain students, such as international students or students who undertake graduate studies after a long absence from university.

3. Responsibilities

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

i. Each unit should consider the availability of student support, research facilities, space and availability of potential supervisors in determining the number of students admitted into the program.

ii. Some examples of the responsibilities of the graduate program director are to be knowledgeable about program requirements, the composition of committees, the procedures for comprehensive and oral defense examinations, and other policies relating to graduate studies; to maintain a dossier on each student's progress; and to be sensitive to graduation deadlines and students' career plans.

iii. Some examples of the responsibilities of a supervisor are to uphold and to transmit to students the highest professional standards of research and/or scholarship; to provide guidance in all phases of the student's research; to meet with their students regularly; to provide prompt feedback when work is submitted including drafts of the thesis; and to clarify expectations regarding collaborative work, authorship, publication and conference presentations.

iv. Some examples of the responsibilities of the students are to inform themselves of program requirements and deadlines; to work within these deadlines; to communicate regularly with the supervisor and committee; and to submit progress reports to the supervisor and committee.

v. The Chair of the unit should ensure that procedures are in place to address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. Such procedures should involve a neutral mediator who will ensure that all sides of a dispute are heard before any decision is made.

4. Quality of Supervision and Teaching

i. Academic units and the Graduate and Postdoctoral Studies Office should consider ways to assess and improve the quality of supervision and to help new supervisors, e.g., through workshops or mentoring models. Procedures for monitoring the quality of graduate student supervision and for providing constructive feedback for supervisors should be developed.

ii. Graduate supervision should be recognized as an integral part of the academic responsibility of an academic unit and should be considered in the allocation of workload, as should the teaching of graduate courses.

iii. Academic units should establish criteria of excellence in supervision and graduate teaching appropriate to their
disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit pay awards.

iv. The maximum number of students under the direction of a single supervisor should be consistent with the ability of the supervisor to provide quality supervision, taking into account the workload of the supervisor and norms of the discipline.

v. Procedures should be established for ensuring continuity in supervision when a student is separated from a supervisor – for example, when the supervisor takes a sabbatical leave, retires from McGill or changes universities or when the student leaves to complete field work or takes a job before submitting a thesis.

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

10.2 Policy on Graduate Student Research Progress Tracking

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

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.


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 proposals, etc. The Calendar of the Graduate and Postdoctoral Studies Office (GPSO) includes the following statement:

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

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

General Policy

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

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 for more information).

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

**Failures**

i. **Repeats**

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

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

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

ii. **Plagiarism**

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

iii. **Review and Reassessment**

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

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

**Other Relevant Policies/Offices**

Charter of Student Rights
Graduate Studies Reread Policy
Office for Students with Disabilities
Approved by Executive of Faculty of Graduate Studies and Research (FGSR) February 17, 1997

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.)
Verifications
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").

The time limit for requesting a reread is within 30 days after the original mark is fair and reasonable, not to give the work a totally new assessment.

1. The grade submitted for the course is possible as a result of the reread. Assignments can only be reread if, together, they account for more than 20% of the course grade.

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

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

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

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

2. The request for a formal reread must be made by the student in writing to the Graduate and Postdoctoral Studies Office and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee ($35 for an exam, $35 for a paper, $35 for one or more assignments, to a maximum of $105 per course) will be charged directly to the student's fee account after the result of the reread is received. No fee will be charged if there is a change upwards in the letter grade for the course.

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

The second reader is given the original assignment, with marginalia, corrections, summary comments and mark intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.

4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirements of the Charter of Students' Rights that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.

5. The second reader should support his or her assessment with a brief memorandum to the Graduate and Postdoctoral Studies Office. As a result of the reread process, the grade may become higher or lower or remain unchanged. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.

In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. The outcome of the reread (whether positive or negative) will affect only the students in favour of the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.

6. The new grade resulting from the review will be communicated to the student in a letter from the Graduate and Postdoctoral Studies Office, with a copy to the academic unit.

Prepared by the Committee on Graduate Programs, Supervision and Teaching

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

10.6 Health and Parental/Familial Leave of Absence Policy

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

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

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

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

(Council of FGSR - March 1999)

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

10.7 Failure Policy

Please refer to section 6.11 “Failure Policy”, for information regarding the policy and procedures to follow in cases of failure.

11 Resources for Study and Research

11.1 Libraries

The Library consists of 13 branch libraries, special collections and specialized services located across the University's downtown campus and Macdonald campus, on the shores of Lac St. Louis. Numbering over 6 million items, the Library's vast holdings include 2.5 million books, 250,000 cartographic items and thousands of sound and video recordings. The Library's e-resources are extensive, and include almost 50,000 e-journals, and over 1 million e-books on subjects ranging from early English texts to nutrition.
11.3 Museums

11.3.1 Redpath Museum

The Redpath Museum exists to foster the study of the history and diversity of the natural world. Its mandate includes geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for undergraduate and graduate education in biology, geology, anthropology and other fields. Among the largest collections are 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 new permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, besides displays that feature the mineral and mollusc collections. A new ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa, has recently been installed.

Opening hours vary for each library but most are open up to 84 hours per week. All branch libraries extend their opening hours during examination periods: to 24hr access in the case of the Humanities and Social Sciences Library. Hundreds of computers are available for e-mail, word-processing, accessing online courses, reading library materials, preparing assignments and internet searching. Designed to enhance the learning experiences of a diverse range of users, the Library’s facilities offer a variety of comfortable and attractive spaces. There are places for quiet individual study, dynamic e-zones, and group study rooms which can be booked for use. Wireless access is available across the library, and printing and copying facilities, operated by a card system, are conveniently located in all libraries. Special facilities are available for the vision and hearing impaired.

Users have access to specialized services such as the Electronic Data Resources Service, which supports empirical and statistical research, and a digitization program highlighting unique scholarly materials. You can borrow from any library, and should be sure to check out the Course Reserve collection in your branch library, where you can find copies of textbooks and high-demand items on course reading lists.

11.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) of all disciplines more than 5,000 metres of records dating from 1787 to the present. These records document the history of McGill University faculty research, alumni and student organizations, and select Montreal-based organizations, all in a variety of media (including textual records, photographs, slides, audio-tapes, film, video, 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. The Records Management 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 to the public Monday-Friday, 9:00-12:30 and 1:45 to 4:45; however, appointments are recommended. The MUA Website includes virtual exhibitions, on-line searching of the MUA holdings, digital collections including the largest campus database of digitized images, and access to the McGill History Portal (focusing on historical information about McGill University and its community).

McGill University Archives
McLennan Library - Ground Floor
Telephone: (514) 398-3772
Fax: (514) 398-8456
Website: www.archives.mcgill.ca

11.3.2 McCord Museum of Canadian History

The McCord Museum is home to 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 - comprised of 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 1,000,000 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) 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 inspirational and innovative interpretations of the social and cultural history of Montréal, 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
E-mail: info@mccord.mcgill.ca
Website: 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, Ottawa. As its main function is research and teaching, and not exhibition, it is not generally open to the public, but tours are available, by appointment, to interested parties.

(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 but to which access may be gained by application to the department concerned. These include the Anatomical and Pathological Museums.
The Physics Department has two specialized collections which 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 on radioactivity at McGill University, 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

The IT at McGill website, www.mcgill.ca/it, is your one-stop access point for Information Technology resources at McGill. Visit the IT at McGill website to:

• Get resources, references and links to central IT services at McGill,
• Search the McGill IT Knowledge Base,
• View online video presentations,
• Contact the ICS Service Desk for IT help,
• View IT announcements,
• Find useful tips on keeping your equipment secure and running smoothly.

The following are some of the basic IT services, to get you started.

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: the myMcGill portal, myCourses, E-mail, 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 the Personal Menu and click "Password for McGill Username".
3) Follow the onscreen instructions.

12.2 myMcGill

The myMcGill web portal is the central access point, where you will go to:
• Read your E-mail,
• Check myCourses,
• View and update your student records and account information, with direct links to Minerva,
• Search the McGill Library Catalogue,
• Keep abreast of the latest McGill news,
• And more.

Click myMcGill at the top right of any McGill Website (www.mcgill.ca) and sign in using your McGill Username and McGill Password.

12.2.1 Browser compatibility

The myMcGill portal currently supports the latest versions of following browsers:
• IE (Windows)
• Firefox (Mozilla) (Windows/Mac)
• 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 or through the myMcGill web portal.
• 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 at www.mcgill.ca under "Teaching and Learning".

12.4 E-mail

Your McGill E-mail Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the official way the University communicates with you by E-mail. Please read the Student E-mail Policy at www.mcgill.ca/email-policy. Access your E-mail at http://exchange.mcgill.ca or through the myMcGill portal. Verify your McGill E-mail Address 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.

12.6 Getting Connected

You can find more details on the following services at www.mcgill.ca/it, under "Telephone, Network and Wireless":

Wireless - Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless Network.

Virtual Private Network (VPN) - You need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases) if you connect to the Internet with an Internet Service Provider (ISP) other than McGill's DAS.

Dialup access (DAS) - Access the Internet using your telephone line and a modem, instead of using a high speed ISP.

McGill Residences Telecommunications - For students living in McGill Residences and MORE buildings, there is a Voice and Data (wired and wireless) service.

Computer labs are provided by many faculties and departments for students in their programs. For lab locations, computer availability, software/peripheral availability and more, visit http://vhd.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 at www.mcgill.ca/it, under "IT Service Desk and Training".

12.7 Safe Computing

"Computing Safety" iCare clinic - Attend this free clinic and learn how to prevent being infected by viruses, spyware, adware and other malicious programs. Find out how to register at www.mcgill.ca/it under "IT Service Desk and Training".


12.8 Need Help?

Welcome New Students - Take an interactive guided tour of IT services at www.mcgill.ca/it, under "ICS Service Desk and Training".

McGill IT Knowledge Base - Search the Knowledge Base at http://vhd.mcgill.ca/knowledgebase for answers to commonly asked questions about IT.
13 Research Policy, Patents, Postdocs, Associates, Trainees

13.1 Policy on Research Ethics


13.2 Regulations on Research Policy


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. Particularly attention should be given to the instruction of each beginning student. Solitary work in a laboratory containing potential hazards should be strongly discouraged. Research projects shall avoid a requirement for solitary after-hours work.

3) Where research projects involve the use of specially hazardous materials (e.g. radioactive, carcinogenic or poisonous chemicals) departments shall ensure that students have signed a statement that they have received and read appropriate health and safety information and shall forward such statements to the Building Director. [Refer to McGill University Manual of Radiation Safety, June 1984.]

4) In cases of emergency, both staff and students are required to follow instructions issued by the Building Director or delegate.

Academic Considerations

1) When a student assists in a research project, a clear distinction should be made between work for which the student is paid, and research training which contributes to the student's academic program.

2) As a general rule, paid work should not be considered eligible for credit towards an undergraduate course. In some departments, different arrangements have traditionally been held; in such departments open discussion should ensure that one policy is applied uniformly throughout the department and disseminated to students.

3) When a graduate student is assigned a salary or partial support by the investigator (e.g. from an operating grant or similar fund controlled by the investigator) a clear agreement should be made as to the duties expected of the student in conjunction with the investigator's own research project vis-à-vis the work contributing to the student's thesis.

Secrecy

1) When a student begins working with an investigator who may be funded in whole or in part by contracts, consulting 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 the Graduate and Postdoctoral Studies Office. Delays of one, or in exceptional cases, two years may be approved.

Proprietary Research*

*Section 8, 9 & 10 of the Regulations Governing Conflict of Interest in Proprietary Research, November 1985.

1) The enterprise in which a member has an economic interest may not employ University students. However, such an enterprise may enter into contractual agreements to this effect with the University or be a partner with the University within a program of one of the granting agencies.

   Where such enterprise has made a grant, gift or donation to the University, no payment out of such grant, gift or donation shall be made to the interested member without prior approval of the Principal.

2) Members intending to acquire an economic interest in an enterprise shall inform all students who may be affected by their actions at the earliest possible date. Students shall immediately be free to seek the advice of the departmental Chair, the Dean of the Faculty, or the Dean of Graduate and Postdoctoral Studies.

3) Where students are employed by such enterprise, the member having an interest therein shall ensure that students who have already done substantial work under their academic supervisor shall be able to continue in their chosen area of research.

   Where it is possible to differentiate between the project of the thesis student and that of the enterprise in such a way that the student may continue the thesis project unhampered, the Dean of Graduate and Postdoctoral Studies shall arrange for the appointment of a co-supervisor unconnected with the enterprise.

Responsibilities of the Student

Academic freedom brings responsibilities to students and staff alike. Students should realise that the good name and research reputation of the University and its professors rests in large measure upon the quality of research done by its students. Students, as
members of the University, have the responsibility to follow the
principles set out in the University Research Policy and in the reg-
ulations of the Graduate and Postdoctoral Studies Office.

Responsibilities of the University
1) The University shall inform students of all appropriate regula-
tions and policies concerning research.
2) The University shall provide a safe research environment for
student researchers.

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, encom-
passing 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 informa-
tion through any interaction or intervention with a living individual;
the secondary use of data previously collected from human sub-
jects; 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 else-
where. For the purpose of this document, a member of the
University is defined as including academic and non-aca-
demic 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 organiza-
tions 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 Eth-
cical Conduct of Research Involving Human Subjects which
describes the administrative structures, procedures and require-
ments for the conduct of human subject research by McGill mem-
bers. Researchers must refer to their designated REB for specific
guidelines, submission deadlines, application forms, etc. All docu-
ments, 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.
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 fur-
ther 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 pol-
icies 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 Uni-
versity body responsible for ensuring the humane care and use of
animals in research, teaching or testing. The Committee is respon-
sible for ensuring University-wide understanding of, and compli-
ance with, the applicable requirements concerning the
procurement, care and use of animals at McGill University and its
affiliated institutions. The University Animal Care Committee re-
ports to the Vice-Principal (Research and International Relations).
Its jurisdiction includes a) the teaching and research activities (car-
rried out on the premises or off-site) of all persons in their capacity
as faculty, staff or students of the University and its affiliated insti-
tutions b) all activities involving animals carried out on Universi-
ty/affiliated institutions premises, using the facilities, equipment or
resources, by individuals or organizations who are not formally af-
fililated.

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 ani-
mals 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 insti-
tutions. 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 ex-
pertise 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 experi-
mentation and in laboratory science for technicians, students and
academic staff through workshops, and through individual instruc-
tions.

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
commencement of the research, testing or teaching program. 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 proto-
col. Animal Use Protocols are approved for a period of one year
and renewed annually. Any change in animal use procedures, re-
search 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 Animal 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.

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/researchoffice/compliance/animal/occupational.

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 on-line McGill University course at 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. 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) or e-mail animalcare@mcgill.ca.

13.6 Policy on Intellectual Property


13.7 Regulations Governing Conflicts of Interest in Proprietary Research


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 (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 or 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.
**GENERAL INFORMATION, REGULATIONS AND RESEARCH GUIDELINES**

**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 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 SIRO 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 repositories 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.

2. **Intellectual Property**


   University researchers should promptly disclose any invention where commercial potential is identified. When a Research 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, Canada H3A 3L8.
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
E-mail: francois.carrier@mcgill.ca Website: 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.

13.15 Academic Trainees

Academic Trainees are persons working, for or without remuneration, to perfect their skills.

Academic Trainees invited by the University to conduct their activities on campus under academic supervision, and are typically from industry or on an exchange.

“Academic Trainee” is not a work or employee classification; rather it is closer to “stagiaire” in French, a person who is carrying out a “practicum”. Academic Trainees are not registered as students, postdocs or graduate students at McGill or elsewhere, but are pursuing further training in their field of expertise. They may not be given other duties/positions at McGill during this period. Academic Trainees must normally provide proof of an existing affiliation and written confirmation that a further training period is required. The nature and duration of the training period must also be specified. The training period is of short duration.

The following are excluded from this classification:

- Research Employees: those employed on grants are classified as research assistants, research associates or academic students.
- Graduate Students: anyone registered at another institution in a graduate degree program (whether or not he/she is carrying out research at McGill as part of that graduate program) must register as a Visiting Research Student.
- Postdocs: anyone eligible or no longer eligible to be a postdoc at McGill as defined by the MELS regulations.

14 Governance

14.1 Visitor

The Governor General of Canada
Her Excellency The Right Honourable Michaëlle Jean

14.2 Board of Governors

(As of January 2008)

Robert Rabinovitch; B.Com.(McG.), M.A., Ph.D.(Penn.) Chair
Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W. (W. Laur.), Ph.D.(N. Carolina) Principal and Vice-Chancellor

Members

Roshi Chadha
Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)
Lilil de Grandpré; B.A.(Western), M.B.A.(McG.)
Darren Entwistle; B.Econ.(C’dia), M.B.A.(McG.)
Morna Flood Consideine; B.A.(’C’dia), M.Ed., D.Ed.(McG.)
Trevor Garland; B.Sc.(McG.)
Kohur GowriSankaran; B.A., M.A.(Madr.), Ph.D.(Bombay)
Eric Maldooff; B.A., B.C.L., LL.B.(McG.)
Michael Meighen; B.A.(McG.)
Jan Peeters; B.Eng.(McG.)
Gary Pekeles; B.Sc.(McG.), M.Sc.(Mcg.), MDCM(Baylor)
Jeremy Reitman; A.B.(Dart.), B.C.L.(McG.)
Nigel Roulet; B.Sc., M.Sc.(Trent), Ph.D.(McM.)
Maria Ruocco
Michael Richards; B.A., B.C.L.(Mcg.)
Gerald Sheff; B.Arch.(Mcg.), M.B.A.(Harv.)
Thierry Vandal; B.Eng., M.B.A.(Montr.)

Student Representatives

Students’ Society of McGill (1)
Post-Graduate Students’ Society of McGill (1)

Observers

McGill Association of Continuing Education Students (1)
Students’ Society of McGill (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)  
Principal and Vice-Chancellor
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)  
Provis
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)  
Deputy Provost (Student Life and Learning)
Jane Everett; M.A.(Car.), Ph.D.(McG.)  
Dean of Students
Kathleen Massey; B.A.(York )  
University Registrar and Executive Director of Enrolment Services

Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)  
Executive Director of Services for Students
William F. Foster; LL.B.(Auck.), LL.M. (Br.Col.)  
Associate Provost (Policies and Procedures)
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)  
Associate Provost (Graduate Education) and Dean (Graduate and Postdoctoral Studies)
Hélène Perrault; B.Sc.(C’dia), M.Sc., Ph.D.(Montr.)  
Associate Provost (Planning and Budgets)
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)  
Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)
Sylvia Franke; LL.B., B.Sc.(Tor.)  
Chief Information Officer
Johanne Pelletier; B.A., M.A.(McG.)  
Secretary-General
François R. Roy; B.A., M.B.A.(Tor.)  
Vice-Principal (Administration and Finance)
Lynne B. Gervais; B.A.(C’dia), Dip.Management(McG.)  
Associate Vice-Principal (Human Resources)
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, Alumni and University Relations) and Director (University Campaigns)
Michael Goldbloom; B.C.L., LL.B.(McG.)  
Vice-Principal (Public Affairs)
Richard I. Levin; B.S.(Yale), M.D.(NYU)  
Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)
Denis Thérien; B.Sc.(Montr.), M.Sc., Ph.D.(Wat.)  
Vice-Principal (Research and International Relations)
Mourad El-Gamal; B.Sc.(Ain Shams), M.Sc.(Vanderbilt), Ph.D.(McG.)  
Associate Vice-Principal (Research and International Relations)
Rima Rozen; B.Sc., Ph.D.(McG.)  
Associate Vice-Principal (Research and International Relations)
Alphabetical Key  

University Buildings

177  C5  ADAMS Building  
103  C4  ARTS Building  
113  A3  BEATTY Hall  
241  B3  BELLINI Life Sciences Complex (under/en construction)  
124  C4  BIRKS Building  
185  B5  BOOKSTORE  
102  B5  BRONFMAN Building  
236  B4  BROWN Student Services Building  
110  C5  BURNSIDE Hall  
139  D2  CURRIE Gymnasium  
128  A3  DAVIS House  
123  C4  DAWSON Hall  
122  B4  Chancellor DAY Hall  
125  D2  DOUGLAS Hall  
169  D2  DUFF Medical Building  
223  B3  DUGGAN Annex  
127  B3  DUGGAN House  
168  B3  EDUCATION Building  
129  B5  FACULTY CLUB  
197  C4  FERRIER Building  
133  D1  GARDNER Hall  
231  B4  GELBER Law Library  
149  A3  HOSMER House  
132  A3  HOSMER Annex  
167  B4  HUGESSON House  
112  C4  JAMES Administration Building  
112  C4  JAMES Annex  
150  C4  LEACOCK Building  
119  C5  MAASS Chemistry Building  
130  C4  MACDONALD Engineering Building  
118  C5  MACDONALD-HARRINGTON Building  
170  C5  MACDONALD STEWART Library Building  
242  B6  MARTLET House  
105  D1  McCONNELL Arena  
131  C4  McCONNELL Engineering Building  
221  D1  McCONNELL Hall  
186  C6  McCORD Museum  
155  B3  McINTYRE Medical Building  
108  C5  McLENNAN Library Building  
135  B5  McTAVISH, 3430  
114  B5  McTAVISH, 3434  
104  B5  McTAVISH, 3438  
147  B3  MEREDITH Annex  
173  B3  Charles MEREDITH House  
148  B3  Lady MEREDITH House  
116  D1  MOLSON Hall  
106  D2  MOLSON Stadium  
156  A4  de la MONTAGNE, 3605  
159  D2  MONTREAL NEUROLOGICAL INSTITUTE  
163  C4  MORRICE Hall  
134  D1  Bishop MOUNTAIN Hall  
103  C4  MOYSE Hall  
245  D5  MUSIC, New Building  
227  D2  OBSERVATORY  
247  D3  du PARC, 3575  
244  D3  du PARC, 3625  
248  B5  PEEL, 1555 (L Les Cours Mont-Royal)  
143  B5  PEEL, 3437  
191  B5  PEEL, 3459  
192  B5  PEEL, 3463  
140  B5  PEEL, 3465  
136  B5  PEEL, 3475  
151  B4  PEEL, 3479  
213  B4  PEEL, 3483  
187  B4  PEEL, 3487  
145  B4  PEEL, 3491  
138  B4  PEEL, 3495  
230  B4  PEEL, 3505  
194  B4  PEEL, 3647  
137  B4  PEEL, 3661  
166  B3  PEEL, 3674  
175  B3  PEEL, 3690  
117  B3  PEEL, 3715  
239  C3  PENFIELD, 740  
190  B4  PENFIELD, 1085  
165  B5  PETERSON Hall  
184  D2  PINE, 515  
141  D2  PINE, 517  
162  D3  PINE, 546  
101  B3  PINE, 1033  
196  B3  PINE, 1140  
120  D5  POLLACK Hall  
158  C5  PULP AND PAPER Research Centre  
174  B3  PURVIS Hall  
161  A4  RABINOVITCH House  
181  C5  REDPATH Hall  
178  C5  REDPATH Library Building  
179  C4  REDPATH Museum  
180  D5  ROYAL VICTORIA COLLEGE Residence  
189  C3  RUTHERFORD Physics Building  
183  D3  SAINT-URBAIN, 3626  
201  D6  SHERBROOKE, 550  
233  C6  SHERBROOKE, 688  
146  B6  SOLIN Hall (Lionel-Groulx Avenue)  
111  B4  STEWART Biology Building  
154  C3  STRATHCONA Anatomy & Dentistry Building  
120  D5  STRATHCONA Music Building  
188  B4  THOMSON House  
240  C3  TROTTER Information Technology Building  
109  C4  UNIVERSITY, 3534  
176  C3  UNIVERSITY, 3550  
216  D3  UNIVERSITY, 3641  
216  D3  UNIVERSITY, 3643  
218  D3  UNIVERSITY, 3647  
172  B4  UNIVERSITY CENTRE  
198  C4  WILSON Hall  
229  C3  WONG Building