

The Graduate Units section is divided into six parts, for access to the others click on the link at the bottom of the page to return to the Front Page of the Calendar.

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Final admissions decisions are taken by the Faculty of Graduate Studies and Research, in the months of March and April.

For information and application forms please write to the Coordinator, Graduate Studies in Law, McGill University at the above address.

All non-Canadian applicants whose mother tongue is neither English nor French must take the Test of English as a Foreign Language (TOEFL) and score at least 577 or 233 (computer-based test). All non-Canadian applicants whose mother tongue is French must also take the TOEFL, with a required standard of 550 or 213 (computer-based test). The TOEFL bulletin, which includes a registration form, is available in many locations, including American embassies and consulates or through TOEFL, Box 899, Princeton N.J. 08540, USA. There may be a lengthy delay for registration, and the communication of results takes approximately 40 days. The test must be taken sufficiently early for results to reach McGill no later than March 15 of the year of admission.

The International English Language Testing System (IELTS) test with a minimum overall band of 7.0 is also acceptable.

#### Language Requirement

All graduate students must have very good knowledge of English. The ability to speak or read French is an asset, but generally not a requirement. (In some areas, particularly the study of the private law in the civilian tradition or comparative private law, a reading knowledge of French is essential.)

English is the predominant language at McGill, but some law courses are given in French and others are taught bilingually (in English and French). Francophone students may intervene in French, and many courses involve readings in French. Thus, a student who is not able to read French will have his or her choices constrained, though in many areas they work around this limitation with little disadvantage. Applicants should indicate their knowledge of French on the admissions questionnaire. If French is essential to the area of study the Faculty will notify the applicant.

#### Graduate Certificate Programs

The requirements for admission to the Graduate Certificate programs are essentially the same as for the Master's programs, except that greater weight is placed on professional experience.

Candidates desiring a Graduate Certificate in Air and Space Law who do not hold a law degree may be admitted if they have earned an undergraduate university degree in another discipline and possess sufficient professional experience to compensate for the lack of a law degree (as determined by the Graduate Admissions Committee).

#### Master's Degrees

Candidates for admission to the LL.M. program must hold the degree of B.C.L. or LL.B. with at least second class honours, from McGill University, or its equivalent from another recognized university. This standing does not guarantee admission, however. The Graduate Admissions Committee weighs the entire file, including the applicant's references and the quality of the research proposal.

Furthermore, the Committee must consider the availability of a supervisor. If a supervisor is not available in the applicant's preferred field of study, the applicant may be refused admission or else offered admission pending a change of field of study. Except in rare cases, students are not formally assigned a supervisor at the admissions stage. During the first year of study, they are permitted to adjust their thesis topics and choose a supervisor (subject to the approval of the Associate Dean).

Transfers from a Graduate Certificate Program to the LL.M. program are permitted for students who have achieved very good marks in their course work and who satisfy the other eligibility requirements. They may apply to the Graduate Admissions Committee for transfer and, if admitted, must waive receipt of the Graduate Certificate. (If a candidate has already received the Graduate Certificate, he or she may be accepted as a candidate for the Master's degree if he or she registers for three additional semesters and undertakes additional course work.)

**LL.M. specialization in Bioethics:** Requirements for admission to the Master's program in Bioethics from the base discipline Law, are the same as for admission to the LL.M.

For further information please contact the Chair, Master's Specialization in Bioethics, Biomedical Ethics Unit, 3690 Peel Street, Montreal, QC, H3A 1W9. Telephone: (514) 398-6980; Fax: (514) 398-8349; Email: Glass\_K@falaw.lan.mcgill.ca.

The M.C.L. is not currently being offered.

#### D.C.L. Degree

Applicants demonstrating outstanding academic ability will be considered for admittance to the doctoral program. Candidates typically hold both an undergraduate degree and a law degree.

Admission to the DCL program occurs only when:

- the candidate has completed a graduate degree with thesis at McGill or at another university, and
- the Graduate Admissions Committee is satisfied that the quality of his or her previous research is sufficient to justify admission to a doctoral program.

The latter usually requires review of the completed Master's thesis.

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#### 41.4 Application Procedures

Application will be considered upon receipt of:

- application form;
- statement of academic program and brief resume;
- official transcripts and proof of degree;
- certified translations of transcripts and proof of degree (if not written in French or English);
- letters of reference on forms provided for that purpose (sent directly by the referee to the Graduate Program in Law);
- \$60 application fee;
- official TOEFL or IELTS score report.

All information is to be submitted to the Coordinator, Graduate Studies in Law, at the above address.

**Deadline:** February 1st in the year prior to the start of the academic year for which the candidate is applying.

#### LL.M. specialization in Bioethics

Applications are made initially through the Biomedical Ethics Unit in the Faculty of Medicine, which administers the program and teaches the core courses.

Applicants must be accepted first by Law and then by the Bioethics Graduate Studies Advisory Committee.

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#### 41.5 Program Requirements

##### Graduate Certificate in Comparative Law

The Graduate Certificate is awarded after at least one term of residence in the Faculty and upon completion of a minimum of 15 academic credits. At least nine of those credits must be earned through course work, with the balance earned through essays or the preparation of teaching or course materials. In every case, the program is structured to meet individual needs and must be approved by the Associate Dean (Graduate Studies and Research).

Note: International students must register for at least 12 credits per semester in order to satisfy visa requirements.

Students who study at McGill under the terms of an international assistance project may, in some circumstances, be permitted to complete a practical internship for academic credit.

##### Graduate Certificate in Air and Space Law

The Graduate Certificate in Air and Space Law is a course work program with a limited research and writing requirement. It is particularly appropriate for students with a strong professional orientation who do not wish to write a thesis.

The Graduate Certificate is awarded after at least one term of residence in the Faculty and upon completion of a minimum of 15 academic credits. Those credits must include the three air and

space law courses obligatory for Master's students (387-633, 387-636, and 387-637).

The required courses are offered in the fall, hence Graduate Certificate students must be in residence during at least one fall



International aviation organizations and their law-making functions. Legal responses to aviation terrorism.

**387-636 PRIVATE INTERNATIONAL AIR LAW.** (3) Sources of private international air law. Conflicts of laws. Unification of law of liability. Liability for damage on the surface, liability of the ATC and CNS/ATM providers. Rights in aircraft and their international recognition.

**387-637 SPACE LAW AND INSTITUTIONS.** (3) Legal regime of outer space, celestial bodies and spacecraft. Liability for damage caused by space activities. Registration of spacecraft. Assistance to spacecraft and astronauts in distress. Military uses of outer space. Institutions involved in the law-making process.

**387-638 AIR AND SPACE LAW** bSnlfRpnwg

national commerce by the Community authorities, with particular emphasis on articles 85 and 86.

**389-538 COMPARATIVE PRIVATE INTERNATIONAL LAW II.** (2) Comparative study of contemporary problems in the field of private international law.

**389-539 INTERNATIONAL TAXATION.** (3) Canadian tax treatment of subjects, including the export of goods and services, carrying on business in other countries, international employee transfers, international re-organizations, and international joint ventures and partnerships.

**389-541 INTERNATIONAL BUSINESS ENTERPRISES.** (3) The legal and economic issues relating to the business operations of transnational enterprises.

**389-543 LAW AND PRACTICE OF INTERNATIONAL TRADE.** (3) The fundamental aspects of international law governing international trade, and governmental regulation of international trade in Canada and Canada's major trading partners.

**389-544 INTERNATIONAL AND DOMESTIC DOCUMENTARY SALES.** (3) The private law aspects of the seller-buyer relationship, and of the relationship between each party and a financing bank, examined comparatively and in an international setting.

**389-545 INTERNATIONAL SECURITIES MARKETS.** (3) Issues of access to and regulation of transactions in foreign capital markets by locals, and transactions in local capital markets by foreigners.

**389-546 INTERNATIONAL ENVIRONMENTAL LAW.** (3) Introduction to this continuously expanding and evolving branch of international law. It will focus on the particularities of the international legal system and their implications for environmental protection; economic and ethical dimensions of international environmental policy; selected environmental problems; and, discussion of new approaches to solving existing problems.

**389-547 CANADIAN LEGAL HISTORY.** (3) The history of Canadian law with emphasis on social history of law and legal history of Canadian society.

**389-550 COMPARATIVE CIVIL L**

in the definition of research objectives, the choice of research methods, and the framing of conclusions.

**389-623 LEGAL INTERNSHIP I.**

provides McGill's link to the world. This allows students and staff access to the virtually unlimited resources available on the Internet, including online public access catalogues (OPACs) of libraries around the world, World Wide Web, telnet, ftp and gopher sites. Email plays an important role in the School's daily activities and students are encouraged to use this facility to communicate with colleagues, faculty and staff. In addition, students maintain an open electronic mailing list called MCLIS-L (McGill Library and Information Studies List). Many topics of interest are covered by the list, including job postings.

#### **McGill Library System**

Students have access to one of the continent's major research resources in the McGill Library System, which consists of fourteen libraries organized into five administrative units: Humanities and Social Sciences Library, Branch Libraries, Law Area Library, Life Sciences Area Libraries, and the Physical Sciences & Engineering Area Libraries. Altogether these libraries house over two million volumes providing a valuable collection for research and study. Further information is available on the library website <http://www.library.mcgill.ca>

**The Library and Information Studies Collection** includes almost 40,000 monographs and around 700 periodical titles. The bulk of the collection is in the Humanities and Social Sciences Area Library, located in the same building as the School.

#### **Archives**

Located on the same floor of the McLennan Library Building as the School, the McGill University Archives preserves and makes available to researchers of all disciplines more than 2400 m of primary documentation of permanent value generated over the past 180 years. It offers laboratory conditions for students doing independent studies or practical projects for the Archival Science and Records Management courses and serves as a Practicum site. The Archives also possesses a working library of materials relating to archival science and records management.

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### **42.3 Admission Requirements**

#### **Master of Library and Information Studies (M.L.I.S.)**

1. Applicants must have a bachelor's degree from a recognized university. Academic standing of at least B, or second class, upper division, or a CGPA of 3.0 out of 4.0 is normally required.

The School will take into account the character of the applicants' undergraduate studies and their suitability for a career in library and information services.

Courses in library and/or information studies taken before or as part of a B.A., or such courses taken in a school with a program not accredited by the American Library Association, cannot be accepted as credit toward the McGill M.L.I.S.

2. For international students whose working language is not English, a minimum score of 550 (paper-based test) or 213 (computer-based test) on the Test of English as a Foreign Language (TOEFL) is required for admission. English is the School's language of instruction.
3. A knowledge of French or other language as well as English is desirable.
4. Competency in the use of computers is expected, e.g. MS-DOS, word processing such as WordPerfect. In addition it is desirable to be familiar with computer programming and statistics.
5. Previous library experience, while not essential, will be given consideration in assessing an application.

#### **Graduate Certificate in Library and Information Studies**

1. Applicants should have a Master's degree in Library and Information Studies from a program accredited by the American Library Association (or equivalent). Admission of students with overseas degrees will be guided by the M.L.I.S. equivalency standards of A.L.A. Candidates will normally have at least

three years' professional experience following completion of the M.L.I.S.

2. Non-Canadian applicants whose mother tongue is not English and who have not completed a degree using the English language will normally be required to submit documented proof of competency in oral and written English, by appropriate examination: e.g., TOEFL (Test of English as a Foreign Language) with a minimum score of 580 (paper-based test) or 237 (computer-based test), or the equivalent in other tests.

#### **Graduate Diploma in Library and Information Studies**

1. Applicants should have a Master's degree in Library and Information Studies from a program accredited by the American Library Association (or equivalent). Admission of students with overseas degrees will be guided by the M.L.I.S. equivalency standards of A.L.A. Applicants will normally have at least three years' professional experience following completion of the M.L.I.S.
2. Non-Canadian applicants whose mother tongue is not English and who have not completed a degree using the English language will normally be required to submit documented proof of competency in oral and written English, by appropriate examination: e.g., TOEFL (Test of English as a Foreign Language) with a minimum score of 580 (paper-based test) or 237 (computer-based test), or the equivalent in other tests.

#### **Ph.D. (Ad Hoc)**

1. An applicant should normally have a Master's degree in Library and Information Studies (or equivalent). Master's degrees in other fields will be considered in relation to the proposed research.

An applicant with a Master's degree in Library and Information Studies (or equivalent) will normally be admitted as a Special Student. A maximum of 12 credits may be taken as a Special Student.

An applicant with a master's degree in another field will normally be admitted as a Qualifying Student. A Qualifying Student must be registered full-time (12 credits per term) up to a maximum of two terms.

2. A non-Canadian applicant whose mother tongue is not English and who has not completed an undergraduate degree through the medium of English will normally be required to submit documented proof of competency in oral and written English such as a TOEFL score of at least 580 (paper-based test) or 237 (computer-based test).

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### **42.4 Application Procedures**

All applicants must submit, or arrange for the submission of, the following documents, directly to the School:

1. A completed application form, which may be obtained from the School.
2. Official transcripts of the applicant's university record.
3. A bank draft, money order or certified cheque in the sum of \$60 in Canadian funds (payable to McGill University). This application fee is non-refundable.
4. A curriculum vitae.
5. Two letters of recommendation.
6. A covering letter outlining the reasons for wishing to undertake the program of study.

#### **Master of Library and Information Studies (M.L.I.S.)**

Deadline for receipt of application forms for entrance into the first year of the M.L.I.S. program is May 1 (April 1 for overseas students), but as enrolment is limited, early application is strongly recommended.

Applicants may be interviewed by a member of the Admissions Committee or a delegate.



**Graduate Certificate in Library and Information Studies**

Applicants must also provide a statement of areas of professional interest.

Applications will be accepted for the Fall, Winter and Summer sessions. The application deadline is three months prior to commencement of the session but earlier applications are encouraged.

**Graduate Diploma in Library and Information Studies**

Applicants must also provide a statement of areas of academic/research interest.

Applications will be accepted for the Fall, Winter and Summer sessions. The application deadline is three months prior to commencement but earlier applications are encouraged.

**Ph.D. (*Ad Hoc*)**

Applicants must also provide a brief outline (2-3 pages) of the proposed research.

The applicant's file will be considered by the Advanced Studies Committee within the School. If approved, the applicant will normally enrol as a Special or Qualifying Student. In exceptional circumstances the candidate may be allowed to proceed immediately to submission of the research proposal.

**Admission as a Special or Qualifying Student does not guarantee admission to the Ph.D. (*Ad Hoc*) Program.**

This decision is made by the Faculty of Graduate Studies and Research upon submission of a completed research proposal and a program of study. Admission to the Ph.D. (*Ad Hoc*) Program involves a number of steps which are described in [section 42.5.4](#).

A person interested in pursuing a program of study leading to the Ph.D. degree should contact the Chairperson of the Advanced Studies Committee in the Graduate School of Library and Information Studies.

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**42.5 Program Requirements****42.5.1 Master of Library and Information Studies**

During their first term of study while they are following the required courses, students should start to investigate their options and discuss their plans with their faculty advisors.

Many courses include visits to libraries and information centres, as well as a variety of other information-related organisations.

Not all courses can be offered in any academic year. In addition, courses which have a registration of fewer than five will not normally be taught.

### Courses Outside the School

**Courses in Other McGill Departments:** McGill University offers a large number and variety of graduate-level courses. Students interested in taking a course outside the School must complete the following steps:

- contact the relevant instructional unit to establish any prerequisites and to ascertain how the unit handles outside registrants;
- obtain a current course outline;
- demonstrate in writing the value of the selected course within the context of an integrated program of study leading to the M.L.I.S. degree;
- gain the approval of their faculty advisor and the School's Director.

**Courses in Other Quebec Universities:** Students may take up to six credits at any other Quebec university provided the courses are not available at McGill University. Steps a) to d) outlined above should be followed by any student wishing to pursue this option.

### Transfer Credits – Advanced Standing

Students may not count credits for courses taken toward another degree as credits towards the M.L.I.S. degree. In special cases credits for appropriate courses previously taken outside the School may be transferred to the M.L.I.S. program, but only with the approval of the Director, and only if negotiated at the time of admission to the program. 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.

Transfer credits must be approved by the Director of the School and the Director of Graduate Studies of the Faculty of Graduate Studies and Research. Requests for transfer credits will only be considered at the time of admission to the M.L.I.S. program.

In special cases, students may be excused from taking a required course if they have already completed an equivalent course. In such cases, however, they must obtain the permission of the instructor and the Director and will be required to substitute an additional elective course bringing the total of their earned credits in the M.L.I.S. program to the normal 48.

### Research Colloquia

Research Colloquia presented by guest speakers from Canada and, on occasion, other countries, are open to students, as well as university staff and the Montreal information community at various intervals throughout the year. Although not a formal part of the M.L.I.S. program, the Colloquia offer an opportunity for students to learn of current research preoccupations and developments in the field of library and information studies.

### 42.5.2 Graduate Certificate in Library and Information Studies

The program may be completed full-time in one academic term, or part-time within a maximum of five years.

Each certificate student will be assigned a faculty advisor in conjunction with whom an individualised program of study will be designed.

#### Program Requirements (15 credits)

At least 3 courses (9 credits) and as many as 5 courses (15 credits) to be chosen, in consultation with the student's advisor, from the courses in the MLIS courses listed in [section 42.6](#), with the exception of 405-646, 405-647, 405-689, 405-695, 405-696 and 405-697). NB: Students who wish to register for 405-694 Certifi-

cate Project must first have their research proposal approved by the Committee on Student Standing and Academic Affairs

Up to 6 credits may be taken outside the School, 3 credits of which may be taken outside McGill. All such courses must be at a graduate level and receive the prior approval of the student's advisor(s) and the School's Director.

### 42.5.3 Graduate Diploma in Library and Information Studies

The program may be completed in one calendar year. The program may also be completed on a part-time basis to a maximum of five years.

Each diploma student will be assigned a faculty advisor in conjunction with whom an individualized program of study will be designed.

#### Program Requirements (30 credits)

Research (maximum of 18 credits)

at least one of:

405-695 (6) Research Paper I

405-696 (12) Research Paper II

All research proposals require approval of the Committee on Student Standing and Academic Affairs.

The remaining credits (12 - 24) are to be chosen in consultation with the student's advisor(s) from any of the GSLIS courses (except 405-646, 405-647, 405-689, and 405-694).

Up to 15 credits may be taken outside the School in other McGill graduate programs that students are qualified to enter.

Students may take no more than one-third of the course credits in another university, subject to the approval of their advisors and the Director.

### 42.5.4 Ph.D. (Ad Hoc)

Applicants to the Ph.D. (*Ad Hoc*) program normally enrol as a Special or Qualifying Student. In exceptional circumstances the candidate may be allowed to proceed immediately to submission of the research proposal.

An applicant with a Master's degree in Library and Information Studies (or equivalent) could be admitted as a Special Student. A maximum of 12 credits may be taken as a Special Student.

An applicant with a Master's degree in another field will normally be admitted as a Qualifying Student. A Qualifying Student must be registered full-time (12 credits per term) up to a maximum of two terms.

The Ph.D. program provides an opportunity to study interdisciplinary research topics at the doctoral level. The candidate is attached to the Graduate School of Library and Information Studies and develops the usual working relationships with research supervisors. In addition to a supervisor from the School, three faculty must sit on the Advisory Committee, one of whom must be external to the School.

Admission, program planning and research progress in the Ph.D. (*Ad Hoc*) program is the responsibility of the Faculty of Graduate Studies and Research.

The residency is 3 years (6 terms).

#### Admission to the Ph.D. (Ad Hoc) program involves a number of steps.

- The applicant normally is initially admitted as a Special or Qualifying Student in order to prepare a detailed research proposal.
- An academic advisor from the School will assist the student in program planning and in preparing the research proposal. The student should be aware that the preparation of the proposal involves considerable time. A Special or Qualifying Student may not be eligible for support by government doctoral fellowship programs. It is the student's responsibility to establish eligibility with the relevant authorities.

The completed research proposal should clearly state the problems to be studied. It should usually be prefaced by a brief account of the research trends which have led to the isolation of the problem and should include an indication of the methodology which will be used. The length of the proposal should be

approximately 10 pages. A selected bibliography of relevant recent works should be appended.

3. At least one faculty member from another department with a Ph.D. program is required to sit on the admissions committee for the student and advise the student throughout the Ph.D. (*Ad Hoc*). The student (together with the academic advisor) is responsible for contacting relevant departments and faculty who have familiarity with the proposed research area and have experience in directing graduate study.
4. The Director of Graduate Studies of the Faculty of Graduate Studies and Research is notified that an application to enter the Ph.D. (*Ad Hoc*) program has been completed.
5. The submission includes an application form, updated curriculum vitae, the research proposal and the report of the Admissions Committee. The form "Requirements for Graduation of *Ad Hoc* Ph.D. Candidates" will be completed providing information on the candidate, required courses, required examinations (comprehensive, language, etc.) and the signatures of the Admissions Committee members.
6. The Faculty of Graduate Studies and Research endorses or rejects the recommendation of the Admissions Committee. If the applicant is accepted for admission, an Advisory Committee will be appointed which may include members of the Admissions Committee or new members as deemed necessary.

## 42.6 Courses

The names of course instructors are listed on the Course Timetable available on **infoMcGill** via the Web <http://www.mcgill.ca/students/courses/>.

The course credit weight is given in parentheses after the title.

**405-601 INFORMATION AND SOCIETY.** (3) Introduction to our world of information, documents and information agencies with historical and social approach. A look at how information is generated and at the role played by libraries and of all kinds and other relevant agencies. This course should provide a broad framework within which other required or elective courses could be understood.

**405-607 ORGANIZATION OF INFORMATION.** (3) Theory and techniques of bibliographic control for information. Basic cataloguing and indexing principles and practices incorporating the concepts of main entry, subject analysis, and classification according to standard codes. Introduction to ISBD and MARC formats for description and automated support applications. Practical assignments in the organization of materials laboratory.

**405-608 CLASSIFICATION AND CATALOGUING.** (3) (Prerequisite: 405-607) Cataloguing in depth with a view to such specialties as original cataloguing, catalogue maintenance, and administration of the cataloguing department. Investigation of alternative methods of library documentation. The study of developments in international cataloguing standards, codes, and formats. Includes laboratory sessions.

**405-611 RESEARCH PRINCIPLES AND ANALYSIS.** (3) Fundamental aspects of reflective thinking and the methods and techniques of research appropriate to the investigation of library/information problems. Criteria helpful in evaluating published research in library/information studies by analyzing the various steps of the research process, thereby providing guidelines for planning, conducting, and reporting research.

**405-612 HISTORY OF BOOKS AND PRINTING.** (3) (Prerequisite: 405-615 or consent of instructor.) Surveyed are the development of writing, alphabets, and books from their inception, and of printing from its invention in the fifteenth century. Historical bibliography dealing with the various physical elements in book production, including design.

**405-613 HISTORY OF LIBRARIES.** (3) (Prerequisite: 405-601 or consent of instructor). Covered is the history of libraries and librarianship from the ancient world to the present with particular emphasis upon Quebec and Canada. This historical evolution will be dis-

cussed in terms of: forms of knowledge transfer, information technology, print culture, and comparative librarianship.

**405-614 PUBLIC LIBRARIES.** (3) A review of the Public Library Movement in English and French Canada. The development of public libraries in North America over the last twenty years with an emphasis on the library's role and responsibilities for the future. The impact of information technologies on the definition and delivery of services.

**405-615 BIBLIOGRAPHIC AND FACTUAL SOURCES.** (3) Introduces students to the theory, principles, and practice of bibliographical control as a foundation for reference service and information retrieval. Paper-based, microform, and electronic bibliographies are introduced. The creation and use of bibliographies, within various context, are discussed.

**405-616 ONLINE INFORMATION RETRIEVAL.** (3) Focuses on the principles and methods of information retrieval from full-text and bibliographic databases. Includes information-seeking behaviour,

in an operational environment. Includes an in-depth examination of hardware and software installations, LANs, RFPs, automation, system selection, Internet and Intranet applications, and standards for exchanging digital information.

**405-633 MULTIMEDIA SYSTEMS.** (3) (Prerequisites: 405-617 and consent of instructor). Theoretical and applied principles of multimedia systems design. Includes knowledge representation; interfaces; storage and retrieval of text, sound, still images, animation and video sequences; authoring software; hardware options; CD-ROM/DVD and Web based systems; virtual reality; testing and evaluation. Students design and develop a small-scale system.

**405-634 WEB SYSTEM DESIGN AND MANAGEMENT.** (3) (Prerequisites: 405-616, 405-617 or permission of the instructor.) Principles and practices of designing websites in the context of libraries and information centres. The course focuses on a conceptual approach to organizing information for the World Wide Web including design, implementation and management issues. Topics include web development tools, markup languages, Internet security and Web server administration.

**405-636 GOVERNMENT INFORMATION.** (3) (Prerequisites: 405-615, 405-616) An introduction to the structure of governments, and the nature and variety of government information. Emphasis is placed on the governments of Canada, the provinces, the United States and selected international governmental organizations. Topics include the acquisition, organization, bibliographic control and use of government information.

**405-637 SCIENTIFIC AND TECHNICAL INFORMATION.** (3) (Corequisites: 405-615, 405-616) Examination of the process of communication and information requirements (of/in) the scientific community; study of primary, secondary, and tertiary sources of information in the physical, biological, and applied sciences. Study and application of new information technologies, and in particular the World Wide Web, as used in scientific and technical communication.

**405-638 BUSINESS INFORMATION.** (3) (Corequisites: 405-615, 405-616) A survey of the literature used in business including bibliographic and non-bibliographic data bases. Various aspects of business set the scene for a study of the literature. Students examine key publications, and learn to select a basic business bibliography and to do reference work in the field.

**405-639 CORPORATE INFORMATION CENTRES.** (3) (Prerequisite: 405-601) A management course on strategic planning for corporate information services. Using a simulation, the class establishes and operates a corporate information centre in a business setting through human resource development, physical planning, service development, application of information technologies and development of an evaluation plan.

**405-644 DESCRIPTIVE BIBLIOGRAPHY.** (3) (Prerequisite: 405-615) A practical course on the history, description and care of rare books and antiquarian material. The principles of descriptive bibliography will be presented in the context of book culture. The place of rare book collections in research libraries and the practical administration of a rare book department will be examined.

**405-645 ARCHIVAL STUDIES.** (3) Introduction to the principles and practices of archival studies. The course exposes students to basic problems and solutions involved in dealing with archival resources. Main subjects include descriptive studies, acquisition, appraisal, arrangement, finding aids, preservation, public service and electronic records.

Note: Advanced work in archival science is available to a few students who do well in the introductory course.

**405-646 RESEARCH PROJECT.** (12) (Prerequisite: 405-611) A two-term in-depth research study leading to the preparation of a research paper with potential for publication. The subject of the study will vary according to the student's interests and pre-supposes some detailed background knowledge in the area to be researched. Working with a faculty supervisor, the student will plan, conduct and document a piece of research.

**405-647 INDEPENDENT STUDY.** (6) (Prerequisite: 405-611) An in-depth exploration of a topic in library and information studies

which is not emphasized or elaborated in any other part of the curriculum. The subject will vary according to the student's interests. It may be a work of synthesis, a research paper of limited scope, a state-of-the-art paper or a project which is an outgrowth of course work or in an area not covered in the curriculum. The student will work with a faculty supervisor to plan and pursue an individualised program of study.

**405-648 QUANTITATIVE METHODS AND BIBLIOMETRICS.** (3) (Prerequisite: 405-611) Introduces the student to data gathering, analysis, and interpretation with a primary emphasis on quantitative methodology. Introduction to bibliometric models and empirical investigation in library and information science.

**405-651 HUMANITIES AND SOCIAL SCIENCE INFORMATION.** (3) (Prerequisites: 405-615, 405-616) This course investigates the structure of knowledge in the humanities and social sciences and their constituent disciplines in order to understand how information and knowledge in these fields is created, organized, communicated and retrieved.

**405-655 LANGUAGE AND INFORMATION.** (3) (Prerequisite: 405-616). An explanation of the relationship between language and information science through consideration of: document representations for information retrieval; bilingual/multilingual systems; natural language processing; language barriers to information transfer.

**405-656 ABSTRACTING AND INDEXING.** (3) (Prerequisite: 405-607) Principles and practical methods of abstracting and indexing. Topics include pre- and post-coordinate indexing, concept analysis, vocabulary control, construction and evaluation of thesauri and of indexes for books, periodicals, and series; emphasis on the role of the computer in indexing.

**405-658 ONLINE INFORMATION INDUSTRY.** (3) (Prerequisite: 405-616) An in-depth examination of online information systems, database producers, and vendors in order to understand the dynamics of the industry, problems, processes affecting library services and future directions.

**405-660 INFORMATION RESOURCE MANAGEMENT.** (3) (Prerequisite: 405-607) Concepts and practices of managing information resources in organizations; management of records in all media; information inventories and information flow analysis; life-cycle management; application of information resource technologies for storage, retrieval and management; evaluation of information resource policies and practices; managing information resources for ISO 9000 compliance.

**405-671 HEALTH SCIENCES INFORMATION.** (3) (Prerequisite: 405-615, Corequisite: 405-616) A survey of information services and sources (both electronic and print) for health care professionals and the general public. An exploration of the information needs of health professionals and scientists; the role of health libraries and librarians; principles of health and biomedical library practice, functions, and management.

**405-672 LAW INFORMATION.** (3) (Prerequisite: 405-615. Corequisite: 405-616) The nature and scope of law librarianship and legal information sources; examination of the organization of legal knowledge, the legal research process, law information sources both print and electronic.

**405-689 SELECTED TOPICS IN LIBRARY AND INFORMATION STUDIES.** (3) (Corequisite: 405-601) To explore a topic in library and information studies which elaborates or augments the curriculum; to pursue an individualized program of directed study which will vary according to the student's interests.

**405-690 INFORMATION POLICY.** (3) (Prerequisite: 405-601) Information societies are examined from a global perspective, emphasising political, economic, social cultural and ethical issues including the roles of government and the private sector in providing information systems and services, transborder data flow, information access at personal, institutional and national level, censorship, copyright and data security.

**405-691 SPECIAL TOPICS IN LIBRARY AND INFORMATION STUDIES I.**

(3) Seminar to explore topics of particular interest to library and information studies. Topics vary from year to year.

**405-692 SPECIAL TOPICS IN LIBRARY AND INFORMATION STUDIES II.**

(3) Seminar to explore topics of particular interest to library and information studies. Topics vary from year to year.

**405-693 SPECIAL TOPICS IN LIBRARY AND INFORMATION STUDIES**

**III.** (3) Seminar to explore topics of particular interest to library and information studies. Topics vary from year to year.

**405-694 CERTIFICATE PROJECT.** (3) This course permits a Graduate Certificate student to pursue an individualized program of directed study, in library and information studies, which will vary with personal interest but will elaborate or augment the curriculum.

**405-695 RESEARCH PAPER I.** (6) Explores a minor topic relevant to the Graduate Diploma student's program of study and results in a scholarly paper with potential for publication.

**405-696 RESEARCH PAPER II.** (12) Explores a major topic relevant to the Graduate Diploma student's program of study which results



● **104-539A ISSUES IN HISTORICAL LINGUISTICS I.** (3) (Prerequisite: 104-340A and 104-351B, and 104-530A which can be taken concurrently, or permission of instructor.)

● **104-541B ISSUES IN HISTORICAL LINGUISTICS II.** (3) (Prerequisite: 104-360A; 104-400A and 104-571B, which can be taken concurrently or permission of instructor.)

**104-555B LINGUISTIC THEORY AND LANGUAGE ACQUISITION.** (3) (Prerequisites: 104-321B and 104-360A and permission of instructor.) A detailed overview of recent experimental work on first language acquisition of syntax within the principles and parameters framework, concentrating on both theoretical and methodological issues.

**104-560B FORMAL METHODS IN LINGUISTICS.** (3) (104-360 and 104-370 or permission of instructor.) This course presents the formal methods used in the study of languages (namely, the theories of sets, relations, functions, partial orders, and lattices as well as the principle of mathematical induction).

**104-571A SYNTAX II.** (3) (Prerequisite: 104-360A and permission of instructor.) This course extends and refines the theory of grammar developed in Syntax I (104-360A), while introducing some primary literature and developments in certain modules of the grammar such as phrase structure, wh-movement, and binding.

**104-590A INTRODUCTION TO NEUROLINGUISTICS.** (3) (Prerequisite: 12 credits in Linguistics.) An introduction to issues in neurolinguistics and linguistic aphasiology: How language breaks down, and what the pattern of breakdown reveals about normal language and its processing; to what extent elements of language are correlated with particular parts and functions of the brain; the universal and language-specific aspects of deficits.

**104-600A,B M.A. RESEARCH SEMINAR I.** (3)

**104-601A,B M.A. RESEARCH SEMINAR II.** (3)

● **104-621B TOPICS IN SOCIOLINGUISTICS II.** (3)

**104-631B PHONOLOGY III.** (3) (Prerequisite: 104-530A or permission of instructor.) This course focuses on the role of phonological representations in explaining phenomena. Emphasis is on the principles and parameters governing the relationship between phonological units, and the nature and function of mechanisms like spreading, fusion and epenthesis.

**104-640B MORPHOLOGICAL THEORY AND ANALYSIS.** (3) Introduction to current theoretical notions that seek to define a well-formed word structure, including headedness, morphological subcategorization, feature percolation and cyclicity.

**104-655B THEORY OF SECOND LANGUAGE DEVELOPMENT.** (3) (Prerequisite: 104-571B or permission of instructor.) This course looks at the availability of principles and parameters of Universal Grammar in second language acquisition.

● **104-660B FORMAL SEMANTICS.** (3) (Prerequisite: 104-370 and 104-560 or permission of instructor. At least one course in logic strongly recommended.)

**104-671A SYNTAX III.** (3) (Prerequisite: 104-571B or permission of instructor.) Exposure to current topics in syntactic theory through reading and discussion of primary literature. Emphasis will be placed on the logic and development of argumentation in syntactic theory.

● **104-675A,B COMPARATIVE SYNTAX.** (3) (Prerequisite 104-571B or permission of instructor.)

**104-682A,B SELECTED TOPICS I.** (3)

**104-683A,B SELECTED TOPICS II.** (3)

**104-690B TOPICS IN NEUROLINGUISTICS I.** (3) (Prerequisite: 104-590A) Topics of current interest in neurolinguistics of bilingualism.

● **104-691B TOPICS IN NEUROLINGUISTICS II.** (3) (Prerequisite: 104-590A)

**104-692A,B TUTORIAL ON A**

*Professors*

N.J. Adler; B.A., M.B.A., Ph.D.(U.C.L.A.); Organizational Behaviour  
R. Brenner; B.Sc., M.A., Ph.D.(Hebrew Univ.) (*Repap Professor of Economics*)  
W.B. Crowston; B.A.Sc.(Tor.), S.M.(M.I.T.), M.Sc., Ph.D. (Carnegie-Mellon); Management Science  
D.H. Drury; B.Com., M.B.A.(McM.), Ph.D.(Northwestern), R.I.A.(S.I.A.); Accounting  
V.R. Errunza; B.Sc.(Tech.)(Bombay), M.Sc., Ph.D.(Calif.); Finance  
J.L. Goffin; B.Eng., M.S.(Brussels), M.Sc., Ph.D.(Calif.); Management Science  
J. Hartwick; B.A.(W.Ont.), M.A., Ph.D.(Ill.); Organizational Behaviour  
R.J. Loulou; M.Sc., Ph.D.(Calif.); Management Science  
H. Mintzberg; B.Eng.(McG.), B.A.(Sir G.Wms.), S.M., Ph.D. (M.I.T.); Strategy & Organization (*John Cleghorn Professor in Management Studies*)  
F. Westley; B.A.(Vt.), M.A., Ph.D.(McG.); Strategy & Organization  
G.A. Whitmore; B.Sc.(Man.), M.Sc., Ph.D.(Minn.); Management Science (*Samuel Bronfman Professor of Management Science*)  
R.W. Wright; B.A., M.B.A.(Dart.), D.B.A.(Ind.); International Business and Finance

*Associate Professors*

K. Basu; B.Eng.(Calc.), M.Sc.(Flor. Institute of Tech.), Ph.D.(U. of Florida); Marketing

- 4) M.B.A./M.Sc.(Agr.Econ.) offered in cooperation with the Faculty of Agricultural and Environmental Sciences (see page 223).
- 5) Post-M.B.A. Certificate intended for professional managers who wish to update their skills and/or broaden the base of their education. The certificate may be taken on a full-time or part-time basis. (see page 229)
- 6) Ph.D. in Administration offered jointly by the four Montreal universities: Concordia University, École des Hautes Études Commerciales (affiliated with the Université de Montréal), McGill University, and Université du Québec à Montréal (see page 231).
- 7) Master of Management – Manufacturing Management a 12-month academic program followed by a four-month industrial internship, offered in collaboration with the Faculty of Engineering (see page 229).
- 8) Master of Management – International Masters Program in Practising Management (see page 229).
- 9) Master of Management – McGill/McConnell Program Voluntary Sector (see page 229).
- 10) Graduate Diploma in Public Accountancy (see page 230).

year of the program and will complete the remaining first year courses on a part-time basis.

#### Option 2

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### 44.3 Admission Requirements

#### 44.3.1 M.B.A. Program – Admission Requirements

Applicants with strong indications of managerial potential are desired. Given below are the minimum entrance criteria. Owing to the large number of applicants to the McGill M.B.A., merely meeting the minimum requirements will not guarantee acceptance.

- a) An undergraduate degree, from an approved college or university, with a Grade Point Average of at least 3.0 out of a possible 4.0, or a B average.
- b) A score of at least 570 on the Graduate Management Admission Test (GMAT), written within the past five years.
- c) Applicants who earned a Bachelor degree outside Canada, the United States, Australia, New Zealand or the United Kingdom, are required to take the Test of English as a Foreign Language. The TOEFL is **not** waived for graduates of four-year university programs whose language of instruction is English if the university is located in a non-English speaking country. Canadian citizens or applicants with at least three years Permanent Resident status may request a TOEFL waiver. Applicants who are not Canadian citizens and whose mother tongue is not English may be asked to demonstrate an English language competency beyond the submission of the TOEFL score. A minimum score of 600 for paper-based test or 250 for computer-based test is required.
- d) At least two years of full-time work experience, following completion of an undergraduate degree.
- e) Two letters of reference.

#### 44.3.2 M.B.A. Part-time Studies – Admission

The McGill M.B.A. Program may also be completed on a part-time basis. This is meant to accommodate persons with full-time employment. Admission as an M.B.A. part-time student may be made twice a year, in September and in January. The admission requirements are shown in section 44.3.1.

**Note:** Students studying on a part-time basis may transfer to full-time at various stages during their studies. Students wishing to do this must meet with the Associate Director to review their schedule (see section 44.5.6.).

#### 44.3.3 M.B.A. Admission – Transfer of Credits

##### Option 1

Candidates who have completed some portion of the first year of an M.B.A. program at another recognized institution may be granted CREDIT for equivalent courses up to a maximum of 15 credits. In most cases candidates would be admitted to the first





- c) The fee is applied against tuition fees provided that the candidate informs the Faculty of Management by the specified date that they will be joining the program and if they register by the given date of registration.
- d) The \$500 fee is refundable provided the candidate informs the Faculty by the specified date that they do not intend to join the program for the coming academic year.
- e) The \$500 fee is forfeited if the candidate fails to inform the Faculty by the specified date that they will not be attending the program.
- f) Students who are unable to begin attending classes in the first week of the first trimester will be required to defer their admission until the next admission period.

**Note:** International Students should carefully follow all instructions sent to them re applying for their Certificate of Acceptance (CAQ) which is required of all students who wish to study in the Province of Quebec (see [section 44.4.10](#)). The M.B.A. Office is unable to help students obtain this document.

All of the above is clearly outlined in the letter of acceptance.

#### 44.4.7 Registration

All accepted candidates will receive a package outlining registration procedures as well as deadline dates for fee payment.

Candidates who fail to register during the specified registration period may do so later but will be charged a late registration fee by the University.

#### 44.4.8 Orientation

Orientation for all new M.B.A. I students is held during the week before classes begin. **This activity is a mandatory part of M.B.A. I.** During this orientation, students get acquainted with other students and may form initial study groups. There is also an opportunity to meet with professors and to have various facets of the program outlined and clarified. An orientation fee of approximately \$80 is assessed to each student.

#### 44.4.9 International Applicants

The University is unable to waive or defer the application fee for international students. Applications received without the application fee will not be processed.

There is no financial aid to bring international students to study in Canada. If an international applicant has been selected to receive an award, it will be credited to the student fee account after registration in September. International applicants must, therefore, rely on their own financial resources to enter Canada.

The regulations governing international students working in Canada should be checked with the nearest Canadian Embassy or Consulate. Visas must be checked also.

#### 44.4.10 "Certificat d'acceptation" (C.A.Q.)/ (Certificate of Acceptance)

Any person, other than a Canadian citizen or Permanent Resident wishing to pursue studies in Quebec, must be in possession of a "Certificat d'acceptation" (Certificate of Acceptance) issued by the Ministry of Immigration of Quebec. This certificate is needed to obtain a student authorization (issued by Canada Immigration).

In order to obtain the "Certificat d'acceptation" (C.A.Q.) the student must submit an application to a Quebec Immigration Representative.

Details on Quebec Immigration offices and application procedures are routinely sent with official letters of admission.

**Note:** International Students should carefully follow all instructions sent to them when applying for their Certificate of Acceptance (CAQ) which is required of all students who wish to study in the Province of Quebec. The MBA Office is unable to help students obtain this document.

### 44.5 M.B.A. Program Requirements

Students studying on a full-time basis must complete this 60-credit program in three years; part-time students have a five-year time limit.

The first year of the program is designed to provide students with the basic managerial techniques and skills. The second year allows the student to concentrate in a particular field. Students will take both day and evening classes from September to April for two years.

#### 44.5.1 First Year (M.B.A. I)

**Students must have a thorough understanding of Word, Excel and basic management statistics prior to entry.**

Three highly integrative **9-Week Modules** have been developed to provide the skills essential to the entire organization. Emphasis is on team work and team building. The Integrative Core is a year-long project course which integrates material across the three modules.

**The first year will run on a Trimester basis.**

First Trimester	Module I	September to November
Second Trimester	Module II	November to February
Third Trimester	Module III	February to April

**MODULE I (September to November)                      Credit Weight**

The Integrative Core runs from September to April. Students completing the M.B.A. part-time will register for the Integrative Core while in the process of completing the last M.B.A. I courses.

Courses with a credit weight of 2 run for 9 weeks with 1 week for exams. Courses with a credit weight of 1 (Module II) have 4½ weeks of class each.

#### 44.5.2 Second Year (M.B.A. II)

The second year of the M.B.A. allows students to focus on a particular area of interest and to develop some specialization; or to create their own general management curriculum. Courses are offered both during the day and the evening. Students choose one of the following options to earn the 30 credits:

- 1) Five courses (15 credits) from the concentration in which the student wishes to specialize, and five elective courses (15 credits). It is not necessary to select the area of concentration until completion of the first year.

A Research Paper is an optional part of the M.B.A. which may be included as part of a concentration or replace free electives. The research paper is worth 6 credits. The Research Paper is designed to familiarize students with the process and the problems of independent research. The student is given considerable freedom in choosing research topics. Students have the opportunity to work on a one-to-one basis with a Faculty Member.

- or,
- 2) Ten courses (30 credits) selected as part of a General Management program.

### 44.5.3 M.B.A. II Year Concentrations

The M.B.A. II Concentrations are very much geared to the needs and demands of the employment market. They have been designed with considerable thought and attention to provide meaningful and useful packages of courses which will be an advantage upon graduation.

M.B.A. students may select a concentration or create their own General Management Curriculum.

A Concentration consists of five courses within an area.

#### Concentrations include:

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

Support courses from accounting, human resource management, industrial relations, management information systems, management science, and managerial economics are also offered to supplement the five courses within each concentration. (Change from six to five courses in each concentration is awaiting University approval.)

### 44.5.4 Descriptions of Concentrations

#### ENTREPRENEURIAL STUDIES CONCENTRATION (15 credits)

270-664 (3) Creating the Small Business  
 270-665 (3) Managing Small Business Enterprise  
 271-614 (3) Taxation Seminar  
 274-652 (3) Managerial Finance  
 275-652 (3) Marketing Management II

#### FINANCE CONCENTRATION (15 credits)

#### MANAGEMENT FOR DEVELOPMENT CONCENTRATION

(15 credits)

**Required Courses** (12 credits)

**Complementary Course** (3 credits)

Students must have permission from the instructor to enrol in graduate-level courses outside the Faculty of Management and meet prerequisites for such courses. Other faculties are not required to offer the courses on a regular basis.

#### MARKETING CONCENTRATION (15 credits)

**Required Courses** (6 credits)

**Complementary Courses** (9 credits)

#### OPERATIONS MANAGEMENT CONCENTRATION (15 credits)

#### INFORMATION SYSTEMS CONCENTRATION (15 credits)

#### INTERNATIONAL BUSINESS CONCENTRATION (15 credits)

#### STRATEGIC MANAGEMENT CONCENTRATION (15 credits)

**GENERAL MANAGEMENT STREAM**

Students may also choose to design their own packages of courses in the M.B.A. II program.

**DOUBLE CONCENTRATIONS**

Students wishing to do a Double Concentration (one which is not outlined above) must take five courses in each area. These courses will be designated by the Area Co-ordinators involved but will probably include the mandatory courses. No more than two Concentrations will be awarded.

**44.5.5 M.B.A. Part-Time Studies**

The course requirements for students completing their degree on a part-time basis are identical to those studying full-time. Please refer to

Program Administrator M.D./M.B.A. Program,  
McIntyre Medical Sciences Building,  
3655 Promenade Sir-William-Osler,  
Montreal, QC H3G 1Y6  
Telephone: (514) 398-3521 Fax: (514) 398-3595

#### **44.6.4 M.B.A./Japan**

This two-year M.B.A. program – delivered by McGill faculty at the campus of the prestigious Sophia University in downtown Tokyo, Japan – provides local students with a world-class North American style graduate business education in International Business. For more information visit our Website at <http://www.Management.mcgill.ca> (Programs).

#### **44.6.5 M.B.A./Law Program**

The Faculty of Management, in cooperation with the Faculty of Law, offers a joint M.B.A./Law degree. This program prepares students for admission to the Quebec legal profession as well as for admission to the Bars of the Common Law Provinces.

#### **44.7.4 Course Deferrals**

Deferral of courses in the M.B.A. Program is normally not permitted. All students registered in the Program full-time are expected to carry a full course load each term. Only in very exceptional circumstances will a student be permitted to defer a course. Written justification must be provided and submitted to the M.B.A. Associate Director for approval.

#### **44.7.5 Grading and Promotion Standards**

The pass mark for each course is 65%.

##### **Failures**

This policy is currently under review.

##### **Rereads**

In cases where students feel that an error has been made in arriving at their final grade, the Instructor will be requested to carry out a detailed check that all questions have been marked, that class work has been adequately counted toward the final grade and that the final grade has been correctly computed on the basis of term work, final examinations, etc. No fee will be charged for this verification.

For graduate courses (600 and 700 level courses), the application for reassessment or re-read should be sent in writing, together with the original receipt of the reread fee, to the Graduate Studies Office, Faculty of Graduate Studies and Research, within 30 days of the submission of final marks.

##### **Promotion into M.B.A. II**

Students must have obtained an overall average, including all failures and supplemental examinations and repeats, of at least 70% to be permitted to continue into second year and in order to graduate.

#### **44.7.6 Outside Elective Courses**

An outside elective is any course which is not part of the M.B.A. Program. This includes courses in other faculties within McGill University or outside McGill University

Students wishing to take an elective offered in another depart-

**280-621 INTERNATIONAL ENVIRONMENT.** (2) Overview of the international issues that influence the management of organizations. Understanding of the international environment as it relates to the essential core knowledge needed for day-to-day managerial activity.

**280-622 ORGANIZATIONAL STRATEGY.** (2) Organizational strategy concerns the process through which managers position their business or unit favorably against competitors, with customers, and in





tions. Stresses the application of theory and techniques and extensive use is made of case studies.

**274-652 MANAGERIAL FINANCE.** (3) (for non-Finance Concentration) Designed as a second course in Finance for students not specializing in Finance. Topics include: short and long term asset and liability management, risk and diversification, and the nature of capital markets. The course format will be a mixture of cases, lectures, projects and discussions.

**274-660 GLOBAL INVESTMENT MANAGEMENT.** (3) Primary focus will be on global investments. The course will deal with the theoretical foundations of modern international portfolio theory and empirical evidence in a real world setting. It will span the developed markets of Europe and Japan, NICS of the Pacific rim and emerging markets. The primary objective is to prepare a new generation of managers who can operate effectively in the new global investment environment.

**274-676 INTERNATIONAL FINANCIAL MANAGEMENT.** (3) (For non-Finance concentration) Operational problems and policies of financial management in an international context: the international monetary system; foreign exchange and Eurocurrency markets; determining a firm's exposure to exchange rate changes; protecting against exchange losses; multinational sources and cost of capital; multinational capital project analysis; contemporary developments in international finance. The course has a practical orientation, combining basic conceptual readings with applied case analyses.

**274-693 INTERNATIONAL FINANCE I.** (3) The international financial environment as it affects the multinational manager. In-depth study of the various balance of payments concepts, adjustment of the external balance, and the international monetary system will be followed by a review of theory and institutional aspects of the foreign exchange and the international (Eurodollar) markets.

**274-694 INTERNATIONAL FINANCE II.** (3) (Prerequisite: 278-693)

**276-650 MANAGING INNOVATION.** (3) To survive competitively, many organizations need to develop new products successfully and consistently, yet established firms often face difficulties responding to new opportunities. This course examines the strategic, organizational, and interdepartmental aspects of the new product development process to understand why problems occur and what managers can do about them. Topic areas include (1) the creative synthesis of market possibilities with technological potential; (2) the collaborative coordination of diverse functions in the firm; and (3) the strategic connection between the project and the firm's strategy and structure.

**276-651 STRATEGIC MANAGEMENT IN DEVELOPING COUNTRIES.** (3) The course examines strategic management challenges in developing countries using lectures and discussion of readings and cases. Topics include economic policy management (national development strategies, structural adjustment, privatization), economic cost/benefit analysis, technology choice and transfer, negotiations between multinational firms and host governments, and strategic management for public enterprise, family-owned firms, economic groups, and developmental organizations.

**276-652 ETHICS IN MANAGEMENT.** (3) An examination of the economic legal and ethical responsibilities of managers in both private and public organizations. Through readings, case studies, discussions and projects, the class evaluates alternative ethical systems and norms of behaviour and draws conclusions as to the right, proper and first decisions and actions in the face of moral dilemmas. The focus of this course is on the decision processes, values and consistency of values of the individual and on the impact of systems control and incentives on managerial morality.

**276-669 MANAGING GLOBALIZATION.** (3) MBAs need to understand international competitive issues, such as: forces for industry globalization, a firm's international expansion process, and international competitive strategies. Many types of firms will be analyzed, from small U.S. and Canadian firms beginning to explore interna-



examine a set of concepts and competencies that voluntary sector leaders require to operate most effectively in a given context.

For more information visit our Website, <http://www.management.mcgill.ca/exec/vleaders/index.htm>.

#### 44.10.4 Diploma in Public Accountancy (Chartered Accountancy)

The Diploma in Public Accountancy Program is under the academic supervision of the Faculty of Graduate Studies and Research, and is administered by the Faculty of Management.

The faculty is made up of professionally active C.A.s with specific areas of expertise. Students benefit from a program of academic counseling, tutoring and monitoring as they progress through a program in which they are exposed to the latest concepts and practice-related issues.

Chartered Accountants play leadership roles in public practice, business, industry, government and education.

#### Admission Requirements

##### Option 1:

Students completing the McGill Honours in Accounting are required to obtain a minimum CGPA of 3.0 out of 4.0, and successfully complete the 13 qualifying courses listed below, or their equivalent:

271-332	Accounting Information Systems
271-351	Intermediate Financial Accounting I
271-352	Intermediate Financial Accounting II
271-361	Intermediate Management Accounting I
271-362	Intermediate Management Accounting II
271-385	Principles of Taxation
271-453	Advanced Financial Accounting
271-454	Financial Reporting: Standard and Practices
271-455	Development of Accounting Thought
271-475	Principles of Auditing
280-272	Statistics II
280-293	Managerial Economics
280-341	Finance I

##### Option 2:

Students must be graduates of an approved university and hold a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 and successfully complete the 13 qualifying courses listed below, or their equivalent:

271-311	Financial Accounting I
271-312	Financial Accounting II
271-313	Management Accounting I
271-411	Accounting Theory
271-412	Taxation I
271-413	Auditing I
271-414	Financial Accounting III
271-415	Management Accounting II
273-332	Accounting Information Systems
280-211	Intro to Financial Accounting
280-272	Statistics II
280-293	Managerial Economics
280-341	Finance I

##### Option 3:

Graduates of programs other than Bachelor of Commerce or graduates with foreign degrees must complete the following courses through the Centre for Continuing Education's Diploma in Accounting prior to admission to the Graduate Diploma program.

273-332	Accounting Information Systems
610-511	Financial Accounting I
610-512	Financial Accounting II
610-513	Financial Accounting III
610-514	Accounting Theory
612-511	Management Accounting I
612-522	Management Accounting II
613-511	Auditing I
614-511	Taxation I
641-532	Managerial Economics

647-512	Finance I
652-521	Statistics II

#### Language Admission Requirement

Applicants whose mother tongue is not English, and who have not completed a university program in the province of Quebec, must submit evidence of their facility in English before they can be considered for admission. Acceptable evidence would be the successful completion of one of the following:

- 1) a University program in English;
- 2) the G.C.E. Ordinary & Advanced Level Examinations in English Literature or Composition;
- 3) the University of Michigan English Language Test (Level V);
- 4) the Test of English as a Foreign Language (TOEFL) (Score 550);
- 5) Certificate of Proficiency in English. Arrangements for the McGill Placement Test may be made through the Department of Languages and Translation at 398-6150. Intensive English courses are available through the Department of Languages and Translation in the Centre for Continuing Education.

#### Admission Procedures

Application forms can be obtained from the Department. The deadline dates for admissions are as follows:

- February 1 for Spring (May)
  - June 1 for Fall (September)
  - October 1 for Winter (January)
- 1) Applicants must have a university degree from a recognized institution.
  - 2) All students wishing to take courses in the Diploma in Public Accountancy must complete the Application for Admission form.
  - 3) Due to audit and government requirements, all students must provide proof of Canadian citizenship and/or Permanent Residency in order to maintain eligibility for Canadian fees.
  - 4) All students must make arrangements to have two official transcripts confirming the awarding of a degree sent to the Department before their application can be considered.
  - 5) An evaluation will be made granting credits in the program for equivalent courses completed (B- required) within the last five years. Academic advising is available to assist the student.
  - 6) Applicants who have been accepted to the program are required to make a \$200 (certified cheque or money order) deposit. This fee is non-refundable and will be applied to the student's fee account.

#### Time Limits

The program must be completed within three years of admission. Time limits will be adjusted accordingly for those students who are granted advanced standing or who transfer from one program to another. Students exceeding the time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Department. Where appropriate a revised program of study may be recommended.

#### Professional Requirements for Admission to l'ordre des comptables agréés du Québec (C.A.)

Membership in the l'Ordre des comptables agréés du Québec and the Canadian Institute of Chartered Accountants entitles Chartered Accountants to practice the profession of Chartered Accountancy.

Admission is based upon meeting the following requirements as indicated in the Chartered Accountants Act (Bill 264).

- 1) possession of a university degree from a recognized institution;
- 2) possession of the Graduate Diploma in Public Accountancy;
- 3) passing of the national Uniform Final Examination given by the Ordre and the CICA;

- 4) completion of an articling period with a firm of Chartered Accountants which is registered with the Order (minimum of two years), this can be done while registered in the CA Program;
- 5) a working knowledge of French;
- 6) Canadian citizenship or Permanent Resident status.

Further information can be obtained from: Ordre des comptables agréés du Québec, 680 Sherbrooke West, 18th floor, Montreal, Quebec, H3A 2S3. Tel: (514) 288-3256. Email: info@ocaq.qc.ca.

### **Advanced Standing**

#### **Credit / Exemptions**

An official course outline of the courses taken elsewhere, and the marks obtained, must be submitted. Students who have been granted credits and/or exemptions are not permitted to register for the courses, which they have been granted credits and/or exemptions. Credits or exemptions will NOT be granted for courses taken more than five years before the date of application.

### **Program Requirements**

The program requires completion of 10 courses (eight 3-credit courses, and two 4-credit courses). It is composed of the courses, which cover the theoretical and technical knowledge for entry-level Chartered Accountancy practitioners, and the Uniform Final Examination (C.A. exam).

#### **Level I**

#### **Level II**

Level I must be completed prior to Level II. Flexibility exists where minimal course work is required in a prior level. Students must complete Level II courses in the 12 months prior to the Uniform Final Examination.

Students are reminded that the courses in the Diploma in Accounting are prerequisites to the Diploma Program in Public Accountancy courses, and knowledge of prerequisite course content is presumed.

### **Course Descriptions**

**271-651 FINANCIAL ACCOUNTING IV.** (3) (Prerequisites: Entry to Program Financial Accounting III) Advanced topics in financial and reporting, including the relevant CICA Handbook pronouncements, exposure drafts, accounting guidelines and research studies. International pronouncements are discussed where no Canadian recommendation exist. The use of professional judgement in the application of accounting recommendations will be discussed.

**271-655 AUDITING II.** (3) (Prerequisite: 271-413) The role of the attest auditor. The topics covered include professional practice environment, engagement management, internal control, audit evidence, testing, reporting and general coverage of the profes-

English and partly in French. Applicants must attain a level of competence that would allow them to read technical material and to follow lectures and discussions in both languages. (All papers may, however, be written in English or French.) This is viewed as a definite advantage of the program for those students who expect to work in Canada or francophone countries after graduation.

The program places considerable emphasis on the theoretical foundations of administration and its underlying disciplines. Graduates of the program are expected to have: (1) some knowledge of all the main areas of administration, (2) a thorough knowledge of one applied area of administration, and one support discipline, (3) a complete command of the research methodologies used in administration, and (4) some familiarity with modern theories and methods of the pedagogy of administration.

The program consists of three phases: preparation, specialization and dissertation.

### Phase I Preparation

The preparation phase is intended to give each student some understanding of the range of subject matter that makes up contemporary administrative theory. On entering the program, the background of each student will be judged in each of the following areas. Deficiencies, if any, are to be made up by M.B.A. courses, papers, or assigned readings in:

- Behavioural Science
- Economics
- Management Science
- Marketing
- Finance
- Management Policy
- Accounting and Control

Some students – notably those with strong Master's degrees in administration or related disciplines – have a minimum of work in Phase I; others require up to one academic year of work. In addition, in Phase I all students take a seminar, Fundamentals of Administrative Thought (278-704), which introduces them to the basic concepts of scientific inquiry, and relates this to the history of administrative thought, its various schools, and contemporary issues in the study of administration. This seminar is offered jointly by professors from the four universities. Also in Phase I, students must pass a qualifying examination in statistical methods.

### Phase II – Specialization

In Phase II, students probe deeply into their chosen area of specialization. With their advisory committee, students work out an individual program of study which takes about 18 months. The specialization phase focuses on one applied area and one support field. The applied area could be one of the basic ones listed in Phase I (for example, management policy or management science), a sub-area within one of these (such as organizational development within organizational behaviour), or an interdisciplinary area that combines two or more of these (such as behaviour aspects of accounting or international marketing). In general, the program does not define fixed areas of specialization, but rather accepts the area of interest defined by the student, so long as there exists a sufficiently strong core of faculty members interested in that area to supervise the student.

The support field is selected to help the student develop a foundation of knowledge in a fundamental discipline that underlies the theory in administration. For example, a student in marketing might select psychology, sociology, or statistics. One in international business might select economics or anthropology. One in management policy might select political science or general systems theory or perhaps even philosophy. Many other choices are possible.

Students officially enter Phase II of the program when their advisory committee has been established and, together with the student, formally agrees on a proposal for the work to be done in Phase II. Phase II must be approved by the McGill and the Joint Doctoral Committees. This includes the following:

- A publishable research paper\* (278-720), equivalent to about 3 months of full-time work.

- Doctoral seminars in the applied area (or an equivalent reading course if the number of students studying in the area in a given year does not justify a seminar); minimum four courses.
- Any other existing graduate level courses in the applied area and support field deemed appropriate by the advisory committee; minimum two courses in support field.
- Seminar on Research Methods (278-707) or equivalent course as defined by Program Committee.
- Seminar in Pedagogy (278-706), or equivalent as defined by Program Committee.
- Subject to approval, a detailed bibliography on which the student will be examined in a Comprehensive Examination (278-701), the last step in Phase II.

\* Subject to approval.

The advisory committee will normally consist of three or four persons; a chair and others decided upon jointly by the chair and the student. One of these members will typically come from the support field. At least one other of the participating universities must be represented on every student's advisory committee.

### Phase III – Dissertation

The third phase of the program consists of the dissertation in the course of which the student probes deeply into a well-defined research topic. The topic is developed with the thesis committee (at least three members), which may be the same as the Phase II advisory committee or may be reconstituted, again with representation from at least one of the other participating universities. The topic is approved formally by the thesis committee and, once the research is completed and the dissertation written, the student publicly defends the completed thesis as the last step in the Ph.D. program.

### ADMISSION – JOINT PH.D.

Candidates will normally hold an M.B.A. or other related Master's level degree, with a strong academic record from a recognized university. In certain cases, candidates without related Master's degree but with exceptional backgrounds may be considered for the program. Experience judged relevant to the course of study will be considered a desirable feature of the applicant's background.

A recent GMAT score (within 5 years) and two recent letters of recommendation are required as part of the application.

Students may apply for admission to one or more of the participating universities. These applications will be processed by both the individual university and the joint committee of the four schools. Students' preferences will prevail when more than one participating university is prepared to accept them. The Ph.D. degree will be granted by the university that admits the student. The program requires a minimum full-time residency of six semesters.

These applications must be completed by February 1st for September admission. January admissions are exceptional and subject to the approval of the Program Director.

Completed McGill application forms should be sent to:

Program Administrator, Ph.D. Program Office  
Faculty of Management  
McGill University  
1001 Sherbrooke Street West  
Montreal, QC H3A 1G5

Telephone: (514) 398-4074

Fax: (514) 398-3876

Email: [phd@management.mcgill.ca](mailto:phd@management.mcgill.ca)

Website: <http://www.management.mcgill.ca/programs/phd>

The addresses of the three other institutions are:

Concordia University, Faculty of Commerce and Administration,  
1455 de Maisonneuve Blvd West, Montreal, Q CH3G 1M8

École des Hautes Études Commerciales, 3000 Chemin de la  
Cote Ste-Catherine, Montréal, QC 3T 2A7

Université du Québec à Montréal, Département des Sciences  
Administratives, 315 Ste-Catherine Est, Montréal, QC  
H3C 4R2