

GENERAL INFORMATION, FACULTY REGULATIONS AND RESEARCH GUIDELINES

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Welcome

Dear Reader,

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

In response to the realities of life in Lower Canada at the time, McGill stressed practical fields of education such as medicine, law, science and engineering, while retaining the liberal arts inherited from the British tradition. The result has been the development over the years of a unique Canadian institution. Today, McGill University enjoys an international reputation in many fields. It has maintained a tradition of scholarship and research through the Faculty of Graduate Studies and Research. The scope of the Faculty is very broad: it administers 234 graduate programs, in most of the 86 academic Departments at McGill, at the Doctoral, Master's, Graduate Diploma and Graduate Certificate level. It also provides research services to these Departments.

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

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

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

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

Important Information, Regulations and Policies

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

Deadlines, as indicated in the Calendar of Dates, page 4.

Graduate Student Advising and Supervision, page 18.

Policy and Regulations on Ph.D. Comprehensives, page 20.

Policy in Research and Research Training Ethics, page 25.

1 Calendar of Dates for Session 1999-2000

In most instances students are expected to register via MARS (McGill's Automated Registration System) (398-MARS). Lectures begin on September 1, 1999 and end on April 10, 2000. They are followed immediately by Spring examinations.

Some Faculties and Departments may set their own dates, and students are advised to verify the dates applicable to their area(s) of study.

1999

May 3, Mon. to July 30, Fri. Summer Term. (Not all departments offer a Summer term. Please check with the individual department.)

June 24, Thurs. La fête Nationale du Québec. Classes cancelled. Administrative Offices and Libraries closed.

N.B. Between June 25 and August 20, Administrative offices will be closed each Friday, unless otherwise posted.

July 1, Thurs. Canada Day. Classes cancelled. Administrative Offices and Libraries closed.

July 5, Mon. Deadline to submit Doctoral theses for Fall 1999 Convocation.

July 19, Mon. Deadline to submit Masters' theses for Fall 1999 Convocation.

Aug. 2, Mon. Continuing Education. Registration begins. N.B. Consult the Continuing Education Calendar for further details.

Aug. 4, Wed. to Sept. 1, Wed. New students registration via MARS, returning students late registration via Mars with a \$50 late fee.

Aug. 12, Thurs. Non-thesis forms to be returned to the Thesis Office for Fall 1999 Convocation.

Aug. 31, Tues. Registered Additional Session students in 1998-99 who submit their theses to the Thesis Office on or before this date are not required to register for the 1999-2000 session. Students who have already registered for the year must ask the Records Office, in writing, to delete their registration at the time of their theses submission. Students should not expect to Graduate in Fall 1999, but **must graduate by Fall 2000 graduation at the latest**. Otherwise they must be reinstated and will be charged retroactive registration fees for all unregistered sessions up to and including the term in which they graduate.

Sept. 1, Wed. Lectures begin. Last day for newly admitted students to register, and for returning students to register with a \$50 late fee.

Sept. 2, Thurs. to Sept. 14, Tues. Late Registration via MARS, with a \$100 late fee.

Course Change (Drop) via MARS for all faculties (except Cont.Ed.). After Sept. 14 students receive a mark of "W" (withdrawn). Course Change (Add). Graduate Students may add courses until Sept. 19.

Sept. 3, Fri. New students – Orientation. Moyses Hall, 3:00-4:30 p.m.

Sept. 6, Mon. Labour Day. Administrative Offices and Libraries closed.

Sept. 10, Fri. Nomination of Examiners Forms for Winter 2000 granting of degrees to be returned to the Thesis Office.

Sept. 14, Tues. Deadline for late registration with \$100 late fee. Deadline to drop "A" and "D" courses via MARS. After this date students receive a mark of "W" (withdrawn).

Sept. 19, Sun. Deadline to add "A" and "D" courses via MARS.

Sept. 21, Tues. Deadline for withdrawals with fee refund.

Sept. 30, Thurs. Returning Master's and Doctoral level students should inquire to their departments or the Office of Fellowships and Awards regarding precise deadlines for internal and external fellowship competitions; important deadlines normally fall during the months of October and November.

Oct. 11, Mon. Thanksgiving. Classes cancelled. Administrative Offices and Libraries closed. Cont.Ed. evening classes rescheduled.

Oct. 17, Sun. Deadline for withdrawing with a "W" on the student record from "A" (fall term) courses via MARS. After this date a "J" will appear on the Record, and count as a failure.

Oct. 28, Thurs. Fall Convocation. Classes as usual.

Nov. 1, Mon. Deadline for submission of Doctoral theses for the February 2000 granting of degrees. See [section 6.2](#) for registration information.

Nov. 3, Tues. to Jan. 16, Sun. Course change period for "B" and "N" courses via MARS.

Nov. 15, Mon. Deadline for submission of Master's theses for the February 2000 granting of degrees. See [section 6.2](#) for registration information.

Dec. 3, Fri. to Jan. 4, Tues. Winter term registration for New students via MARS.

Dec. 3, Fri. Last day of lectures.

Dec. 7, Tues. to Dec. 21, Tues. Examination period.

Dec. 10, Fri. Non-thesis forms to be returned to the Thesis Office for the February 2000 granting of degrees.

Dec. 23, Thurs. to Jan. 2, Sun. Christmas Day/New Year's Day/Vacation Period. Administrative Offices closed. Library hours available at Reference Desks.

2000

Jan. 4, Tues. Lectures begin. New students. Orientation. 17:00-18:30, in Leacock Room 132.

Jan. 5, Wed. to Jan. 16, Sun. New students. Late Registration via MARS with \$100 late fee. Course change via MARS.

Jan. 7, Fri.	Nomination of Examiners Forms for students expecting to graduate in Spring 2000 Convocation to be returned to the Thesis Office.
Jan. 16, Sun.	New Students. Last day for late registration with \$100 late fee (except Cont.Ed.). Last day to drop "B" and "N" courses. After this date students receive a mark of "W" (withdrawn). Deadline to Withdraw (W) from "D" (full year) courses.
Jan. 23, Sun.	Deadline to add "B" and "N" courses via MARS. Deadline for withdrawals with fee refund.
Feb. 20, Sun.	Deadline for withdrawing from "B" courses via MARS with "W" on the student record. After this date a "J" will appear on the record and count as a failure.
Feb. 21, Mon. to Feb. 25, Fri.	Study Break. Classes cancelled.
March 1, Wed.	Deadline for applications for admission to most departments in the Faculty of Graduate Studies and Research. (Many departments have different deadlines. Please verify this date with the individual department.)
March 6, Mon. (tentative)	Deadline to submit Doctoral theses for Spring 2000 Convocation.
March 14, Tues. to July 19, Wed.	Returning Students. Registration period via MARS, for the 2000-2001 session, for students in good standing who are continuing in the same program. Students should consult their departments for specific dates.
March 20, Mon. (tentative)	Deadline to submit Master's theses for Spring 2000 Convocation.
March 28, Tues.	Summer Studies registration via MARS opens. Dates should be confirmed with individual departments.
April 7, Fri.	Non-thesis forms to be returned to the Thesis Office for Spring 2000 Convocation.
April 10, Mon.	Last day of lectures for Winter term.
April 12, Fri. to April 28, Fri.	Examination period for "B" and "D" courses.
April 21, Fri. and April 24, Mon.	Easter. No examinations or classes. Administrative Offices closed. Library hours available at Reference Desks.
May 5, Fri.	Nomination of Examiners Forms to be returned to the Thesis Office for students expecting to graduate in the Fall 2000 Convocation.
May 17, Wed. (tentative)	Convocation – Health Sciences.
May 22, Mon.	Victoria Day. Classes cancelled. Administrative Offices and Libraries closed.
June 2, Fri. (tentative)	Convocation – Macdonald Campus and Law.
June 8, Thurs. (tentative)	Convocation – Education, Engineering, M.L.I.S., Science, Continuing Education.
June 9, Fri. (tentative)	Convocation – Arts, Management, Music, Religious Studies, Social Work.

2 Faculty of Graduate Studies and Research

2.1 Location

Dawson Hall, Room 313
853 Sherbrooke Street West
Montreal, QC, Canada H3A 2T6
Telephone (514) 398-3990
Fax: (514) 398-1626
Email: info@admissions.fgsr.mcgill.ca
Website: <http://www.mcgill.ca/fgsr>

2.2 Faculty Administrative Officers

PIERRE R. BÉLANGER, B.Eng.(McG.), S.M.,E.E., Ph.D.(M.I.T.)
Vice-Principal (Research) and Dean of the Faculty
IAN BUTLER, B.Sc., Ph.D.(Brist.), F.C.I.C.
Associate Vice-Principal (Research)
MARTHA CRAGO, B.A., M.Sc.A., Ph.D.(McG.)
Associate Vice-Principal (Graduate Studies)
ANNE SAGE **Secretary of Faculty**
DAWN CONWAY, B.A.(Ott.), M.Sc.(D.E.S.S.) **Director, Office of International Research**
CHARLOTTE E. LÉGARÉ, B.Sc.(Montr.), M.Sc.(Sher.), M.B.A.(McG.) **Director, Graduate Studies Office**
ALEX NAVARRE, M.Sc., Ph.D.(McG.), M.B.A.(W. Ont.) **Director, Office of Technology Transfer**
JANINE VASSEUR, B.A.(Montr.) **Director, Research Grants Office**
RICHARD LATT, D.V.M.(Ont.Vet.Coll.) **Director, Animal Resources Centre**
HOWARD BUSSEY, B.Sc., Ph.D.(Bristol) **Canadian Pacific Professor of Biotechnology**
HUGH BENNETT, B.A.(York, UK), Ph.D.(Brunel) **Director, Sheldon Biotechnology Centre**

2.3 Members of the Faculty

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

2.4 Council of the Faculty

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

Executive Committee of Council, 1998-99

Professors:

B. Baker, B. Downey, K. Gowrisankaran, J. Jorgensen, M. Kilgour, L. McAlpine, C. Morales, P. Oxhorn, N. Roulet, W. Woszczyk

Graduate Students:

S. Cohen, Y. Khan

Associate Vice-Principals:

I. Butler, M. Crago

2.5 General Statement Concerning Higher Degrees

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

3 Programs Offered

3.1 Graduate Diplomas and Certificates

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

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

Graduate Diplomas are offered in:

- Child Psychiatry
- Clinical Research in Experimental Medicine
(Awaiting Final Approval)
- Earth and Planetary Sciences
- Epidemiology and Biostatistics
- Housing
- Islamic Studies
- Library and Information Studies
- Mining Engineering
- Psychiatry
- Public Accountancy (C.A.) (Awaiting Final Approval)

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

Graduate Certificates are offered in Air and Space Law, Comparative Law, and Post-M.B.A.

All regulations of the Faculty apply to graduate diploma and certificate candidates.

3.2 Degrees

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

The following degrees are offered:

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

3.3 Master's Degrees Offered

Master of Architecture Degree

Instruction for the degree of Master of Architecture is given in the following fields of specialization:

- Affordable Homes
- Architectural History and Theory
- Domestic Environments
- Minimum Cost Housing

Prerequisites:

Bachelor of Architecture or equivalent professional degree. See also Architecture.

Master of Arts Degree

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

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

Prerequisites:

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

Master of Business Administration Degree

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

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

Prerequisites:

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

Special programs:

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

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

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

Conditions and Restrictions:

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

Joint M.B.A./Law Degrees

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

Prerequisites:

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

Master's Degrees in Education

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

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

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

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

- Administration and Policy Studies
- Counselling Psychology
- Curriculum Studies
- Educational Psychology
- Literacy Studies
- Second Language Education

Prerequisites:

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

Master's Degree in Engineering

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

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

Other degrees:

- Master of Management (M.M.) is offered in Manufacturing Management (see Department of Mechanical Engineering and Faculty of Management).
- Master of Science (M.Sc.) is offered in Mining and Metallurgy, Biomedical Engineering, and Civil Engineering.

Prerequisites:

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

appropriate for the subject selected for graduate study. See also appropriate department.

Master's Degrees in Law

The degree of Master of Laws is offered in:

- Air and Space Law
- Comparative Law

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

Prerequisites:

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

Master of Library and Information Studies Degree

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

Prerequisites:

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

Master's Degrees in Music

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

The M.A. may be taken in:

- Computer Applications in Music
- Musicology (Thesis and non-thesis)
- Music Education (Thesis and non-thesis)
- Theory (Thesis and non-thesis)

The M.Mus. may be taken in:

- Composition
- Performance (various options)
- Sound Recording

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

Prerequisites:

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

Master's Degrees in Nursing

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

Prerequisites:

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

See also Nursing.

Master's Degrees in Religious Studies

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

Prerequisites:

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

Master of Science Degree

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

- Agricultural Economics
- Agricultural Engineering

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

Prerequisites:

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

Master of Science, Applied, Degree

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

Programs are available in:

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

Prerequisites:

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

Master of Social Work Degree

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

Prerequisites:

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

Joint M.S.W./Law Degrees

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

See also Law and Social Work.

Master of Urban Planning Degree

The program requires a minimum of two years residence and a 3-month internship with a member of a recognized planning association.

Prerequisites:

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

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

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

Prerequisites:

B.C.L. or LL.B. and usually LL.M. See also Law and the Faculty of Law Calendar.

3.4.2 Doctor of Music Degree

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

Prerequisite:

M.A. in composition. See also Music.

3.4.3 Doctor of Philosophy Degree

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

Agricultural Engineering
 Anatomy
 Animal Science
 Anthropology
 Architecture
 Art History
 Atmospheric and Oceanic Sciences
 Biochemistry
 Biology
 Biomedical Engineering
 Chemical Engineering
 Chemistry
 Civil Engineering and Applied Mechanics
 Classics
 Communications
 Communication Sciences and Disorders
 Computer Science
 Counselling Psychology
 Earth and Planetary Sciences
 Economics
 Educational Psychology
 Electrical Engineering
 English
 Entomology
 Epidemiology and Biostatistics
 Food Science and Agricultural Chemistry
 French

Geography
 German
 History
 Human Nutrition
 Islamic Studies
 Linguistics
 Management
 Mathematics
 Mechanical Engineering
 Medicine, Experimental
 Microbiology and Immunology
 Microbiology (Macdonald Campus)
 Mining and Metallurgical Engineering
 Music
 Neurological Sciences
 Nursing
 Occupational Health Sciences
 Pathology
 Parasitology
 Pathology
 Pharmacology
 Philosophy
 Physics
 Physiology
 Plant Science
 Political Science
 Psychology
 Religious Studies
 Rehabilitation Science
 Renewable Resources
 Russian
 Social Work
 Sociology
 Spanish
 Surgery, Experimental

The following joint Ph.D. programs are offered:

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

Prerequisites:

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

4 Program Requirements

4.1 Master's Degrees

4.1.1 Residence Requirements – Master's Degrees

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

- The following Master's Thesis programs have a minimum residence requirement of **three full-time terms**: M.Arch, M.A., M.C.L., M.Eng., LL.M., M.Mus. (**except** M.Mus. in Sound Recording), M.Sc., M.S.W.
- The following Master's programs have a **minimum** residence requirement of **four full-time terms**: M.B.A., M.L.I.S., M.Mus. in Sound Recording, M.U.P.

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

- The residence requirement for the Master's programs in Education (M.A. and M.Ed.), Library and Information Studies (M.L.I.S.), Religious Studies (S.T.M.), and students in part-time programs is determined on a per course basis. Residence requirements are fulfilled when students complete all course requirements in their respective programs.
- For Master's programs structured as Course, Project or Non-thesis options, residence requirements are fulfilled when students complete all course requirements in their respective programs (min. 45 credits) 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 course work (not thesis or project) can be credited with courses from another university.

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

The candidate is required to pass, with a mark of B- (65%) or better, all those courses which have been designated by the department as forming a part of the program.

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

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

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

4.1.3 Research and Thesis – Master's Degrees

All candidates for a research degree must present a thesis based on their own research. The total number of credits allotted to the thesis in any Master's program must not be less than 24. The title of the thesis must be forwarded on a Nomination of Examiners form through the Chair of the department concerned to the Thesis Office at least two months before the thesis is submitted to the Faculty. A thesis for the Master's degree, while not necessarily requiring an exhaustive review of work in the particular field of study, or a great deal of original scholarship, must show familiarity with previous work in the field and must demonstrate the ability to carry out research and to organize results, all of which must be presented in good literate style. The thesis will not normally exceed 100 pages (150 pages in the Faculty of Law); in some disciplines, shorter texts are preferred.

4.1.4 Language Requirements – Master's Degrees

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

4.2 Doctoral Degrees

4.2.1 Residence Requirements – Doctoral

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

Candidates entering Ph.D.1. must follow a program of at least three years residency at the University; this is a minimum requirement, and there is no guarantee that the work of the degree can be completed in this time, but students are expected to complete within the maximum specified period.

It is customary in some subjects and required in others that candidates spend the greater part of each summer working on their theses, and those who do not do so are unlikely to complete a satisfactory thesis in the prescribed minimum time.

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

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

4.2.2 Comprehensive Examinations – Doctoral

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

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

4.2.3 Language Requirements – Doctoral

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

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

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

All language requirements must be fulfilled and the marks reported to the Records Office **before** submission of the thesis to the Thesis Office.

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

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

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

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

4.2.4 Thesis – Doctoral

The thesis for the Ph.D. degree must display original scholarship expressed in good literate style and must be a distinct contribution to knowledge. Formal notice of a thesis title and names of examiners must be submitted to the Thesis Office on the Nomination of Examiners form in accordance with the Calendar of Dates. The list of examiners must be approved by the Department Chair and the student. The Thesis Office should be notified of any subsequent change of title as early as possible. The appointment of the examiners and communication with them is the duty and privilege of the Dean. Under no circumstances should any student contact the external examiner.

Seven copies of the thesis must be provided by the candidate. Of these, two copies will be retained by the University and five copies returned to the candidate. Some departments may require one or more additional copies.

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

4.2.5 Thesis Oral Examination – Doctoral

After the thesis has been received and approved, a final oral examination is held on the subject of the thesis and subjects intimately related to it. This is conducted in the presence of a Committee of at least five members presided over by a Pro-Dean nominated by the Dean. The Chair of the candidate's department and the Thesis Supervisor are regularly invited to be members of the Committee; at least one member of the Committee is appointed from outside the candidate's department.

4.3 Ad Hoc Programs (Thesis Option only)

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

Once the Admissions Committee makes a favourable recommendation and the Executive Committee accepts it, Graduate Faculty confirms an Advisory Committee (recommended by the academic unit) to be responsible for program planning and monitoring of research progress. Graduate Faculty regulations are fully described in the document "Procedures for Admission in *Ad Hoc* Master's and Doctoral Programs", available from the Records Office. For some applications, the approval of the Executive Committee is not necessary.

4.4 Ad Personam Programs (Thesis Option only)

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

4.5 Course Work for Graduate Programs, Diplomas and Certificates

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

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

5 Admission

Info@admissions.fgsr.mcgill.ca, www.mcgill.ca/fgsr/

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

5.1 Application for Admission

Applications for admission should be obtained in individual departments. For Departments in the Faculty of Agricultural and Environmental Sciences including the School of Dietetics and Human Nutrition, program information and application forms are available from the Student Affairs Office - Graduate Studies at the MacDonald Campus. Applicants (with some exceptions) are required to ask two instructors familiar with their work to send letters of recommendation. All applicants must themselves send, or ask the appropriate university authorities to send, two official or certified copies of their complete university-level academic record to date. For McGill graduates the appropriate authority is the Registrar. Letters of recommendation and official transcripts must be sent **directly** to the department concerned.

Note: A fee of \$60 in Canadian funds **must** accompany each application, otherwise **it cannot be considered**. This sum must be in negotiable form, such as a bank draft, money order or certified cheque (but not in cash), at the current rate of exchange, or credit card payment and will not be refunded.

It is desirable to submit a list of the titles of courses taken in the major subject, since transcripts often give code numbers only.

Transcripts written in a language other than English or French must be accompanied by a certified translation. An explanation of the grading system used by the applicant's university is essential. The applicant should also indicate the branch of the major subject in which further study is desired.

Completed applications, with supporting documents, should reach departmental offices according to individual department deadlines. (N.B. Applicants should contact the department concerned. International students are advised to apply well in advance of the deadlines as immigration procedures may be lengthy.) Applications received after the prescribed dates will not be considered unless exceptional circumstances are argued by the department concerned. Candidates will be notified of acceptance or refusal as quickly as possible.

5.2 Graduate Record Examination

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

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

5.3 Competency in English

Non-Canadian applicants to the Faculty of Graduate Studies and Research whose mother tongue is not English and who have not completed an undergraduate degree from a recognized institution where English is the language of instruction are required to submit documented proof of competency in oral and written English, by appropriate exams, e.g. TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (or 213 on computerized test), or IELTS (minimum overall band of 6.5) **before acceptance**. Permanent Residents may be required to submit a TOEFL score. Applications will not be considered if TOEFL or IELTS is not available.

5.4 Admission Requirements

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

The applicant must present evidence of academic achievement: a minimum standing equivalent to a Cumulative Grade Point Average (CGPA) of 3.0 out of a possible 4 or a CGPA of 3.2/4.0 for the last 2 full-time academic years. High grades are expected in courses considered by the department to be preparatory to the graduate program.

Some departments impose additional requirements and even though the applicant may appear to satisfy the general admission requirements, acceptance into a graduate degree program is not guaranteed by the department or the Faculty.

5.5 Admission to a Qualifying Program

Some applicants whose academic degrees and standing entitle them to serious consideration for admission to graduate studies, but who are considered inadequately prepared in the subject selected may be admitted to a "Qualifying Program". The courses to be taken in a "Qualifying Program" will be prescribed by the department concerned. "Qualifying students" are registered in the Graduate Faculty, **but not as candidates for a degree**. Only one qualifying year (i.e. two full-time terms) is permitted. In cases where a department recommends a change of registration from "Qualifying Program" to "Master's Degree 1st Year" **this change must be made prior to January 1st**. Successful completion of the work of the "Qualifying Program" does not automatically entitle the student to proceed towards a degree. Qualifying-year students must re-apply for admission to the program for which they seek qualification. Students who are ineligible for a "Qualifying Program" may apply to the appropriate undergraduate faculty for admission as regular or special students, and seek admission to the Graduate Faculty at a later date. The normal admission requirements must be met and the usual procedures followed.

5.6 Admission to a Second Degree Program

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

5.7 Admission to Two Degree Programs

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

5.8 Admission to an *Ad Personam* Joint Program

Ad Personam joint graduate programs are restricted to Master's Thesis Option and Ph.D. programs. Students shall be admitted and registered by one department, to be known as the "first depart-

ment". Approval for the joint program must be obtained from the Associate Vice-Principal (Graduate Studies), or delegate. The request shall be signed by the Chairs of both departments involved and shall explicitly list the conditions imposed by the second department. The student shall undertake research under the joint supervision of both departments.

Students shall fulfil the degree requirements of the first department and shall complete all the requirements specified by the second department in the request for admission. Full description of this program is available in a document issued by the Records Office.

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

Before the Executive Committee of the Faculty will authorize the acceptance of a student into an *Ad Hoc* program, it must receive a favourable report from a departmental committee constituted to examine the program in question. Candidates, through the supervisor designated by the department most closely related to their research field, must submit a research proposal, an outline of the course work needed including a Comprehensive Examination (for Doctoral programs) in the relevant field, and the list of four supervisory committee members.

Once the request has been approved, the candidate may register following all the regular procedures. Full description of the admission procedure is available from the Records Office. Some *Ad Hoc* admissions do not require approval from the Executive Committee.

5.10 Reinstatement

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

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

6 Regulations

6.1 Categories of Students

6.1.1 Full-Time Students

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

6.1.2 Half-Time Students (Thesis programs)

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

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

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

6.1.3 Part-Time Students

Certain degree programs can be followed on part-time basis (e.g., M.A. Educ., M.Ed., M.Eng. non-thesis option, M.B.A., M.S.W. non-thesis option, and S.T.M.). Students in non-thesis programs as well as Special, Visiting and Qualifying students, **not taking at**

least 12 credits per term, are considered to be part-time. Students may, in some departments, proceed towards the degree on a part-time basis.

Part-time students are reminded that they must complete the degree within the time limitations imposed by the Faculty.

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

6.1.4 Additional Session Students

Additional session students are students paying additional session fees. The following are such students:

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

It is expected that, at this stage, all the course work and Comprehensive Examinations will have been completed and the student will be engaged in thesis preparation.

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work must register as additional session students.

6.1.5 Qualifying Students

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

6.1.6 Special Students

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

If graduate "Special Students" subsequently become candidates for higher degrees, they may receive academic credit for relevant graduate courses taken as special students.

Students who wish to take further undergraduate courses 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 special Inter-University Transfer forms. These forms are available from the Graduate Faculty Admission and Records Office or the Admissions, Recruitment and Registrar's Office. McGill University and Université de Montréal participate in an exchange (graduate) with the University of British Columbia and the University of Toronto. McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university. As a rule, graduate students should not register for courses through Inter-university Transfers (IUT) during the last semester before graduation. There are considerable delays in receiving official transcripts which delay the degree audit process and graduation. If special departmental permission is given for

such a course to be taken in the last semester, there will be no extension given for the grade submission deadline.

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

6.1.8 Non-Resident Status

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

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

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

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

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

2. Students who wish to take a leave from the University for one year **before returning to complete their residence requirements** should first obtain permission to do so both from their department and the Faculty of Graduate Studies, Admissions and Records Office.

The student **must register as a Non-Resident student**, and pay the non-resident fee. Student services fees are not levied and the ID card is not validated. Students can only be non-resident for a maximum of one year. The non-resident fee is \$100 per term (\$275 for International students).

6.1.9 Leave of Absence Status

A leave of absence may be granted by the Faculty of Graduate Studies and Research for maternity or parenting* reasons or for health reasons. Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students must make a request for such a leave in writing to their department. The department shall advise the Associate Vice-Principal (Graduate Studies). Students who have been granted such a leave will have to register for the term(s) in question and will be given an academic load of "K" showing as "leave of absence" on their record. No tuition fees will be charged for the duration of the authorized leave. Research supervisors are not obligated to remunerate students on leave.

A. Leave of Absence for Parental* or Familial Reasons

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

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

B. Leave of Absence for Health Reasons

During such a leave, a student will not be eligible to request guidance on thesis and research work or to take courses. He/she will

not have access to the University's academic facilities but Library services will normally continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath). A medical certificate must accompany such leave requests.

6.1.10 Medical Interns

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

6.1.11 McGill Staff as Graduate Students

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

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

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

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

6.2 Registration

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

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

Returning students must register via MARS between March 16, 1999 and July 21, 1999. **New students must** register via MARS between August 4, 1999 and September 1, 1999. Students who register after the above mentioned dates will be subject to a late registration fee.

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

N.B. A registered additional session student in 1998-99 who meets the August 31 thesis submission deadline to the Thesis Office does not need to register for the 1999-2000 academic year. The student should not expect to graduate in Fall 1999, but **must graduate by Fall 2000 graduation at the latest**. Otherwise they must be reinstated and will be charged retroactive registration fees for all unregistered sessions up to and including the term in which they graduate. Students who have already registered for the year must ask the Records Office, IN WRITING, to delete their registration at the time of their theses submission. If the thesis is submitted after August 31, and the student graduates in February of the next year, he/she must register for the Fall session and pay fees. If the thesis is submitted after August 31, and the student graduates in June of the next year, he/she must register for Fall and Winter sessions and pay fees.

6.2.2 Summer Registration

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

Course Registration

Students taking summer courses register via MARS within Faculty deadlines after completing a MARS registration worksheet and obtaining departmental approval.

(Summer Term of Residence)

Students in thesis programs who wish to register for a summer "term" to count as part of their residence requirements must complete the appropriate Summer Registration Form in April. Students in thesis programs, who at the end of the winter term are continuing in their programs are expected to devote the summer to research and are considered "continuing students".

6.2.3 Courses taken in the Centre for Continuing Education

In the Fall and Winter terms, students may add credit courses (500 level or higher) offered through the Centre for Continuing Education directly on MARS.

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

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

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

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

6.2.4 Registration for Two Degree Programs Concurrently

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

6.2.5 Time Limitation

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

In exceptional cases, a student who wishes to submit a thesis, or to complete outstanding degree requirements, after withdrawal may do so only on the recommendation of the department concerned. Readmission fees will apply.

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

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

6.2.6 Withdrawal From a Degree Program

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

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

6.3 Summer Studies

Registration regulations may change for Summer 2000. Students should consult their department.

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

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

Registration for courses for students in the Faculty of Graduate Studies and Research takes place via MARS. It is the responsibility of the student to register for courses via MARS, within faculty deadlines, after completing a MARS registration worksheet and obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the Summer. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for Summer studies should not be confused with registration for a Summer term which has been discussed previously in this Calendar (section 6.2.2).**

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

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

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

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

6.4 Change of Course and Withdrawal Policy

Students who wish to add or drop courses from their programs after initial registration must do so via MARS by the deadline. Instructions on how to use MARS and information on deadlines can be obtained from individual departments. Neither notifying the course instructor nor discontinuing class attendance will suffice. Students paying tuition on a per course basis only, will receive appropriate refunds if they drop courses within the time limits described below.

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

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

Fall Term	Refunds
Up to and including September 21st	100%* (Less minimum charge of \$100 in case of complete withdrawal)
After September 21st	No refund

Winter Term Up to and including January 23rd	Refunds 100%* (Less minimum charge of \$100 in case of complete withdrawal)
After January 23rd	No refund

* Including tuition fees, society fees, student services, registration charge and transcripts, and information technology charge.
These dates do not necessarily, and are not intended to, coincide with the dates given in the academic policy for withdrawal from individual courses.

6.5 Grading System

Classification of Marks:

- A** – 85 - 100%
- A-** – 80 - 84%
- B+** – 75 - 79%
- B** – 70 - 74%
- B-** – 65 - 69%
- F** – 0 - 64%; failure
- IP** – **In Progress.** (Master's Thesis Courses Only)
- P** – **Pass.** Pass/Fail grading is restricted to certain seminars and examinations only. In such cases all grades in these courses are recorded as either Pass or Fail
- HH** – **To be continued.** The use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated by the Faculty of Graduate Studies.
- J**** – **Absent:** to be recorded for the student who did not write the final examination and had not been granted deferred status, or who did not complete an essential part of the course requirements without a valid reason. This is equivalent to 0%.
- K** – **Incomplete:** deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months).
- KF** – **Incomplete/failed:** failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement.
- KK** – Completion requirement waived. This is used in exceptional cases only.
- K*** – Further extension granted with the approval of the Associate Vice-Principal (Graduate Studies) (maximum two years.)

L – **Deferred:** for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. A medical certificate or appropriate document must be submitted to Graduate Faculty with a recommendation for a deferral before or immediately after the examination. The "L" grade must be cleared as soon as possible (maximum four months). Such requests will not be considered if medical reasons are brought forth after a grade is assigned.

- N** – **Withdrawn without approval.** This is equivalent to a failure.
- Q** – *Course continued in next term.*
- R** – **Course credit:** if a student has been **required** to take the course but not the final examination for credit, an "R" should be used. (Limited use.)

Satisfactory/Unsatisfactory – Not used for graduate students

- W** – **Withdrawn with approval.** A course dropped, with permission, after the change of course period.
- &&** – *Grade not yet available.*
- -- **No grade.** Student withdrew from the University.

** Students may appeal the assignment of the grade of J, but circumstances such as appearing at the incorrect time for an examination would not be sufficient reason for this grade to be replaced by a deferral. Students who have earned sufficient marks to pass the course even though the final examination is not written, may opt to have their grade based on the record to date.

Special codes:

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

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

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

6.6 Regulations Concerning Theses

A thesis submission package, which includes the Nomination of Examiners form and Thesis Submission form, may be obtained from the Faculty of Graduate Studies (Thesis Office), Room 409, Dawson Hall. The documents in this package contain important information regarding procedures and deadlines. It must be consulted by students who are in the process of writing a thesis in order to adhere to Faculty regulations concerning the submission of a thesis. Thesis submission guidelines have been posted on the World Wide Web at www.mcgill.ca/fgsr, under Thesis Office, as well as on *info*McGill. However, the Nomination of Examiners form (which must be submitted to the Thesis Office two months prior to submission of the thesis) must be picked up from the Thesis Office or the student's department as it is a multi-copy form requiring signatures of the student, supervisor(s) and departmental chair.

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

Dates of submission of theses, convocations, etc. are listed in the "[Calendar of Dates for Session 1999-2000](#)" on page 4.

6.7 Graduation and Convocation

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

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

6.7.1 Dean's Honour List

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

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

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

6.8 Access to Records

Statements of account and all other correspondence are sent directly to the students who retain full control as to who has access to their accounts. No progress report or any other information is

sent to parents and/or sponsors unless specifically requested by the student. In accordance with provincial legislation, personal information, including transcripts of academic records, may be released only with the signed authorization of the student.

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

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

6.9 Transcripts of Academic Record

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

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued. Transcripts are NOT available from faculty offices. Unofficial copies of a student's transcript are available on-line at the Admissions, Recruitment and Registrar's Office counter.

7 Student Services and Information

7.1 Fellowships, Awards and Assistantships

Office of Fellowships and Awards
McGill University
Dawson Hall, Room 408
853 Sherbrooke Street, West
Montreal, Quebec H3A 2T6
Telephone: (514) 398-3995
Fax: (514) 398-2626
Email: info@fellowships.fgsr.mcgill.ca

The Office of Fellowships and Awards, in the Faculty of Graduate Studies and Research, provides information on many sources of support for Canadian and non-Canadian students, both new to McGill and continuing. Further information on these and other sources of funding can be found in the Graduate Fellowships and Awards calendar, published annually by the Office of Fellowships and Awards and on the World Wide Web at www.mcgill.ca/fgsr, under Fellowships and Awards. The Office also maintains an on-site computerized database of more specialized awards.

Students seeking support for graduate studies at McGill should note that virtually all McGill Graduate Faculty Fellowships tenable in a given academic year are restricted to students who were enrolled in a McGill graduate program during the preceding year. New applicants interested in Fellowship support should address their requests to the department they are applying to.

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

Research Assistantships, Teaching Assistantships and Demonstratorships are handled by individual academic departments at McGill. All assistantship inquiries should be directed to departments.

7.2 Student Loans and Bursaries

Students apply for government assistance directly to the province in which they are deemed to be a resident; basic qualifications are that the applicant is a full-time student and a Canadian citizen; certain categories of Permanent Residents may also be eligible. The McGill Student Aid Office located in the Powell Student Services Building, 3637 Peel Street, Montreal, Quebec H3A 1X1, Tel: (514) 398-6013/6014, provides information regarding application procedures for government loan programs. Information may also be found on McGill's Financial Aid website (<http://www.McGill.ca/stuserv/aid.htm>).

For U.S. Citizens, Stafford Loans, both subsidized and unsubsidized, and parental loans (PLUS) are recognized by the United States for studies in Canada. Students should inquire at the Department of Education in their state and also at local banks which may operate a Higher Education Loan Plan.

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

7.3 International Students

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

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

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

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

Applying to McGill from within Canada – Students transferring from another Canadian institution 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. If the Student Authorization carries the name of any other institution, it is illegal to attend McGill classes.

For further information, or if there is an emergency, contact the International Student Adviser (514) 398-6015 during regular office hours, 09:00 to 17:00, or by email (INTLAD@stuserv.lan.mcgill.ca).

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

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

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

For information concerning rates, see [section 9.12](#).

All inquiries related to this University policy must be directed to the Powell Student Services Building, 3637 Peel Street, Room 211, Montreal, Quebec H3A 1X1. Email: intleath@stuserv.lan.mcgill.ca or telephone: (514) 398-6012.

7.4 Student Rights and Responsibilities

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

7.5 Dean of Students

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

Staff of the Office of the Dean of Students, including the Associate Dean of Students, telephone (514) 398-4990, are available to provide assistance and information on almost all aspects of non-academic student life and will direct problems of an academic nature to the proper individual, office or department. The office is located at 3637 Peel Street. Office hours are 09:00 to 17:00. Telephone (514) 398-8238 for general information or refer to the website (<http://www.mcgill.ca/stuserv/>).

7.6 Student Services – Downtown Campus

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

7.6.1 Office of Student Aid and International Student Adviser

This office is located at 3637 Peel Street and provides the following services:

Student Aid, telephone (514) 398-6013/6014

- assesses financial need for both graduate and undergraduate students and grants McGill loans and bursaries.
- distributes applications and information for all provincial government loan and bursary programs as well as U.S. student loan plans.
- coordinates a Work Study Program.

International Students, telephone (514) 398-6015

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

7.6.2 Athletics

The Department of Athletics offers a wide range of sports and recreational activities designed to meet the needs and interests of the entire McGill Community. Among the numerous facilities available are swimming pools, indoor and outdoor tennis courts, squash courts, weight rooms, indoor and outdoor running tracks, gymnasium, skating rink, and a state-of-the-art fitness centre.

The Campus Recreation Program offers participants organized sports in the Intramural program as well as a variety of non-credit fitness and recreation courses in the Active Living program and various informal recreation activities.

McGill fields 41 men's and women's teams in intercollegiate competition. Interested student-athletes should contact the Intercollegiate Office (Room 225) for more information.

The McGill Sport Medicine Clinic offers state-of-the-art equipment and services, including "priority access" to an internationally recognized team of sports medicine experts.

Further information on the Athletics programs and services may be obtained at the Athletics Complex, 475 Pine Avenue West, from the Website (<http://www.athletics.mcgill.ca>), by email: sport@stuserv.lan.mcgill.ca or by telephoning:

Athletics - General Information	398-7000
Campus Recreation	398-7011

Intercollegiate Sports	398-7003
Sports Medicine Clinic	398-7007

7.6.3 Career and Placement Service (CAPS)

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

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

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

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

McGill Career and Placement Service
Room 308, 3637 Peel Street, Montreal H3A 1X1
Telephone: (514) 398-3304 Fax: (514) 398-1831

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

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

7.6.4 Chaplaincy Service

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

7.6.5 Counselling Service

The Counselling Service is designed to help students who encounter difficulties in coping with the pressures, challenges and opportunities of a university environment. Various psychological services are available for personal, academic and vocational issues. The Career Resource Library, containing academic and vocational materials, is also available for student use in Room 308. Hours of operation are 09:00 to 17:00, Monday to Friday.

Location: 3637 Peel Street, Room 301
Telephone: (514) 398-3601
Email: counselling@stuserv.lan.mcgill.ca

7.6.6 First Peoples' House

The First Peoples' House fosters a sense of community and belonging for Aboriginal undergraduate and graduate students who are studying at McGill. One of the principal goals of the First Peoples' House is to promote innovative partnerships amongst Aboriginal students, Aboriginal communities and McGill University through collaborative research and mutual learning. Therefore, through a colloquium, the First Peoples' House provides a forum for Aboriginal graduate students to present their indigenous voices

and academic work and thus engender an active dialogue within McGill relative to Aboriginal peoples' history and future aspirations. First Peoples' House is located at 3505 Peel Street. The coordinator can be reached at (514) 398-3217.

7.6.7 First-Year Coordinator

To ensure that the transition into the academic and social life at McGill is as smooth as possible, McGill's First-Year Coordinator acts as a resource person to new students and parents requiring information related to services available across campus. This service will ease the new student's integration into life at McGill and make the process more enjoyable by providing pertinent information at one central location. The office is in the Powell Student Services Building, Room 211, 3637 Peel Street. Leslie Copeland, the First-Year Coordinator, can be reached at (514) 398-6913 or email: firstyear@stuserv.lan.mcgill.ca

7.6.8 Student Health Services

The McGill Student Health Service consists of an ambulatory clinical centre located at 3637 Peel Street. The service has on its staff male and female doctors, as well as Nurse Health Educators experienced in student health problems. Nurse Health Educators and physicians are available for consultation by appointment. There is also a drop-in clinic for emergency. Asthma, Dermatology, Gynecology and Wellness Clinics are held on site. Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Health Service. Students using the service must bring their student I.D. card and Medicare card or equivalent. Canadian students from outside the province of Quebec should check with their own provincial medicare office to ensure validity of their health coverage while studying at McGill. All information is completely confidential and forms no part of any University record.

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

7.6.9 Mental Health Service

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

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

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

Appointments and Information (514) 398-6019
Director: Dr. Norman Hoffman
email: sangeang@stuserv.lan.mcgill.ca

7.6.10 Office for Students with Disabilities

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

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

7.6.11 Tutorial Service

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

Location: 3637 Peel Street, Room 301.
Telephone: (514) 398-6011. Email: tutoring@stuserv.lan.mcgill.ca

7.7 Student Services – Macdonald Campus

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

7.8 Student Accommodation

Residences

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

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

The University maintains a limited number of apartment units in several nearby locations, which are suitable for graduate students. Application forms can be obtained from: Student Housing Office, McGill University, 3641 University Street, Montreal, QC, H3A 2B3. Telephone: (514) 398-6050 Fax: (514) 398-2305 Email: housing@residences.lan.mcgill.ca

Off-Campus Housing

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

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

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

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

8 Graduate Studies Guidelines and Policies

8.1 Guidelines for Academic Units on Graduate Student Advising and Supervision

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

Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate students, as well as established means for informing students of

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

1. Assignment of Advisors, Supervisors and Committees

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

2. Program

- i. Early in their program, students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Where relevant, students should also be informed early in their program of language requirements or comprehensive examinations. The guidelines, criteria and procedures for comprehensive examinations must be explicit and consistently applied in each program. Academic units should consider the rationale for language and comprehensive examinations and how they relate to the objectives of the graduate program.
- iv. Every effort should be taken to ensure that students choose, as soon as possible, realistic and appropriate areas of research commensurate with degree requirements.
- v. There should be clear procedures by which students receive guidance and constructive criticism on their progress on a regular basis through the program (e.g., regular meetings and/or email communication with supervisors and committees, attendance at research seminars, semester or annual reviews of student progress).
- vi. Students should be made aware of the cost living in Montreal and of sources of financial support (e.g., teaching or research assistantships, fellowships) and of the facilities available to them (e.g., study space, computers).
- vii. Students should receive guidance and encouragement in areas relating to their growth in scholarship, professional development and career planning. Examples may include, where appropriate, reporting research, writing abstracts, preparing papers for conference presentation or for publication, writing grant and fellowship applications, conducting a job search, and preparing for job interviews.
- viii. Units should be sensitive to special academic needs and concerns that may arise in the case of certain students, such as in-

ternational students or students who undertake graduate studies after a long absence from university.

3. Responsibilities

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

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

4. Quality of Supervision and Teaching

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

8.2 Reread Policy

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

Consultation

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

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

Verification

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

Rereads

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

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

Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. 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 Faculty of Graduate Studies and Research within 5 working days of receiving the graded work their intention to request a reread. This intention must be confirmed within 30 days of the posting of the final marks for the course.

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

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

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

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

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

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

4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirement of the Charter of Students' Rights that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.
5. The second reader should support his or her assessment with a brief memorandum to the Faculty of Graduate Studies and Research. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.

In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. In the event that members of the group are not in agreement, the written request should indicate which students are requesting the reread and which students do not wish for a reread. In such cases, the outcome of the reread (whether positive or negative) will affect only the students in favour of the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.

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

Prepared by the Committee on Graduate Programs, Supervision and Teaching

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

8.3 Policy and Regulations on Ph.D. Comprehensives

Preamble

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

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

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

General Policy

1. At the beginning of the relevant academic year, units must provide doctoral students with a written description of the Ph.D.

comprehensive, covering the following issues: objectives and content, format, timing, assessment, grading and reporting, failures. (See below for details.)

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

Specific Issues

Objectives and Content

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

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

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

Format

The format of the comprehensive must be clearly stated and must be consistent across students within a particular program. The 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 com-

prehensive examination (or on one question) results in an overall failure.

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

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

Failures

i. Repeats

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

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

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

ii. Review and Reassessment

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

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

Other relevant policies/offices

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

Approved by Executive of FGSR February 17, 1997
and Council of FGSR March 7, 1997.

8.4 Vacation Policy

Graduate students and post-doctoral fellows should normally be entitled to vacation leave equivalent to university holidays and an additional total of fifteen (15) working days in the year. Funded students with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly. Council of FGSR April 23, 1999.

9 Fees and Expenses

The University reserves the right to make changes without notice in the published scale of fees. (The information in this section is accurate as of May 1999.)

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

9.1 Tuition Fees

The University will charge the following tuition fees in 1999-2000, these vary according to the residence and citizenship status of the

student. Students in need of financial support should contact the Student Financial Aid Office.

Quebec Students

The 1999-2000 tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit or \$1,668.30 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate. A list of the categories of Quebec residents who qualify for the Quebec rate, as well as the required application form is available through the Admissions, Recruitment and Registrar's Office. (The student must first be a Canadian citizen or Permanent Resident to qualify under any category of Quebec resident.)

New students will automatically be sent this information and a copy of the form. Students who do not submit appropriate documentation during the semester will be billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

Non-Quebec Students (Canadian or Permanent Resident)

The 1999-2000 tuition fees at the Master's level for non-Quebec students who are Canadian citizens or Permanent Residents are \$114.61 per credit or \$3,438.30 for 30 credits. At the Ph.D. level, tuition fees are the same as for Quebec students.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate. Proof may be in the form of a certified copy of a Canadian birth certificate, a Canadian citizenship card or certificate, a valid Canadian passport, or a Record of Landing (Immigration Form IM1000).

Students who do not submit appropriate documentation during the semester will be billed at the international rate.

International Students

The 1999-2000 tuition fees for international students at the Master's level are \$275.61 per credit (\$8,268.30 for 30 credits); at the Ph.D. level tuition fees are \$7,458.30 per year.

Exemption from international tuition fees may be claimed by students in certain categories. A list of these categories and required application forms are available at the Admissions, Recruitment and Registrar's Office. Such students are then assessed at the Quebec student rate.

9.2 Fee Information Booklet

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

A copy of the booklet is sent to all newly admitted students. Returning students who require a copy should contact the Student Accounts Office, Room 301, James Administration Building. The text of the booklet is also available on the Student Accounts website (<http://www.finance.mcgill.ca>).

9.3 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 referendum according to the constitutional rules of the association or society.

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

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

9.4 Student Services

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and university staff. Through the Dean of Students' Office these services are available on campus to help students achieve greater academic, physical and social well-being. They include athletics facilities, student health and mental health, financial aid, counselling, tutorial service, off-campus housing, services for students with disabilities, chaplaincy, the Career and Placement Service, the International Student Advisor, and the administration of the McGill "Student Rights and Responsibilities Handbook".

9.5 Registration Charge

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

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

9.6 Transcript Charge

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

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

9.7 Information Technology Charge

The purpose of the Information Technology Charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology. The per term charge will be assessed as follows for graduate students:

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

9.8 Copyright Fee

All Quebec universities pay an annual fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright. Effective with the fall 1999 term, with certain specific exceptions, a fee of \$5.40 per 30 credits taken will be charged to all students. This fee will be prorated based on the number of credits taken.

9.9 Yearly Fees and Charges

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

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

Yearly Fees and Charges (based on 30 credits per year) [in Canadian dollars \$]	Quebec Students		Non-Quebec Canadians		International Students All programs except those listed below	
	Master's	Ph.D.	Master's	Ph.D.	Master's	Ph.D.
Tuition						
Full-Time	1,668.30	1,668.30	3,438.30	1,668.30	8,268.30	7,458.30
Half-Time	834.15	834.15	1,719.15	834.15	4,134.15	3,729.15
Additional Session	1,668.30	1,668.30	1,668.30	1,668.30	2,018.30	2,018.30
Society Fees*						
Full-Time	379.96	379.96	379.96	379.96	138.96	138.96
Half-Time	126.50	126.50	126.50	126.50	126.50	126.50
Additional Session	310.66	310.66	310.66	310.66	69.66	69.66
Student Services						
Full-Time	269.00	269.00	269.00	269.00	269.00	269.00
Half-Time	161.40	161.40	161.40	161.40	161.40	161.40
Additional Session	optional	optional	optional	optional	optional	optional
Registration & Transcripts Charges						
Full-Time	156.00	156.00	156.00	156.00	156.00	156.00
Half-Time	78.00	78.00	78.00	78.00	78.00	78.00
Additional Session	78.00	78.00	78.00	78.00	78.00	78.00
Copyright Fee						
Full-Time	5.40	5.40	5.40	5.40	5.40	5.40
Half-Time	2.70	2.70	2.70	2.70	2.70	2.70
Additional Session	2.70	2.70	2.70	2.70	2.70	2.70
Information Technology Charge						
Full-Time	60.00	60.00	60.00	60.00	60.00	60.00
Half-Time	30.00	30.00	30.00	30.00	30.00	30.00
Additional Session	30.00	30.00	30.00	30.00	30.00	30.00
Total						
Full-Time	2,538.66	2,538.66	4,308.66	2,538.66	8,897.66	8,087.66
Half-Time	1,232.75	1,232.75	2,117.75	1,232.75	4,532.75	4,127.75
Additional Session	2,089.66	2,089.66	2,089.66	2,089.66	2,198.66	2,198.66

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

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

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

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

This information is accurate as of May 1999.

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	18,000.00
Society Fees	238.96
Student Services	269.00
Registration and Transcripts Charges	156.00
Information Technology Charge	60.00
Copyright Fee	5.40
TOTAL FEES	\$18,729.36

Master in Manufacturing Management

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

Student Society	\$379.96
Student Services	269.00
Registration and Transcripts Charges	156.00
Information Technology Charge	60.00
Copyright Fee	5.40

M.A. in Economic Policy Management

The tuition fees over the program (normally 4 terms) will total \$36,000. Other fees are estimated to be as follows for the Fall and Winter terms:

Society Fees	379.96
Student Services	269.00
Registration and Transcripts Charges	156.00
Information Technology Charge	60.00
Copyright Fee	5.40

International Master's Program for Practising Managers

All students – all fees \$42,500 U.S.

9.10 Payment of Fees

All students will receive a fee statement once their registration has been confirmed, due at the end of the month in which the statement is mailed. For most returning students this will take place in the month of August (December for the Winter term). For most new students this will take place in the month of September (January for the Winter term). Students must ensure that their mailing address is up-to-date. Interest will not be cancelled due to non-receipt of fee statements.

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

9.11 Late Payment Fees

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

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

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

9.12 Other Fees

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

Late Course Change Fee	25.00
Returned cheque	20.00
Graduation Fee (charged at the end of the first term that a student is registered)	60.00
Duplicate ID Card	20.00
Duplicate income tax receipt	10.00

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

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

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

9.13 Access to Fee Information

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

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

9.14 Deferred Fee Payment**9.14.1 Students with Sponsors**

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government; or their University department (i.e. teaching assistants or demonstrators), must have written evidence to that effect. Students in any of the above categories should go to the Student Accounts Office with the appropriate documentation, where a "Tuition Payment Deferral" may be issued (if applicable). The University reserves the right to insist upon payment. If the outside party does not pay the fees within 90 days of invoicing, the student is ultimately responsible for paying the fees plus the late payment fee and accrued interest.

9.14.2 Students With Loans, Bursaries, Scholarships

McGill scholarships or awards are normally credited to the recipient's fee accounts by August 16 (January 4 for the winter term). The fee balance may be verified on MARS or SATURN.

Interest and late payment charges resulting from late tuition payment for students awaiting government funding will be cancelled UPON RECEIPT of such assistance by the Student Aid Office, 3637 Peel Street, Room 200. Telephone: (514) 398-6013 or 398-6014.

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

10 Libraries and Computing Facilities**10.1 Libraries**

All registered students have access to the McGill University Library system. This comprises 14 libraries, two reading rooms, and a number of affiliated collections in various specialized departments. The McGill Libraries website (<http://www.mcgill.ca/libraries/>) offers additional information.

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

expanding fund of digitized information databases plus some unique McGill collections.

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

The Humanities and Social Sciences Area Library, located in the McLennan and Redpath Library Buildings, includes the Electronic Data Resources Services, the McLennan Stacks, Serials and Microforms Services, the Reference Collection, the Government Documents Collection, and the Reserves and Audio-Visual Unit. The Faculty of Religious Studies needs are further supported by the Birks Reading Room, In the Wm. and Henry Birks Building.

Special libraries include the Blackader-Lauterman Library of Architecture and Art, Blacker-Wood Library of Biology, the Education Library (including the Curriculum Lab and Physical Education collection), the Howard Ross Library of Management, the Islamic Studies Library, the Macdonald Campus Library (agriculture, food science and environmental sciences), the Marvin Duchow Music Library, and the Walter Hirschfeld Geographic Information Centre.

The Health Sciences Library acts as a major resource for teaching, research and clinical care in medicine, dentistry, nursing, physical and occupational therapy, and human communication disorders. Connected to it is the Osler Library of the History of Medicine which has a collection of over 50,000 volumes in the history of medicine and the health sciences.

The Physical Sciences and Engineering Library is housed in the Macdonald Stewart Library Building. Its branch library, the Edward Rosenthal Mathematics and Statistics Library, is located on the 11th floor of Burnside Hall.

The Nahum Gelber Law Library, opened in 1998, is a state-of-the-art facility with a collection of over 160,000 volumes with special emphasis on air and space law, comparative law, international law (public and private), human rights, legal philosophy, environmental and medical law.

Students registered for Master's and Ph.D. programs may obtain borrowing privileges for all Quebec university libraries upon presentation of their identification card when it clearly indicates their status, or upon presentation of a CREPUQ introduction card, available from the Office of the Director of Libraries. The CREPUQ card also grants borrowing privileges at most Ontario university libraries.

10.2 Computing Facilities

The Computing Centre (CC) facilitates access to and the use of computing and communications services and facilities which most appropriately meet the needs of research, instructional and administrative areas of the University. Services offered by the CC are: consultation, seminars, documentation, software licences and packages such as anti-virus software and communications software (McGill Internet Access Kits for PC or Mac), and computer sales and service. The CC provides access to the Internet (World Wide Web, electronic mail, newsgroups, etc.), the Library's on-line systems MUSE (catalog) and PERUSE (periodical index) and the campus-wide information system, *infoMcGill*. The CC also supports RISQ, Quebec's regional network, and the campus backbone inter-connecting local area networks on campus.

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

The McGill Computer Store, located in room 112 on the first floor, sells a full range of PC, Macintosh and UNIX hardware and software at educational prices.

Technical (repair) Services, located in room 1B50 in the basement, repairs and maintains many types of computer equipment including IBM, Apple, Packard Bell and more.

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

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

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

CC Services

HelpDesk: (514) 398-3700 help@cc.mcgill.ca
 Seminars: (514) 398-3706. seminars@cc.mcgill.ca
 McGill Computer Store: (514) 398-5025 mcs@cc.mcgill.ca
 Operations, 24-hour service:
 (514) 398-3699 oper@cc.mcgill.ca
 Technical (repair) Services:
 (514) 398-3701 techman@cc.mcgill.ca
 General Information: (514) 398-3711 info@cc.mcgill.ca
 Dial-up modem phone number: (514) 398-8211

Computer Labs

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

Departments:

Atmospheric and Oceanic Sciences, Chemical Engineering, Earth and Planetary Science, Geography, Mathematics and Statistics, Physical Education, Physics, Psychology.

Faculties/Schools:

Agricultural and Environmental Sciences, Arts, Computer Science, Education, Engineering, Law, Management, Medicine, Music/ Electronic Music Studio, Physical and Occupational Therapy.

Other:

Computing Centre, Burnside Hall, Room 1B31, (514) 398-3697
 Office for Students with Disabilities
 Libraries.

11 Research Policy, Patents, Fellows, Associates

11.1 Policy in Research and Research Training Ethics

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

1. Preamble

This Policy should be interpreted in a manner that is consistent with the vision of the University as a community committed to the principles of honesty, trust, and collegiality, and to the idea that fair play must prevail at all times. Ethical standards should also reflect the importance of academic freedom in research work, publications, and training.

It is important for the University community to have an explicitly stated ethical framework within which all research and teaching should be conducted. This need has been recognized by all the major funding agencies – the Medical Research Council (MRC), the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), the Fonds pour la Formation de Chercheurs et l'Aide à la Recherche (FCAR) and Fonds de la Recherche en Santé du

Québec (FRSQ) as well as by the Conférence des Recteurs et Principaux des Universités du Québec (CREPUQ).

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

Some of the provisions of this Policy deal with matters that are also treated in other University guidelines and regulatory documents. This Policy does not attempt to address all matters relating to the ethical conduct of research and teaching activities. Consequently, it is recognized that many academic units will require more specific provisions. Academic units are encouraged to develop and/or subscribe to more specific guidelines, as appropriate.

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

2. The Responsibility of the University

The University requires honesty and integrity in research and scholarship. Through the appropriate administrative offices and in accordance with the provisions of this Policy and other applicable regulatory procedures, the University will (a) give guidance or advice when requested on how to handle ethical issues, (b) help facilitate the resolution of disputes concerning matters dealt within this Policy, and (c) investigate allegations of misconduct under this Policy and take action, as appropriate.

3. Reciprocal Rights and Responsibilities of Mentors and Trainees

3.1 Definitions

This document covers more than just the teacher/student or employer/employee relationship. Anyone in a learning situation who depends on another person to help develop his or her knowledge or skills is considered to be "in training", i.e. a trainee. Anyone whose skills or abilities play a role in the university training of a trainee is considered to be a mentor.

The mentor/trainee relationship is asymmetrical. By virtue of their position, mentors could exercise undue influence over trainees. However, mentors and trainees share reciprocal rights and responsibilities; for example, mentors should be competent in their sphere of specialization, and trainees should make a positive commitment to their own training.

The moral rights and responsibilities of mentors and trainees exist whether or not their relationship is defined under the terms of an explicitly stated mandate established by the University.

When the mentor is also the trainee's employer, the employer/employee relationship applies in addition to the training relationship, without affecting their mutual rights and responsibilities.

3.2 Principles governing mentor/trainee relationships

3.2.1 The training relationship should promote the acquisition of new knowledge and skills as well as the intellectual development of the trainees involved. Training should include teaching and awareness of principles and ethical standards that govern professional practices, in order to ensure the integrity of new generations of researchers.

3.2.2 The objectives, methods and evaluation procedures of all mentor/trainee relationships should be clearly and explicitly stated at the outset; such relationships should conclude with a mutual full and fair final assessment. Mechanisms for discontinuing an ongoing relationship should also be explicitly spelled out.

3.2.3 Mentors have a responsibility to establish clear rules with trainees regarding the details of training activities. Trainees are entitled to clear explanations. They also have a responsibility to follow the rules they have accepted, and mentors have a responsibility to see that trainees follow those rules.

3.2.4 Mentors are expected to be competent in the field in which they are supervising their trainees, and trainees are expected to co-operate in the training process.

3.2.5 Mentors and trainees have a responsibility to make themselves mutually available and accessible within the time limits described in the plan governing the mentor/trainee relationship. In cases where one of the participants will be away for a protracted period of time, e.g. a professor taking a sabbatic leave, appropriate arrangements for effective communication and/or alternate supervision will be established.

3.2.6 Trainees working on research projects directed by mentors have a responsibility to contribute to the attainment of the objectives of the research, including contributing to the fulfilment of commitments made in a research grant or contract.

3.2.7 Both mentors and trainees should declare to each other any conflict of interest that may pertain to their mentor/trainee relationship.

4. The Selection and Conduct of Research

The primary responsibility for the selection and conduct of research rests with the individuals performing the research. Research projects should be managed; funding should be used; and research should be conducted with due consideration for all University policies on research ethics. In addition to this Policy, other existing university regulations or guidelines may apply. Examples are: Regulations on Research Policy, University Inventions and Patents Policy, Regulations Governing Conflicts of Interest in Proprietary Research and Guidelines for Research Involving Human and Animal Subjects.

In the case of collaborative or team research, the research director or principal investigator is obliged to ensure that the members of the research team or group are aware of the contents of this Policy and of other applicable ethical norms governing the conduct of the research. In such cases, the research director or principal investigator should take all reasonable measures to ensure that the provisions of this Policy are complied with by the members of the research team.

In the case of research conducted by students for academic credit, the instructor, supervisor or research director, as the case may be, in addition to informing the student of his or her obligations in respect of the ethical conduct of research, shall take further reasonable measures to ensure that the student's research is conducted in accordance with the provisions of this Policy and with other applicable ethical norms.

5. The Duty of Honesty and Integrity

To ensure the transparency of research results, it is essential that research be conducted according to clearly stated standards of methodology. Researchers are expected to be honest and to maintain the highest levels of integrity. Any form of academic dishonesty is a serious offence.

5.1 Integrity of presentation, analysis and use of results in research

5.1.1 fabricating or falsifying results;

5.1.2 selectively reporting data, corroborating one's position or invalidating the position of a competitor, from a larger set of data that have been observed or produced;

5.1.3 when publishing results, making it difficult for other researchers to reproduce one's findings by deliberately omitting material fundamental to the understanding of the procedures that were followed;

5.1.4 failing to take seriously the responsibility of peer review in fairly evaluating colleagues' research,

5.1.5 persistently conducting empirical observations without due care; failing to make reasonable efforts to distinguish artifacts from observed phenomena;

5.1.6 continually failing to question the validity of one's own findings when they differ from previous findings in related fields;

5.1.7 republishing a research paper, in whole or in part, without making a full, clear and explicit reference to the original publication. In the case of co-authors, none of the previous authors may serve as co-authors on a subsequent publication unless they have made a substantial intellectual contribution to what is new in the new publication.

The highest standards of scientific integrity are essential to the trust put in the research community by the broader social community.

5.2 The duty of appropriate and accurate acknowledgement of authorship

The University has an obligation to protect society by ensuring that the attribution of authorship and intellectual work undertaken by members of the academic community respect the objectives of truth and integrity, upon which all academic activities and research are predicated.

The University has the right to require that all academic work and research have been produced by their stated authors. Authors are required to acknowledge contributions made by others, as well as acknowledging texts written by others and the ideas of others.

Plagiarism involves claiming as one's own (i.e., attribution) someone else's text or ideas (i.e., appropriation). It is not necessary to establish that there was intent to plagiarize; the seriousness of the offense is assessed by taking into account all relevant facts and circumstances.

5.3 Appropriate use of research funds

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

6. Duties Concerned with Research with Human and Animal Subjects

6.1 Human subjects

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

6.2 Animal research

All animal research must be conducted in compliance with the guidelines of the Canadian Council on Animal Care (CCAC), as amended from time to time.

7. Duties Pertaining to Authorship

The right to authorship is based on an intellectual or creative contribution that is definitive and attributable to the research work described in the publication. Research collaborators should establish as early as possible, how the attribution of authorship and how the allocation of copyright are to be assigned.

7.1 Attribution of authorship

The following rules govern the attribution of authorship:

7.1.1 authorship is attributed to all those persons who have made significant intellectual contributions to the work and who share responsibility and accountability for the results;

7.1.2 an administrative relationship to the investigation does not, of itself, qualify a person for co-authorship;

7.1.3 the order of the names in a publication should represent the importance and quality of the respective contributions of the signatories unless the rules of the journal and the custom of the discipline specify otherwise.

7.1.4 the attribution of authorship is not affected by whether researchers were paid for their contributions or by their employment status;

7.2 Duties of the principal author

7.2.1 the author who submits a manuscript for publication or presentation at scholarly meetings accepts the responsibility of having included as co-authors all persons who are entitled to co-authorship, and none who is inappropriate;

7.2.2 the submitting author should send each co-author a draft copy of the manuscript and should make a reasonable attempt to obtain consent to co-authorship, including the order of names;

7.2.3 other contributions should be indicated in a footnote or an "Acknowledgements" section, in accordance with the standards of the discipline and the publisher.

7.3 The duty to acknowledge sources of funding

All public and private funding sources (grants, contracts and gifts, including endowed income that funds named chairs) used in the conduct of research should be acknowledged in resulting publications.

7.4 Ownership of copyright:

The allocation of copyright is governed by University policy (Policy on Copyright of Written Works) and the law.

7.5 Student-Professor collaborations

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

8. Ethical Principles Governing Intellectual Property

Intellectual property is the fruit of intellectual effort. Intellectual property is covered by laws intended to protect a wide range of products resulting from intellectual or creative activity. Generally, protection takes the form of a recognized monopoly on exploitation for a specific period, limited to the person who holds intellectual property rights to the product. Legislation covers patents, copyright, industrial designs, integrated circuit drawings, trademarks, competition and confidential information, including industrial or commercial secrets.

The University, which holds intellectual property rights for products derived from academic activities, must protect its rights in dealing with third parties with whom sharing arrangements may be made for the purposes of funding research activities and marketing products derived from such activities.

Researchers, including trainees, may lay claim to intellectual property rights to research findings to which they have made a definitive intellectual or creative contribution which can be attributed to them.

Academic objectives and values should not be compromised by contract research involving third parties or the marketing of research findings. These academic objectives are research, the training of students, and the advancement and dissemination of knowledge.

Integrity of academic objectives and values presupposes that the university has control over contract research and marketing activities. Existing university regulations concerning inventions, patents, contracts and related matters are to be found in "Regulations, Policy and Guidelines: A Handbook for Academic Staff", Chapter 6 "Regulations on Research Policy", Chapter 8 "University Inventions and Patents Policy" and Chapter 9 "Regulations Governing Conflicts of Interest in Proprietary Research".

9. Data

9.1 Definition

"Data" in this article include the methodology used to obtain results, the actual research results, and the analysis and interpretations by the researchers.

9.2 Authorship and copyright

The rules set out in article 7 of this Policy govern questions concerning the attribution of authorship of and the ownership of the copyright.

9.3 Organization and gathering

Data must be organized in a manner that allows ready verification. Data must be collected, analysed and interpreted in accordance with principles governing the use of human and animal subjects.

9.4 Availability

Subject to exceptions based on a duty of confidentiality and the laws respecting intellectual property and access to information, after date are published, they must be made available to any party presenting a reasonable request to examine them. In cases where there is a disagreement between the researcher and the person requesting the data, the matter shall be referred to the Office of the Vice-Principal (Research) for resolution.

9.5 Maintenance

All original data must be retained for a reasonable length of time. A period of at least five years from the date of publication is recommended.

10. Duties Pertaining to the Resolution of Disputes between Co-Researchers

Breaches of ethics often occur in the context of "power" relationships, for example student and supervisor, junior professor and senior professor. There similarities between problems of ethics and problems of sexual harassment; both must be handled with tact and discretion.

10.1 The duty of the parties to try to resolve disputes

Where disputes between co-researchers arise, they should be resolved in a respectful and collegial fashion. Where a dispute cannot be resolved by the parties themselves, the parties should seek the advice of the appropriate authorities in their unit, who may help the parties resolve the dispute in any way to which the parties may agree, including conciliation, mediation, and binding and non-binding arbitration. To this end, the parties may agree that other persons become involved in the dispute in order to help facilitate its resolution. The parties may stipulate that their own involvement in any dispute resolution process is without prejudice to their rights in any subsequent process.

10.2 The role of the University in investigating disputes and facilitating their resolution

The University has a role in investigating disputes and facilitating their resolution, in accordance with the following provisions. However, the University has no obligation to ensure that disputes are resolved, since the resolution of disputes is ultimately subject to the will of the parties involved.

The Principal shall appoint, after consultation with appropriate groups of individuals, eight ethics assessors representing various Faculties of the University. These individuals shall be University employees, shall be knowledgeable about research ethics, and shall be appointed for terms of three years; they shall meet all together at least twice per year. They shall elect a Chair from among themselves and prepare yearly a depersonalized report for Senate. The panel shall elect a Chair.

Any individual may contact the Chair of the Panel and request advice on a matter related to ethics in research and/or research training, or may request that a committee of inquiry be created if a formal complaint is made. When the Chair receives a formal complaint, she(he) shall appoint an assessor to chair a committee of inquiry of no more than four individuals. At least one of the committee members should come from a discipline that is related to that of the complainant. The Committee Chair may appoint one individual from outside the University. Once a committee of inquiry is formed, other ethics assessors are without jurisdiction in the matter. The Committee shall conduct their investigation in confidence and shall have access to all relevant personal files, data, communications and publications.

The Committee of Inquiry shall reach one of three decisions, which it will transmit to the Vice-Principal (Research): 1) the alle-

gations are founded; 2) the allegations are founded but are not of a serious nature and a resolution is worked out that is satisfactory to all parties; or 3) the allegations are founded and deemed sufficiently serious to warrant disciplinary action; the Committee recommends the nature of the disciplinary action.

Any recommendation for disciplinary action shall be transmitted to the Principal by the Vice-Principal (Research).

The assessors shall provide a written report of their findings and recommendations to the Principal with copies to the relevant individuals involved within 60 days of the written complaint.

11. Disciplinary Action and Grievance

Any disciplinary action for misconduct arising from this Policy against a non-student member of the University will be taken by the Principal in accordance with the disciplinary procedures applicable to that person. Any allegation of misconduct under this Policy made against a student shall be dealt with in accordance with the procedures established under the Senate Code on Student Conduct and Disciplinary Procedures, and, for the purposes of that Code, misconduct under this Policy is an academic offense.

Approved by the Faculty of Graduate Studies and Research
Executive Committee
Revised January 1997

11.2 Regulations on Research Policy

Preamble

Research in the University is relevant for the general benefits of society, as well as for specific intellectual purposes. It should be used to increase knowledge in ways that do not harm society. Furthermore, all teaching in the University should have a base in the creative experience of scholarly and scientific inquiry.

The University recognizes that research flourishes only in a climate of academic freedom. Since the conditions for good research in our many disciplines are quite different, individual investigators are normally expected to assume direct responsibility for the intellectual and ethical quality of the work. A serious responsibility rests on the individual members of the Community who are best equipped through special knowledge to remain aware of the consequences of their research activity; the researcher must balance the possibility of harmful application against potential benefits.

The present Regulations cover all research activity.

A gift is a voluntary transfer of property without valuable consideration or benefit of any kind to the donor, or to anyone designated by the donor. While a donor cannot impose obligations upon the University, the gift may be restricted as to its use. It may lead to the issuance of an official donation receipt for income tax purposes, at the request of the donor.

A research contract is an agreement between a sponsor and the University in which the University and researcher(s) agree to perform a specified research project and which generally confers upon the sponsor rights to the results of that project. Title to any intellectual property arising is negotiated. The University will normally be compensated for the assignment of licences or other options. A default on the part of the University or researcher to perform the obligations undertaken may give rise to a liability for contractual breach. A research contract is a business transaction, hence all direct and indirect costs of the University, including the salaries of researchers, may be charged to the sponsor. To the extent that the Dean of the Faculty considers the research activity to be beyond the scope of normal research duties, researchers may earn honoraria apart from regular salary, under the terms of the research contract. Such remuneration and research activity should conform to the University policies on consulting.

A research grant given in aid of research through the University is financial support for a researcher, conducting research in a particular subject area, without formal detailed stipulation as to the direction of such research. The research conducted forms part of the staff member's regular research duties and is not normally the object of any additional compensation to the researcher. Title to the results of the research activity, including intellectual property,

licensing or other related options is not vested in the grantor. A research grant does not generate enforceable obligations except as to the management of the funds for grant purposes and, where applicable, according to the grantor's guidelines or policies. A research grant has no limitations on publication and no requirements as to deliverables other than reporting and financial stipulations. A research grant usually covers direct costs, while indirect costs should be recovered whenever possible.

Regulations

1. The University does not allow its staff or students to be engaged in secret research on University premises or using University facilities.
2. Certain kinds of research data in the custody of governments and other agencies are restricted in order to protect the privacy of individuals or private corporations. If the restriction is not such as to prevent the eventual use of the research undertaken by students or staff members for theses or publications, these restrictions are permissible. Such restrictions, as they relate to the use of research undertaken by students or staff members for theses or publications, should not exceed the delays set out in Regulation 3.
3. The University shall not accept requests from outside bodies for delays in publication in excess of one year. The Vice-Principal (Research), however, shall have the right to agree to requests for delays up to two years in exceptional cases, for example, when patents are pending or intended. In the case of theses, the student shall agree in writing to such a delay before the request is considered.
4. All research contracts shall be negotiated by the University's Research Contracts Office in association with the principal investigator.
5. Neither the name of the University nor that of any member of staff shall be used for publicity in connection with a research contract without the prior written approval of the Vice-Principal (Research).
6. Titles to intellectual property arising out of a contract, the obligations and abilities of different parties to seek patents, and the payment of associated royalties, shall be defined by the terms of the contract signed by the University, following negotiation by the Office of Technology Transfer.
7. Existing University Regulations on Conflicts of Interest in Proprietary Research shall apply to research arising out of research contracts.
8. No one may use University premises, or publications under its control or jurisdiction, to recruit in any manner a member of the University community as a participant in medical testing or in clinical trials involving human subjects related to non-University research projects.
9. A research director or principal investigator shall not employ a relative, whether by blood, marriage, or union, in a position funded by his or her research grant, contract, or otherwise under his or her jurisdiction, without prior written approval of the Vice-Principal (Research) and the relevant dean.
10. Applicants for contracts or grants whose source is a government military agency shall indicate on the Graduate Studies and Research check list/approval form whether this research has direct harmful consequences. Where the University so requires, the applicants shall furnish a written statement setting out the possibilities of direct harmful application and potential benefits of their research.
11. The primary responsibility for undertaking research conforming to these Regulations rests upon the researcher. The Vice-Principal (Research) shall supervise the procedures to be followed by researchers in fulfilling their responsibilities under paragraph 10 respecting research contracts sponsored by government military agencies. The Vice-Principal (Research) shall report regularly on contracts whose source is a military agency to the Executive Committee of the Faculty of Graduate Studies

and Research. The Vice-Principal (Research) shall advise the Board of Governors on whether the proposed contract conforms to McGill's guidelines on research. The Board of Governors has final authority to approve these contracts.

12. The Vice-Principal (Research) shall report to Senate, two years from their date of implementation, with respect to the general workings of the procedures and provide a summary of the decisions made.

Received by Senate, February 26, 1986, Minute 59
Approved by the Board of Governors, March 17, 1986,
Minute 6053

Amendments Approved:

Board of Governors, September 15, 1986, Minute 6108 (Art. 8)

Board of Governors, October 20, 1986, Minute 6128 (Art. 9)

Amendments received by Senate, February 10, 1988,
Minute 84 (Art. 10, 11 & 12)

Amendments approved:

Board of Governors, February 15, 1988, Minute 6323
(Art. 10, 11, & 12)

11.3 Policy on Student Involvement in Research

The following policy relates specifically to undergraduate and graduate students who are engaged in research as part of their university programs. Some sections also apply to those cases where an investigator enlists the services of an inexperienced person as assistant, technician, trainee, etc. in connection with a research project.

Health and Safety

- 1) It is the responsibility of the investigator to implement all possible measures that will ensure the health and safety of his/her research colleagues. Such measures include:
 - a) Strict adherence to the safety procedures set forth in the regulations of the building in which the research is being carried out.
 - b) Careful training of all new personnel in the correct usage of equipment and materials.
 - c) Provision of adequate protective clothing, first aid kits, etc. and their regular inspection.
 - d) Clear precautionary labelling of containers of hazardous materials.
- 2) Students, especially undergraduates, tend to have only temporary involvement with a research project and may be absent during routine safety drills. 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 Faculty of Graduate Studies and Research, research projects assigned to students should be unrestricted and subject to the usual processes of thesis production and examination.
- 2) If at any time, during the program, the student's own research discoveries or those of other group members lead to a need for limitation on free communication, there should be full discussion by the whole group in concert with the administrative supervisor of the department, institute or faculty, of the reasons for such a proposal. In the event that a consensus is not reached, the matter shall be referred to the Vice-Principal (Research) for resolution.
- 3) When a thesis has been completed and satisfactorily examined, the student may wish to delay its publication or deposition in the McGill and National Libraries for a short period. Such requests may be made, in writing, to the Executive Committee of the Graduate Faculty. Delays of one, or in exceptional cases, two years may be approved.

Proprietary Research*

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

- 1) The enterprise in which a member has an economic interest may not employ University students. However, such an enterprise may enter into contractual agreements to this effect with the University or be a partner with the University within a program of one of the granting agencies.
Where such enterprise has made a grant, gift or donation to the University, no payment out of such grant, gift or donation shall be made to the interested member without prior approval of the Principal.
- 2) Members intending to acquire an economic interest in an enterprise shall inform all students who may be affected by their actions at the earliest possible date. Students shall immediately be free to seek the advice of the departmental Chair, the Dean of the Faculty, or the Faculty of Graduate Studies and Research representatives.
- 3) Where students are employed by such enterprise, the member having an interest therein shall ensure that students who have already done substantial work under their academic supervisor shall be able to continue in their chosen area of research.
Where it is possible to differentiate between the project of the thesis student and that of the enterprise in such a way that the student may continue the thesis project unhampered, the Faculty of Graduate Studies and Research shall arrange for the appointment of a co-supervisor unconnected with the enterprise.

Responsibilities of the Student

Academic freedom brings responsibilities to students and staff alike. Students should realise that the good name and research reputation of the University and its professors rests in large measure upon the quality of research done by its students. Students, as members of the University, have the responsibility to follow the

principles set out in the University Research Policy and in the regulations of the Faculty of Graduate Studies and Research.

Responsibilities of the University

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

11.4 Guidelines for Research on Human Subjects other than that Conducted in the Faculty of Medicine

The University should ensure that the welfare of human subjects who participate in research carried out by professors, students, and staff is safeguarded. This responsibility is complemented by our obligation to respect the law as it applies to privacy and human rights. Award-granting agencies require that the University protect subjects participating in funded research; ethical and possibly legal considerations require that we supervise all other research in this area as well.

Professional associations and learned societies have established ethical principles for research with human subjects. These standards specify the rights and the treatment which research subjects may expect. They deal with topics like privacy, the confidentiality of research information, the right of subjects to information about experimental procedures, the use of control groups, respect for subjects' psychological well-being, and respect for social stability.

The conscience of each investigator in applying these principles is the single most important protection for the welfare of human subjects. But the University, which also has a responsibility for their welfare, must assure that each investigator's ethical decisions have been confirmed or modified by the informed and dispassionate advice of peers who are not directly involved in the research.

The following committees and tasks have been established as the means of exercising the University's responsibility. Since the Faculty of Medicine has already established a comprehensive research review procedure, this arrangement is limited to the review of non-medical research.

a) Graduate Faculty Committee on the Ethics of Non-Medical Research involving Human Subjects.

A committee consisting of a chair and four members is chosen to represent, as widely as possible, the community involved in bio-social research. The purposes of this committee are:

- 1) to assert the University's concern with adherence to ethical standards in the conduct of all research;
- 2) to review current and previous practice and recommend changes concerning ethics review procedures.

b) Faculty and Departmental Ethics Review Committees

These are *ad hoc* local committees convened for specific research projects by the department Chair, or, where the Faculty is recognized as an academic unit (as for example in Education), by the Dean. While it is the researcher's responsibility to request the formation of a review committee, it is the right of the Chair or Dean to establish a committee on their own initiative, and to review research in their jurisdiction. Each committee should consist of five people, at least one of whom should come from outside the department or faculty concerned. The Chair is the departmental Chair, or, where appropriate, the Dean, or their nominee.

11.5 Guidelines for Research with Animal Subjects

A. Policies

1. The University Animal Care Committee (UACC)
The University Animal Care Committee is the highest University body responsible for ensuring the humane care and use of animals in research and teaching, and for ensuring minimal

pain and discomfort in all animal experimentation at the University and affiliated institutions represented on the Committee.

The University Animal Care Committee reports to the Dean, Faculty of Graduate Studies and Research (Vice-Principal, Research). The Chair is appointed by the Dean of Graduate Studies and Research. The University Animal Care Officer serves as Executive Secretary of the Committee and acts as the Committee's agent in all matters relative to animal procurement, care and use.

The major responsibilities of this committee are:

- a) to ensure that all animal care and experimentation at the University and affiliated institutions is carried out in accordance with the guidelines set out in the Canadian Council on Animal Care's "Guide to the Care and Use of Experimental Animals" and "Statement of Ethics of Animal Experimentation", and any codified regulations that are applicable to animal procurement, care and use.
- b) to establish policies and procedures to ensure that no research or testing project or teaching program, including field studies, involving animals commences without prior approval by a Facility Animal Care Committee. Animal use protocols are reviewed and assessed by Facility Animal Care Committees on an annual basis with particular emphasis on the ethics of animal experimentation. All sensitive projects are evaluated by a UACC Subcommittee on Ethics of Animal Experimentation.
- c) to ensure that all animal-based projects funded from internal sources are evaluated for scientific merit during the review process by an *ad hoc* peer review panel convened by a Facility Animal Care Committee.

The Committee has the authority to:

- a) terminate immediately any objectionable procedure or use of animals which by deviation from an approved proposal, causes unnecessary pain or distress to such animals.
 - b) order the withholding of research funds by the University administration for programs that are in non-compliance with either UACC or CCAC guidelines. Funding will be withheld until approval of the application to use animals has been signed by all of the appropriate authorities.
2. Facility Animal Care Committees

Facility Animal Care Committees are established in each major geographical location where animal care units are operated. The facility committees shall consist of a representative from each department utilizing the animal facilities under that committee's jurisdiction, and the University Animal Care Officer or representative.

The Facility Committees are responsible for:

- a) Ensuring that all research, testing and teaching programs which involve the use of animals are reviewed and approved by the entire committee and the University Animal Care Officer prior to their commencement, and are reassessed on an annual basis.
- b) Ensuring that policies, procedures and standards established by the University Animal Care Committee are followed so that:
 - 1) humane care and treatment are provided.
 - 2) pain and discomfort are minimized.
 - 3) unnecessary use of animals is avoided.

B. Procedures for Obtaining Approval of Research Projects

To permit review and approval by the appropriate Facility Animal Care Committee a completed "Application to Use Animals for Research or Teaching" form must be submitted one month prior to (1) starting new projects; (2) changes in animal use procedures, or (3) expiry of previously approved applications. Animal use applications must be renewed annually. In cases where certification is required by a funding agency, the agency's certificate, when submitted for review, must be accompanied by a completed UACC Application form.

Copies of the Application form may be obtained from the Research Grants Office, local 3996, the Animal Resources Centre, local 3510, or Facility Animal Care Committee Chairs. Additional information on procedures or policies regarding certification of projects involving animals may be obtained from the University Animal Care Officer at local 3071.

C. Animal Resources Centre

The Animal Resources Centre is responsible for the quality of laboratory animal care at McGill University and for ensuring compliance with the standards of the Canadian Council on Animal Care for the care and use of experimental animals. Comprehensive services are offered to teaching and research programs using laboratory animals and related facilities. Training and consultation in methods of animal experimentation and in laboratory animal science are offered for technicians, students and research staff.

11.6 University Policy on Inventions and Patents

Original Revision, August 1989

Legal Review, October 1991

Revised by Dr. R. Prichard, December 1991

Revised in consultation with MAUT Admin. Committee, February 1993

Final Revision, April 1993

Senate approval, May 1994

Board approval, May 1994

University Policy on Inventions and Patents

1. Principles and Objectives

The University affirms the principles of wide freedom of research and of free publication of the information generated. To carry on research solely or even primarily in anticipation of profits would be incompatible with the University's aims. But it must be recognized that original works or inventions resulting from research (hereinafter "Innovations") often serve the public interest best when they reach the private sector under appropriate agreements and protected by patents and/or copyright. Even though some Innovations may not be proper matter for intellectual property protection, the University and the Inventor(s) have a responsibility to promote the development and utilization of all Innovations as appropriate. The University and the inventor(s) should be able to benefit financially from such transactions.

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

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

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

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

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

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

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

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

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

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

3. University Inventions, Patents and Copyrights Committee

The Committee on Inventions and Patents is responsible for implementing the University Intellectual Property Policy. It shall act under authority of the Board of Governors and the Senate as a sub-committee of the Board-Senate Committee on Technology Transfer to which it shall report annually. The Committee shall consist of the Vice-Principal (Research) or his/her delegate as chair, three persons appointed by Senate, three appointed by the Board, with one member from each constituency rotating each year, and

two members-at-large from outside the University with expertise in the area, recommended for appointment by the Chair of the Committee. The Director of the Office of Technology Transfer, or his/her delegate shall be the Secretary with voice but no vote.

The main function of the Committee shall be to advise the Office of Technology Transfer on general or specific matters relating to technology transfer and to receive recommendations and reports from the Office of Technology Transfer about the disposition of the Innovations covered by the Policy. When necessary, the Committee shall meet with inventor(s) to review decisions relating to, or policies affecting, their Innovations. In the event of a disagreement with the inventor(s), the decision of the Committee may be appealed to the Board-Senate Committee on Technology Transfer. The Committee shall also review on a regular basis (and at least once a year) the status of the University Invention and Patent portfolio, and recommend changes to the University Policy on Inventions and Patents as may become necessary.

4. Disclosure

All members of the University are required to report all of their Innovations made in the course of carrying out University duties, using University facilities or made with material support of the University. This should be done in writing to the Director of the Office of Technology Transfer on the Form "Report of an Innovation". It is recognized that publications or other forms of public disclosure may jeopardize the protection, including patentability of an Innovation. Investigators are encouraged to consult with the Office of Technology Transfer in the early stages of discovery.

5. Procedures

- i) After receiving a Report of an Innovation, the Director of Technology Transfer or his/her designee shall acknowledge receipt of the Report and shall within a 30-day period, arrange a meeting with the inventor(s). Following the meeting, a memorandum of understanding shall be prepared within four months describing a plan of action for the management of the Innovation to which both parties (Inventor and University) shall agree. The plan may address issues such as the need for further evaluation (in confidence) by members of the Inventions and Patents Committee or by other recognized experts, the need for additional research, and the need for intellectual property protection. The plan shall delineate the responsibilities that each of the two parties shall assume and the time-frame needed. Unless the inventor assumes all costs of managing the Innovation as sole owner (see 2.(ii)), the University at its discretion may assume the total financial and management responsibility for obtaining intellectual property protection on behalf of the inventor(s), negotiating assignments or licenses and taking whatever other steps are deemed necessary for the commercialization of the Innovation. The University may license or assign the Innovation to Martinex R&D, Inc. (see section 1) or to other third parties. In such situations the University shall ensure due diligence with regard to performance.

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

- ii) If the University declines to assume patent costs or to play an active role in arranging for such costs to be assumed by third parties, the inventor may choose to pay for such costs out of his/her own funds or may delineate a plan to solicit assistance from third parties. In these situations, he/she may request sole ownership of the Innovation. Alternatively, the Inventor may at the time of reporting request sole ownership and elaborate a plan of action for managing the Innovation (see 5 (i)).
- iii) When the inventor is sole owner, he/she shall report annually on the management of the Innovation, and no license or assignment can be executed without approval by the University. To enable ongoing research sponsored by parties with a financial interest to take place on University (or Hospital) premises

or involving the use of University facilities, the University and the inventor must develop a memorandum of understanding in which the Vice-Principal (Research) or his/her designee must participate in all negotiations and agreements with third parties. The memorandum of understanding and subsequent agreements will be subject to approval by the Board-Senate Committee on Technology Transfer and as appropriate by the Board of Governors.

- iv) Net Proceeds are defined as the gross amounts received by the University and the inventor(s) from royalty and license fees derived from the commercialization of an Innovation less the costs specifically related to the intellectual property protection and licensing of the Innovation (whether incurred by the University or the inventor(s)).
- v) Net Proceeds as defined in Section 5 (iv) shall be shared by the inventor(s) and the University in a ratio of 65:35; except that in situations where the Inventor is the sole owner (see Section 2(ii) and 5(ii)), the Inventor(s), in addition to recovering intellectual property protection and other costs as described in 5(iv), shall receive 80 per cent of the first \$100,000 of Net Proceeds. Net Proceeds in excess of \$100,000 shall be shared in the ratio of 65:35.
- vi) Notwithstanding the above, in the event that either the University or the inventor directly or indirectly acquires in any form, including equity, an interest in an enterprise involved in the commercialization of the invention, as part of an assignment or license of the Innovation, the interest shall be divided between them barring agreement to the contrary, on the same basis as the division of net proceeds (section 5(v)).

11.7 Regulations Governing Conflicts of Interest in Proprietary Research

The present regulations shall apply to all members of the University including academic, administrative and support staff and, where appropriate, students (hereinafter collectively referred to as "members"), and shall constitute part of the formal relationship between the member and the University.

A member shall fully disclose his/her interest, the extent of his/her time commitment, and the nature and scope of his/her activity in relation to any direct or indirect economic interest the member or his/her family may have or acquire in any enterprise to develop the research findings. Disclosure shall include but not be limited to any beneficial interest in the enterprise, be it a sole proprietorship, joint venture, partnership or corporation or being where the member acts as officer or director of a corporation, consultant, or member of a scientific advisory board. Such disclosure shall be made in writing to the member's Department Chair or Director of School, Institute or Research Centre (who shall make it available to interested departmental colleagues); to the Dean of his/her Faculty; and to the Vice-Principals (Academic) and (Research) prior to the commencement of the activity and annually thereafter.

If the member has any interest which could lead to a conflict of interest and if the member is a University administrator having control over positions and funds, the member shall resign the administrative post unless written permission to continue is obtained from the Vice-Principals (Academic) and (Research). No member may alone approve payment from University or University-administered research funds for any services or materials directly related to the proprietary research or enterprise in which he/she has a direct or indirect economic interest.

For the purposes of the present paragraph, a University administrator is defined as a Departmental Chair; a Director of a School, Institute or Centre or other academic unit; a Dean; a Vice-Principal; or the Principal.

If the commitment and activity to be given in relation to the enterprise are likely to interfere with academic duties, the member shall consult the relevant department Chair and Dean regarding the advisability of taking a leave of absence or converting to a part-time appointment at the University. Discussions to this end may be initiated by any of the interested parties.

When a member wishes to develop an invention or discovery or to become involved directly in the commercial application of research findings, he/she shall follow the University Inventions and Patents Policy and thereafter will maintain a clear distinction between University activities and participation in the promotion and commercial development of that invention or patent.

If the University intends to lease space within a Department, School, Institute, Centre or other academic unit to an enterprise (including one in which a member has an economic interest), the conditions of such lease arrangements shall be made known by the Chair, Director or Dean to the Faculty members in the Department, School, Institute, Centre or other academic unit before the lease is signed. Such leases shall be concluded in accordance with existing University by-laws on property leases. Lease arrangements shall be made in the best interests of teaching and research as determined by the Chair or Director and the Dean.

When a member uses his/her research for a commercial enterprise on or off-campus, University administrators, academic staff and support staff may not be employed in the service of such enterprise during University working hours as established by the relevant faculty or department nor allow interference with their University duties.

Use of University equipment by the staff of the commercial enterprise shall be limited to such use as is justified by the specialized nature of the equipment and shall be clearly defined in an agreement with the University, approved by the Chair of the relevant department, the Dean, and the appropriate officer in the Faculty of Graduate Studies and Research. The use of equipment originally purchased from grants of external funding agencies will be regulated both by the policies of such agencies and appropriate University regulations.

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

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

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

Where students are employed by such enterprise, the member having an interest therein shall ensure that students who have already done substantial work under their academic supervisor shall be able to continue in their chosen area of research. Where it is possible to differentiate between the project of the thesis student and that of the enterprise in such a way that the student may continue the thesis project unhampered, the Faculty of Graduate Studies and Research shall arrange for the appointment of a co-supervisor unconnected with the enterprise.

No attribute of or reference to the University or any of its officials, affiliated colleagues, associations or organizations, including the name or insignia shall be used to promote the enterprises of members, except where required by law.

Where members acquire an interest in enterprises set up by their colleagues, they do so as private individuals, and may not permit their official University positions to be used for publicity, endorsement or advertising purposes except where required by law.

Approved by Senate, April 3, 1985, Minute 75
Approved by Board of Governors, November 18, 1985,
Minute 5922

11.8 Safety in Field Work

This policy has been established in light of the fact that research and teaching activities performed outside of the University's geographical boundaries may involve particular risks to the participants. It must be recognized that the risks associated with the work performed, the availability of University support services, the level of supervision, accessibility to emergency services, and local government legal requirements may differ significantly from activities carried out on University premises. Reasonable efforts must be made to ensure that all policies pertaining to the safety of University staff and students be used as minimum standards for field work.

The responsibility for ensuring these standards are considered rests on all persons who participate in the teaching and research activities in the field. The University expects those persons who directly supervise and carry out teaching and research in the field to inform the participants of these standards.

The following factors must be considered before undertaking field work:

- i) the state of health and immunization of all participants;
- ii) the risks associated with the work performed and the potential for contact with chemical, physical and biological agents;
- iii) the procedures for responding to accidents involving injuries, damage to property and equipment, and spills or leaks of hazardous materials;
- iv) the availability of first aid care and supplies, and access to emergency medical treatment;
- v) the environmental impact of the work performed;
- vi) the local government legal requirements related to safety;
- vii) the provision of training for all participants in field work regarding the risks associated with such work and the applicable safety measures.

Insurance Considerations for Field Work

Introduction

The following is a brief outline of the types of insurance which should be considered when undertaking field activities. Included is a description of the various policies which the University maintains, as well as additional coverages which are available through separate placement as necessary. For practical reasons, these descriptions are necessarily general, and any specific questions should be directed to the Insurance Office (local 6251).

Property Insurance

Direct physical loss or damage to University-owned equipment and materials are insured under a master policy which covers most situations of fortuitous property loss while located on University property. Coverage for the equipment when removed from University premises is available by contacting the Insurance Office. This coverage can extend to non-owned equipment as well.

Personal property of staff or students is not insured by the University. If desired, individuals should make separate arrangements in order to cover against loss.

Liability Insurance

The purpose of liability insurance is to protect against lawsuits arising from accidental or unintended occurrences to someone else's person or property. The University's Comprehensive General Liability Policy covers all faculty, staff and students while they are performing any activity pertaining to their academic and/or employment duties, including field activities. This policy will defend and indemnify against losses which arise by reason of liability imposed by law.

This policy applied on a worldwide basis and insures specifically against bodily injury, personal injury, death or damage to the property of others. It includes the personal liability of an individual insofar as the conduct which caused the loss was part of the individual's employment or academic duties.

Automobile Insurance

When using automobiles or similar vehicles for field work purposes, special care must be taken to comply with local laws and regulations. The University is unable to provide insurance for vehicles outside Canada and the United States, even though rented or purchased in the University's name. As a result, insurance coverage must be arranged locally to comply with jurisdictional requirements.

When renting vehicles on a short-term/worldwide basis, the University Travel Liaison Office recommends that the Collision Damage Waiver (CDW) be declined in all cases where the corporate American Express card is used as payment. However, third party liability insurance is not considered optional coverage and should form part of the general rental costs. It would be prudent to confirm this fact.

Accident Insurance for Visitors and Students

The University can provide limited Accidental Death and Dismemberment Insurance, including emergency medical coverage, not only for visitors to Canada, but also for students travelling outside Canada. Specific arrangements should be made by contacting the Insurance Office.

Miscellaneous

Certain research situations require special insurance arrangements. The following is a listing of some of the special cases:

1. Use of aircraft: When leasing or chartering aircraft, special liability policies need to be arranged (this does not apply to passage on commercial aircraft).
2. War zones: Insurance policies generally have exclusions in some form regarding war risks, political insurrection, terrorism, etc., which require special policy placements.
3. Marine research: Trips involving ocean-going activities also necessitate special handling.
4. Cash: Whenever possible, it is recommended that credit cards or traveller cheques be used as opposed to carrying significant amounts of cash.

Operational By-laws on International Research Development Contracts

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

The Insurance Office should be contacted during the development stage of the project, and prior to the departure for the following reasons:

1. To ensure that the scope of liability contractually acquired does not supersede the limits of existing insurance programs.
2. To review and establish what forms of local (foreign) insurance are necessary where representatives of the University are established on a long-term or permanent basis in a host country.

In closing, although it is important to include insurance protection for all field situations, common sense and practical considerations for eliminating or reducing risks should always take precedence. While this document provides some general guidelines, please be aware that there are restrictions and exclusions in all insurance policies which may affect coverage. It is strongly recommended that all research supervisors refer specifically to the Insurance Office for clarification of University insurance coverage, and any assistance in arranging whatever special additional coverage may be required.

11.9 Research Grants Office

The Research Grants Office (RGO) is a centralized office that acts as liaison between McGill researchers and the external granting agencies/sponsors. RGO is responsible for making information on sources of funding available to the research community at large; assisting principal investigators in identifying research funding opportunities; assisting faculty in the preparation and transmittal of applications; assuring compliance by the University with sponsors'

policies and requirements; interpreting for faculty the regulations of the granting agencies; clarifying University policies and procedures for faculty and sponsors; and negotiating the terms and conditions of awards, whenever required.

The Research Grants Office authorizes the Research and Special Funds Office to open, renew and revise all research grant accounts, after verification that all required information is on file and complies with the University and Agency policies, regulations and procedures. RGO is also responsible for preparing the annual SIRU report on research funding on campus and at the affiliated hospitals for reimbursement of indirect costs from the Quebec Government. Produces annual research statistics for the University, granting agencies, government officials, etc.

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

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

11.10 Office of Technology Transfer (OTT McGill)

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

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

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

1. Research Contracts:

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

2. Protection of intellectual property:

According to McGill's policies, researchers should promptly disclose any invention deemed to be potentially commercializable. As reports of inventions are disclosed to OTT, an assessment of the commercial potential is carried out in order to decide whether protection through patent or copyright is warranted. OTT manages this process and monitors further steps as required.

3. Commercialization of intellectual property:

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

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

11.11 Procedure to Obtain Research Support

When a member of the University staff wishes to undertake research involving the use of the University's facilities, or when the funds are to be used to support activities in which students or post-doctoral fellows are to be engaged as part of their educational experience, the University considers the activity to be part of its pattern of research. They should refer to guidelines on "Procedures Concerning Research Support – Part II" of the *Guide to Sponsored Research at McGill University Handbook*.

11.12 Office of International Research (OIR)

McGill has a strong commitment to international activities. The Office of International Research (OIR) facilitates and coordinates international programs and projects. It works with faculty members to promote and enhance their international research ventures, assisting them in accessing funding, as well as reviewing contract proposals and assuring proper implementation. It coordinates certain exchange agreements involving movement of staff and graduate students between McGill and institutions abroad. It also promotes McGill as a centre of research and teaching excellence, to foreign partners and graduate students.

OIR is the main contact point for domestic and foreign agencies which support international research and development. Established in 1996 as the successor to McGill International, its work is guided by an Advisory Group on International Research (AGIR), which helps define McGill's international policies and strategies. McGill has a strong history of links with institutions in developing countries: its current emphasis is on balancing this through increased contacts and projects with partners in industrially advanced countries in Europe, the Asia-Pacific region and in Latin America.

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

11.13 Postdoctoral Fellows

Postdoctoral fellows are recent M.D. or Ph.D. graduates engaged by a member of the University's academic staff to assist him/her in research. Postdoctoral fellows must be appointed by their department in order to have access to university facilities including libraries, computer facilities, etc.

11.14 Research Associates

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

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

12 University Administrative Officers

GRETTA CHAMBERS, C.M., O.Q., B.A.(McG.) **Chancellor**
(to June 30, 1999)

RICHARD W. POUND, O.C., O.Q., Q.C., C.A., B.Com.(McG.),
B.A.(Sir G.Wms.), B.C.L.(McG.) **Chancellor**
(from July 1, 1999)

RICHARD W. POUND, O.C., O.Q., Q.C., C.A., B.Com.(McG.),
B.A.(Sir G.Wms.), B.C.L.(McG.) **Chair of the Board of Governors**
(to June 30, 1999)

ROBERT RABINOVITCH, B.Com.(McG.), M.A., Ph.D.(Penn.)
Chair of the Board of Governors
(from July 1, 1999)

BERNARD J. SHAPIRO, B.A.(McG.), M.A.T., Ed.D.(Harv.)
Principal and Vice-Chancellor

TAK-HANG (BILL) CHAN, B.Sc.(Tor.), M.A., Ph.D.(Prin.), F.C.I.C.,
F.R.S.C. **Vice-Principal (Academic) and**
Vice-Principal (Macdonald Campus)
(to July 14, 1999)

LUC VINET, B.Sc., M.Sc., Ph.D.(Montr.)
Vice-Principal (Academic)
(from July 15, 1999)

PHYLLIS L. HEAPHY, B.A., Dip.Pub.Acct.(McG.), C.A.
Vice-Principal (Administration and Finance)

DEREK DRUMMOND, B.Arch.(McG.), F.R.A.I.C., O.A.Q., O.A.A.
Vice-Principal (Development and Alumni Relations)

BRUCE PENNYCOOK, B.Mus., M.Mus.(Tor.), D.M.A.(Stan.)
Vice-Principal (Information Systems and Technology)

T.B.A. **Vice-Principal (Macdonald Campus)**
(from July 15, 1999)

PIERRE R. BÉLANGER, B.Eng.(McG.), S.M.,E.E., Ph.D.(M.I.T.)
Vice-Principal (Research)

VICTORIA LEES, A.B.(Calif.), M.Phil.(Lond.), Ph.D.(McG.)
Secretary-General

FRANCES GROEN, B.A.(Penn.), B.L.S.(Tor.), M.A.(Pitts.)
Director of Libraries

MORTY YALOVSKY, B.Sc., M.Sc., Ph.D.(McG.)
Dean of Continuing Education

ROSALIE JUKIER, B.C.L., LL.B.(McG.), B.C.L.(Oxon.)
Dean of Students

NICHOLAS DE TAKACSY, B.Sc., M.Sc.(Montr.), Ph.D.(McG.)
Associate Vice-Principal (Academic)

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

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

ROBIN GELLER, B.Sc.Eng.(Queen's), LL.B.(Ott.) **Registrar**
and Director, Admissions,
Recruitment, and Registrar's Office