







## GENERAL INFORMATION, REGULATIONS AND RESEARCH GUIDELINES

### GRADUATE AND POSTDOCTORAL STUDIES 2006-07

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## Dean's Welcome



**July 2006**

July 1, Sat. HOLIDAY **CANADA DAY.** Libraries closed.

**August 2006**

- Aug. 1, Tues. **REG** Last day for returning students in all faculties to register (except Continuing Education) without a late registration fee.
- Aug. 2, Wed. **REG** Late registration and course change to  
Sept. 5, Tues. on Minerva for returning students in all faculties (except Continuing Education) with a \$50 late registration fee (\$20 for Special students and Graduate part-time students).
- Aug. 2, Wed. IDCARD Canadian students can avoid line-ups to  
Aug. 17, Thurs. and get their ID cards early on August 2, 3, 7, 8, 9, 10, 14, 15, 16 and 17 at the ARR Service Centre from 9 a.m. to 5 p.m. If you miss these dates, you can still get your card with everyone else – but you may have to wait longer in line.
- Aug. 3, Thurs. to **REG** Registration using Minerva for all newly admitted students in Graduate  
Sept. 5, Tues. Studies.
- Aug. 7, Mon. IDCARD New students can avoid line-ups and to  
Aug. 25, Fri. get their ID cards early from August 7-11, 14-18, 21-25, at Laird Hall, Room 106, from 9 a.m. to 3 p.m. If you miss these dates, one will be worked in for you during Orientation activities.
- Aug. 15, Tues. **INFO** Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for

DATE	ACTIVITY CODE	ACTIVITY
Sept. 6, Wed. to Sept. 19, Tues.	<b>REG</b>	Late registration period with \$100 late registration fee for all faculties; \$40 for Special students and Graduate part-time students.
Sept. 7, Thurs.	<b>ORIENT</b>	University Orientation for new postdoctoral scholars in Thomson House, 3650 McTavish Street, 5:00 p.m. - 6:00 p.m.
Sept. 19, Tues.	<b>W</b>	Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Summer 2006 ( <b>with fee refund for Fall term</b> ).
	<b>NOTE</b>	Please note that students in multi-term courses with course numbers ending in N1 and N2 only (started in the winter, skip the summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on <b>September 19</b> (with full refund for the Fall term) by contacting their faculty Student Affairs Office.
Sept. 19, Tues.	<b>REG</b>	Course Change (drop/add) deadline for Fall term and first part of multi-term courses starting in September 2006.
Sept. 22, Fri.	<b>AWRD</b>	Returning Master's and Doctoral level students should enquire of their departments or the GPSO (Graduate Fellowships and Awards) regarding precise deadlines for internal and external fellowship competitions; important deadlines normally fall during the months of October and November.
Sept. 24, Sun.	<b>W/W--</b>	Deadline to Web withdraw (grade of "W") with full refund (less \$100 minimum charge for returning students; less deposit or \$100 minimum charge for new students, in case of complete withdrawal from the University).
<b>October 2006</b>		
Oct. 2, Mon.	<b>THES</b>	Deadline for submission of doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2007. Meeting this deadline does not guarantee a Winter graduation.
Oct. 4, Wed.	<b>EXCH</b>	2 <sup>nd</sup> Annual McGill Exchange Fair.
Oct. 9, Mon.	<b>HOLIDAY</b>	<b>THANKSGIVING DAY.</b> (Classes cancelled). Administrative offices closed. Continuing Education evening classes will be re-scheduled. All lectures, labs, conferences, etc. that were not held on Monday, October 9, 2006 because of Thanksgiving Day have been rescheduled to Tuesday, October 10, 2006.
Oct.10, Tues.	<b>NOTE</b>	October 10th does not follow the normal schedule. All lectures, labs, conferences, etc. that were not held on Monday, October 9, 2006 because of Thanksgiving Day have been rescheduled to Tuesday, October 10, 2006.

Oct. 16, Mon.	<b>THES</b>	Deadline for submission of Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2007. Meeting this deadline does not guarantee a Winter graduation.
Oct. 19, Thurs. to Oct. 22, Sun.	<b>EVENT</b>	Homecoming 2006 (including Macdonald Campus Centenary activities).
Oct. 21, Sat. to Oct. 22, Sun.	<b>EVENT</b>	Macdonald Centenary Homecoming.
	<b>W</b>	Deadline for Web withdrawing (grade of "W") from Fall term courses and Continuing Education Fall term courses ( <b>with no refund</b> ).
<b>November 2006</b>		
Nov. 10, Fri.	<b>CONV</b>	10:00 Fall Convocation 14:30 Fall Convocation
Nov. 16, Thurs. to Dec. 6, Wed.	<b>INFO</b>	MOLE Evaluation period for Fall term: McGill Online Evaluations available for completion on Minerva.
<b>December 2006</b>		
Dec. 4, Mon.	<b>INFO</b>	Deadline for all Undergraduate students and Graduate students in all <b>non-thesis</b> programs (certificates, diplomas [excluding Continuing Education] or master's non-thesis) who expect to complete their program requirements at the end of the Fall 2006 term (February 2007 graduation) to apply to graduate on Minerva.
Dec. 5, Tues.	<b>INFO</b>	Last day for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for the Fall 2006 term. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Dec. 5, Tues.	<b>LEC</b>	Last day of lectures.
Dec. 5, Tues. to Jan. 3, Wed.	<b>REG</b>	Winter term registration period for new students. Individual faculties and departments set their own dates within this period.
Dec. 6, Wed.	<b>INFO</b>	Study Day.
Dec. 7, Thurs. to Dec. 22, Fri.	<b>EXAM</b>	Examination period for Fall term courses and multi-term courses.
Dec. 15, Fri.	<b>REG</b>	Registration begins for Winter term Continuing Education courses via Minerva.
Dec. 25, Mon. to Jan. 2, Tues.	<b>HOLIDAY</b>	<b>CHRISTMAS AND NEW YEAR'S.</b> Administrative offices will be closed



**January 2007**

Jan. 1, Mon.	HOLIDAY	<b>NEW YEAR'S.</b> Administrative offices will be closed. Library hours available at Reference Desks.
Jan. 2, Tues.		
Jan. 3, Wed.	<b>REG</b>	Deadline for new students to register for Winter term without a late registration fee for all faculties.
Jan. 3, Wed.	LEC	Winter term lectures begin.
Jan. 3, Wed. to Jan. 19, Fri.	ORIENT	First-Year Resource Room opens daily (9:00 a.m. to 5:00 p.m.) Brown Student Services Building, Room 2007, 3600 McTavish Street.
Jan. 4, Thurs.	ORIENT	Faculty Orientation and Macdonald Centenary Overview for new undergraduate and graduate students in the Faculty of Agricultural and Environmental Sciences (5:30 p.m. - 6:30 p.m.), Ceilidh Centennial Center.
Jan. 4, Thurs. to Jan. 16, Tues.	<b>REG</b>	L under

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### **3 Programs Offered**

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#### **3.1 Graduate Diplomas and Certificates**

Graduate diplomas and graduate certificates are programs of study under the academic supervision of the Graduate and Postdoctoral Studies Office. They have as a prerequisite an under-

Housing (which includes Affordable Homes, Domestic Environments, and Minimum Cost Housing).

Prerequisites:

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

M.Arch. (post-professional degree) – an M.Arch. (professional degree) or equivalent professional degree.

See Architecture.

**Master of Arts Degree**

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

Anthropology (Thesis and Non-Thesis)

Medical Anthropology (Thesis and Non-Thesis)



**Prerequisites:**

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

**Special program:**

Joint M.S.W./Law.

**Master of Urban Planning Degree**

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

**Prerequisites:**

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

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

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

**Prerequisites:**

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

**Doctor of Music Degree**

The Doctor of Music degree is offered in Composition. The

Doctoral thesis consists of a musical composition (the composition) written and



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**

**applicants must verify the deadlines with individual departments. Meeting minimum admission standards does not guarantee admission.**

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### 5.1 Application for Admission

Two procedures are available to apply for graduate admission: online and paper-based forms. Application information and the online application form are available at [www.mcgill.ca/applying/graduate](http://www.mcgill.ca/applying/graduate). Paper application packages should be obtained from individual departments.

Using either procedure, 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. Please note that all documents submitted to McGill University in support of an application to be admitted, including, but not limited to transcripts, diplomas, letters of reference and test scores, become the property of McGill University and will not be returned to the applicant or issuing institution under any circumstance.

A **non-refundable** fee of \$60 (\$100 for some Management programs) in Canadian funds **must** accompany each application, otherwise **it cannot be considered**. This sum must be paid by credit card if the online application is used. For paper applications, the fee must be paid in negotiable form, such as a bank draft, money order or certified cheque (but not in cash), at the current rate of exchange, or by credit card. Candidates for Special and Visiting Student, and Qualifying status must apply and pay the application fee every year.

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

Completed applications, with supporting documents, must reach departmental offices according to individual department deadlines. 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. Candidates will be notified of acceptance or refusal as quickly as possible. In cases of refusal, an official written appeal may be considered by the Associate Dean (Graduate and Postdoctoral Studies). The appeal fee is \$40.

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### 5.2 Graduate Record Examination and Other Admission Tests

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

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly towards graduate study in the subject selected. In such cases the department has the right to insist on a report from the Graduate Record Examination or some similar test. High standing in this examination will not by itself guarantee admission. The Miller

Analogies Test may be used similarly. Some departments of the Faculty of Education also require the taking of various tests.

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

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### 5.3 Competency in English

Non-Canadian applicants to graduate studies 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 must submit documented proof of competency in oral and written English. **Before acceptance**, appropriate exam results must be submitted directly from the TOEFL or IELTS Office. An institutional version of the TOEFL is not acceptable. Examples of appropriate exam results are: TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (or 213 on computer-based test or total of 86 on Internet-based test with each component having a score of not less than 20), or IELTS (International English Language Testing Systems) with a minimum overall band of 6.5. Permanent Residents may be required to submit a TOEFL score. Applications will not be considered if a TOEFL or IELTS test result is not available. Higher scores may be set by individual departments.

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### 5.4 Admission Requirements



twelve-month period, or pass the TOEFL with a score meeting the admission requirement of the graduate program for which the student has applied.

**Any students who fails to meet the English-language requirement within one calendar year of admission to the Parallel Admission Program will be asked to withdraw.**

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## **5.6 Admission to a Qualifying Program**

Some applicants whose academic degrees and standing entitle them to serious consideration for admission to graduate studies, but who are considered inadequately prepared in the subject selected may be admitted to a Qualifying Program. The undergraduate-level courses to be taken in a Qualifying Program will be prescribed by the department concerned.

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

In all cases, after the completion of a qualifying year or term, an applicant interested in commencing a degree program must apply for admission by the stated deadlines. In cases where a department recommends a change of registration from Qualifying Pro-

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

### 6.1.3 Part-time Students

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

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

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

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

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

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

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

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

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as non-thesis extension students and pay fees accordingly. Students in a non-thesis extension session who are not registered for at least 12 credits per term, are not considered engaged in full-time studies.

### 6.1.5 Qualifying Students

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

### 6.1.6 Special Students

Students who meet the minimum entrance requirements of the Graduate and Postdoctoral Studies Office and wish to take **one, or at most two, graduate-level courses per term** (6 credits) without intention of proceeding to a degree or diploma are termed Special

Students. After completion of a maximum of 12 credits, an applicant **may not** continue as a Special Student.

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

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

### 6.1.7 Visiting Students

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

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

### 6.1.8 Visiting Research Students

Graduate students registered in a degree program at another university who wish to come to McGill to do **research only** may do so after acceptance by the GPSO. The department recommending admission must specify "**Visiting Research**"

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

#### **6.1.10 Leave of Absence Status**

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

Students and Postdocs who have been granted such a leave will have to register for the term(s) in question and their registration will show as "leave of absence" on their record. No tuition fees will be charged for the duration of the authorized leave. Research



### 6.2.7 Time Limitation

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

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

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

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

*Council of the FGSR - February 2, 1996*

### 6.2.8 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed two courses required for their program, or for lack of performance in research. Please see [section 6.9 "Failure Policy"](#).

Any student who withdraws from the University **must complete a Withdrawal Form** available from the Graduate and Postdoctoral Studies Office. Fees will then be refunded according to the conditions outlined in [section 6.5 "Course Change Period"](#) and in [section 6.6 "Regulations Concerning Withdrawal"](#).

### 6.2.9 Late Registration

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

**Returning Students:** May register late from Friday, August 4 until and including Tuesday, September 5 with the payment of a late registration fee of \$50 (\$20 for Special Students).

**New and Returning Students (Fall):** Students may register late via Minerva from Wednesday, September 6 until Tuesday, September 19 with the payment of a late registration fee of \$100 (\$40 for Special Students).

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## 6.3 Course Information

### 6.3.1 Course Numbering

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

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

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

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

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs courses at the 300 level and 400 level are normally taken in the student's last two years.
- Courses at the 500-level are upper-level undergraduate courses that are intended for qualified senior undergraduate students and open to graduate students.
- Courses at the 600 and 700 level are intended for graduate students only.

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

### 6.3.2 Multi-term Courses

particulière ou dans une discipline. Dans certains programmes, les étudiants doivent inclure un certain nombre de ces cours afin de satisfaire aux exigences du programme.

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

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

#### 6.3.4 Class Schedule and Course Catalog

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

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

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### 6.4 Summer Studies

Registration regulations may change for Summer 2007. Detailed information about summer registration will also be available in March 2007 on the web at [www.mcgill.ca/gps/records/registration](http://www.mcgill.ca/gps/records/registration).

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

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

Registration for courses for graduate students takes place via Minerva for the Summer session.

### **6.6.3 Deadlines for University Withdrawal**

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

Students who wish to withdraw from the University by the deadlines indicated below must drop or withdraw from all courses on Minerva and submit a withdrawal form to GPSO.

#### **Fall Term:**

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

Sunday, September 24, 2006

#### **Winter Term:**

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

Sunday, January 21, 2007

Students who are blocked from dropping or withdrawing from their last course on Minerva are required to contact their Student Affairs Office.

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## 6.8 Verification of Student Record

### 6.8.1 Unofficial Transcripts

Students are responsible for verifying their academic record on Minerva using the unofficial transcript to ensure that they are registered in the proper courses, and that the correct program information and expected term of graduation is appearing on their record.

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

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## 6.9 Failure Policy

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

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**To replace a damaged diploma or change the name on the diploma:**

Students must send or deliver the original diploma. Include clear and complete photocopies of legal documents supporting the name change. Please refer to [section 6.18, "Legal Name"](#) for the list of acceptable documents. Please note that the name change must be processed in the system before a duplicate diploma can be issued. Students must enclose a letter containing the following important information: full name; student number; address; phone number; date of birth; reason for a replacement diploma; new spelling/grammar changes.

**6.12.4 Dean's Honour List**

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

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

**Master's Thesis Candidates:**

Truly outstanding student recommended by the department.

**6.13 Policy Concerning Access to Records**

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

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

The following persons and bodies are included in the authorization:

- a. libraries of other Quebec universities with which McGill established reciprocal borrowing agreement (ID number and bar code may also be disclosed to such libraries)
- b. the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS), in order to create, validate and/or modify the student's Permanent Code
- c. the appropriate authorities involved with the external or internal funding of the student's fees (financial records may also be disclosed to such authorities)
- d. the Association of Universities and Colleges of Canada
- e. the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
- f. the school(s) or college(s) which the student attended
- g. students and alumni who have volunteered to speak with admitted students
- h. the Student Associations recognized by the University

McGill University  
 3801 University Street  
 Montreal, Quebec H3T 3J4  
 Telephone: (514) 393-2100  
 Fax: (514) 393-2101  
 E-mail: [records@mcgill.ca](mailto:records@mcgill.ca)

Strategies to prevent cheating are also provided on the Integrity Website. The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice examinations are normally checked by the exam security computer monitoring program. The program detects pairs of stu-

rate. Please note that the list of language programs is limited and subject to change by the Ministère de l'Éducation, du Loisir et du Sport. Students, if eligible for one of the exemption categories, are then assessed at the Quebec student rate. A list of categories and the required application forms are available at [www.mcgill.ca/student-records/fees/exemption](http://www.mcgill.ca/student-records/fees/exemption) and also at the Admissions, Recruitment and Registrar's Office where the application forms must be submitted. An exemption will not be granted unless the application form is submitted.

### 6.16.3 Have We Received Your Documents?

#### Quebec/Canadian/International Fees

It usually takes us about a week to receive and record your documents.

- Check your tuition status on **Minerva** student accounts menu: **Student Menu->Student Accounts Menu->View your Citizenship and Quebec Residency Status.**
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if you are assessed as: International student, Canadian student, or a Quebec student.
- The University has implemented e-billing as of the 2005-2006 academic year. A papau7.4l.w.00030.00nsruitoacademfc-0.0u030.m-0.0006 Tc0 Twnf3.770.wional stude Twnf-bi0nsru]TJ-/TT4 1 Tf8.5n

Student Affairs Office will be closed on Thursday, June 22 and Thursday, June 29, followed by the statutory holidays of Friday, June 23rd and Friday, June 30th. The regular Monday through Fri-







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(514) 398-8300

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(514) 398-5025  
[ics@mcgill.ca](mailto:ics@mcgill.ca)

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

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

\*\* Students will be charged a graduation fee in their graduating year according to the following schedule: February graduation - end of November; May graduation - end of February; and October graduation - end of March. Students added to the graduation lists late will be charged accordingly.

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## **8.7 Billings and Due Dates**

### **Confirmation of Acceptance Deposit**

add/drop period. **Failure to do so will lead to the current term's registration being cancelled.**

### 8.9.2 Acceptance of Fees vs. Academic Standing

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

### 8.9.3 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs, e.g., one program at the undergraduate vs. one program at the graduate level, students may incur both society and faculty fees and/or additional tuition fees. Consult the student accounts Web-site for further details.

Students in two programs may consult the Admissions, Recruitment and Registrar's Office for information on tuition fees. Adjustments to bills will be made throughout the term when fees cannot be automatically calculated.

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## 8.10 Deferred Fee Payment

### 8.10.1 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. Sponsors and students alike must inform the University that a sponsorship is taking place so that the contract may be initiated and the student's fee account affected. Notification to the University should occur at least one month prior to the beginning of the term in which the contract is to take effect. Full documentation on the procedure as well as the forms required to be completed are found at [www.mcgill.ca/student-accounts/third](http://www.mcgill.ca/student-accounts/third).

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

### 8.10.2 Students Receiving McGill Scholarships/Awards

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

**Winter Term:** Students can view upcoming Winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are future-dated and will be released to the student's fee account by January 3.

### 8.10.3 Students Receiving Government Aid

Students are encouraged to pay their tuition promptly upon receipt of their government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for government assistance for full-time studies by June 30 (June 1st for US students) will be entitled to an exemption of interest and late

**CERTAIN SPECIAL PROGRAMS CHARGE DIFFERENT FEES**

**M.B.A. (Master's in Business Administration)**

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

All students – all fees: \$42,500 U.S.

**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:

McGill professors, including Adjunct Professors. They are expected to be engaged primarily in research with minimal teaching or other responsibilities.

## **2. Registration**

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

## **3. Appointment, Pay, Agreement of Conditions**

- i. Upon registration, all Postdocs must be appointed regardless of whether their funding comes from a McGill account. Their appointments may not exceed their registration status.
- ii. In order to be registered as a Postdoc, an individual must be assured of financial support, other than from personal means, during his/her stay in the University equivalent, at the time of appointment, to the minimal stipend requirement as set by the University in accordance with guidelines set by federal and provincial research granting agencies. There are no provisions for paid family leave unless this is stipulated in the regulations of a funding agency outside the University.
- iii. At the outset of a postdoctoral appointment, a written Letter of Agreement for Postdoctoral Education should be drawn up and signed by the Postdoc, the supervisor, and the department head or delegate (see template Letter of Agreement on the Web at [www.mcgill.ca/gps/postdoc](http://www.mcgill.ca/gps/postdoc)). This should stipulate, for example, the purpose of the postdoctoral appointment (research and the advancement of knowledge), the duration of the fellowship/stipend, the modality of pay, the work space, travel funds, and expectations and compensation for teaching and student research supervision. Leaves from postdoctoral education must comply with the Graduate and Postdoctoral Studies Policies for Vacation, Parental/Familial, and Health Leave (Graduate and Postdoctoral Studies General Information [section 10.3 "Vacation Policy for Graduate Students and Postdocs"](#))

*Information, Regulations and Research Guidelines* booklet of the Graduate and Postdoctoral Studies Office;

- to present themselves for registration to the Graduate & Postdoctoral Studies Office with a complete submission;
  - to sign and adhere to their Letter of Agreement for Postdoctoral Education;
  - to communicate regularly with their supervisor;
  - to inform their supervisor of their absences.
- vii. Some examples of the responsibilities of the University are:
- to register Postdocs;
  - to provide an appeal mechanism in cases of conflict;
  - to help eligible Postdocs who have non-resident status in virtue of the Quebec Taxation Act to obtain a Certificate of Eligibility to the Quebec Tax Exemption for Postdoctoral Researchers;
  - to provide documented policies and procedures to Postdocs;
  - to provide Postdocs with the necessary contacts for language courses, housing, immigration, daycare, schooling, and health care information.

Approved by Senate April 2000.

### 9.3 Vacation Policy for Graduate Students and Postdocs

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

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

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

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

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

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

### 9.5 Student Services - Downtown Campus

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

### 9.6 Student Services - MacDonald Campus

See [section 7.7 "Student Services – Macdonald Campus"](#).

## 10 Graduate Studies Guidelines and Policies

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

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

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

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

- i. Each unit should designate a member (or members) of the academic staff (usually the graduate program director) to monitor the progress of students throughout the graduate program, to ensure that all conditions of admission and requirements are fulfilled, to provide students with information on their program, their progress through it, sources of and policies on financial support, and to advise them how to resolve problems which may arise during their program.
- ii. As soon as possible, students should have a supervisor who has competence in the student's proposed area of research, and a program or thesis committee. Although procedures and timetables for choosing supervisors and committees may vary across programs, they should be consistent within a particular program and should be made clear to incoming students. Thesis supervisors must be c3 Tw[(cons9)]T.9(d)5m olicies onJ14.503fao[(ac

with supervisors and committees, attendance at research seminars, semester or annual reviews of student progress). In addition to regular meetings between the student and supervisor or advisory/thesis committee, each unit must establish a procedure to provide feedback to thesis students regarding their research progress. At least annually, there must be a meeting between the student, supervisor and advisory/thesis committee or, in the case where there is no such advisory/thesis committee, there must be a meeting between the supervisor and a departmental representative, at which objectives for the upcoming year are established and the prior year's research progress recorded and evaluated. A written record of such meetings must include the signature of the student, supervisor, and the advisory/thesis committee member or a departmental representative, and this record must be retained in the student's departmental file. (The Graduate Student Research Objectives Report Form, the Graduate Student Research Progress Record, and the Graduate Student Research Progress Report Form are to be utilized to keep a record of these meetings.) In the case where there must be







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

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## 11.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) of all disciplines more than 5,000 metres of records dating from 1797 to the present. These records document the history of McGill University faculty research, alumni and student organizations, and select Montreal-based organizations, all in a variety of media (including

On the WebCT Vista Website at [www.mcgill.ca/webct](http://www.mcgill.ca/webct) students will find an overview of WebCT Vista tools, task-oriented how-tos and general advice for student success with educational technology. Help is available on-line via the ICS Virtual Help Desk at [www.mcgill.ca/ics/vhd](http://www.mcgill.ca/ics/vhd) or by phone at (514) 398-3398.

#### **12.1.4 Computer Labs**

The computer labs are provided by many faculties and departments for students in their programs. A list of these labs can be found at [www.mcgill.ca/index/computer](http://www.mcgill.ca/index/computer). Check the unit listings or contact the unit directly for information concerning facilities and accessibility.

#### **12.1.5 Instructional Multimedia Services (IMS)**

Instructional Multimedia Services (IMS) provides services related to the use of technology in teaching. It is McGill's central facility for the loan of audiovisual equipment and support for video production.

The IMS Audiovisual Arrangements Section located in the lobby of the Redpath Library and the IMS office at the Macdonald Campus house a full range of audio, video, computer, and projection equipment available for loan to McGill students. Equipment is provided free of charge for credit course activities. Training in equipment use is available and advance reservations are highly recommended. Further details are available on the IMS Website, [www.mcgill.ca/ims/equipment/loan](http://www.mcgill.ca/ims/equipment/loan).

The IMS also maintains two video editing suites available for staff and students who wish to produce their own programs. These suites are self-instructional, and sessions should be reserved in advance. For more information or to reserve a session, please contact the IMS Main Office, 688 Sherbrooke St. W., Suite 1600, (514) 398-7200.

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## **13 Research Policy, Patents, Postdocs, Associates, Trainees**

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### **13.1 Policy on Research Ethics**

research resources for personal or any other use, except in cases where the grant or contract specifically provides otherwise.

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

**6. Duties Where Research with Human and Animal Subjects is Concerned**

*(a) Human Subjects*

All research involving human subjects must be conducted in a manner consistent with the highest scholarly and ethical standards, in accordance with the regulations and guidelines prescribed by Law, the Tri-Council Policy State148d2r.de3o

accordance with the disciplinary procedures generally applicable to that person. For the purposes of those procedures, misconduct under this Policy is a matter subject to discipline pursuant to those procedures. Any allegation of misconduct under this Policy made against a student shall be dealt with in accordance with the procedures established under the Senate Code on Student Conduct and Disciplinary Procedures, and, for the purposes of that Code, misconduct under this Policy is an academic offence.

*Approved by Senate, March 22, 1995.*

*Approved by Board of Governors, May 29, 1995*

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## **13.2 Regulations on Research Policy**

### **Preamble**

Research in the University is relevant for the general benefits of



the secondary use of data previously collected from human subjects; identifiable private information about an individual; human remains, cadavers, human organs, tissues and biological fluids,







wherein ownership rights are determined by specific terms of the agreement. Unless the terms of the agreement give owner-

**6.13 Tangible Research Material:**

Tangible Research Material ("TRM"), may be distributed for academic purposes under agreements forbidding transfer to third parties. Where TRM is distributed for academic purposes, OTT charges recipients only costs related to reproduction, shipping, and handling. Where commercial development is envisaged, or where TRM is received from, or transferred to, a commercial entes,6tr



(Research) and all other parties having an interest in the outcome of the dispute of his request to appoint a Hearing Subcommittee, and shall promptly provide them with a copy of the notice to appeal and all documentation and representations filed with the Office of the Secretary-General.

**11.6 Dispute on Commercialization Plan:**

Where the dispute submitted to the Hearing Subcommittee concerns the commercialization plan, the parties shall file with the Hearing Subcommittee the plans they are proposing. The Hearing Subcommittee shall have jurisdiction to decide which of the commercialization plans should be implemented. The Hearing Subcommittee shall also have the power to propose an alternative commercialization plan, in which case it shall indicate which of the parties shall be responsible for its implementation.

**11.7 Secretary:**

The Office of the Secretary-General shall provide a secretary for the Intellectual Property Appeals Committee.

**11.8 Hearing and Decision:**

The Hearing Subcommittee shall conduct the appeal in a manner consistent with principles of natural justice and shall ensure that all parties having an interest in the outcome of the decision have an opportunity to make representations and shall render a decision within 15 working days of its constitution, unless the parties consent in writing to a longer delay.

**11.9 Advisors:**

A party to the appeal has the right to be assisted by a member of the University community who has agreed to act in an advisory capacity to that party. The advisor shall receive no remuneration for acting as an advisor.

**11.10 No Further Appeal:**

The decision of the Subcommittee shall be final and binding upon all parties.

**11.11 Reports:**

The Intellectual Property Appeals Committee shall report annually to Senate on the administration of the procedures described here.

**12. Enforcement**

Acceptance of this policy is a

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 Dean of Graduate and Postdoctoral Studies.

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

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*

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### **13.8 Safety in Field Work**

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

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

The following factors must be considered before undertaking





Office of International Research, 1555 Peel Street, 11th floor,  
Telephone: (514) 398-4197 Fax: (514) 398-6878  
E-mail: francois.carrier@mcgill.ca  
Website: [www.mcgill.ca/international](http://www.mcgill.ca/international)

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### 13.13 Postdocs

See [section 9.1 "Postdocs"](#) for information on Postdoctoral Research.

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### 13.14 Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies.

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### 13.15 Academic Trainees

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

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

"Academic Trainee" is not a work or employee classification; rather it is closer to "stagiaire" in French, a person who is carrying out a "practicum". Academic Trainees are not registered as students, postdocs or graduate students at McGill or elsewhere, but are pursuing further training in their respective fields.









