University Regulations and Resources (Graduate and Postdoctoral Studies)

Programs, Courses and University Regulations

2016-2017

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1 Regulations, page 13
1.1 Authorization, Acknowledgement, and Consent, page 13
1.2 Categories of Students, page 13
1.2.1 Full-Time Students, page 13
1.2.2 Half-Time Students (Thesis Programs), page 13
1.2.3 Part-Time Students, page 13
1.2.4 Additional Session (Thesis Programs) and Non-Thesis Extension (Non-Thesis Programs) Students, page 13
1.2.5 Thesis Evaluation Students, page 14
1.2.6 Qualifying Students, page 14
1.2.7 Special Students, page 14
1.2.8 Visiting Students, page 14
1.2.9 Graduate Research Trainee, page 14
1.2.10 Non-Resident Status, page 15
1.2.11 Leave of Absence Status, page 15
1.2.11.1 Graduate and Postdoctoral Leave of Absence Policy, page 15
1.2.12 Medical Residents, page 16
1.2.13 McGill Staff as Graduate Students, page 16
1.2.14 Quebec Inter-University Transfer Agreement, page 17
1.2.14.1 Quebec Inter-University Transfer Agreement: McGill Students, page 17
1.2.15 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 17
1.3 Registration, page 18
1.3.1 Registration for Fall and Winter Terms (Including Additional Session and Non-Thesis Extension Students), page 18
1.3.2 Fee Policies Related to Registration, page 18
1.3.3 Summer Registration, page 18
1.3.4 Courses Taken in the School of Continuing Studies, page 19
1.3.5 Courses Taken as Extra to a Program, page 19
1.3.5.1 Graphos Scholarly Communication Courses, page 19
1.3.5.2 List of McGill Writing Centre/Graphos Courses, page 19
1.3.5.3 List of Redpath Museum Writing Courses, page 19
1.3.6 Registration for Two Degree Programs Concurrently, page 19
1.3.7 Time Limitation, page 20
1.3.8 Late Registration, page 20
1.3.9 Withdrawal from a Degree Program, page 20
1.4 Course Information and Regulations, page 20
1.4.1 Class Schedule, page 20
1.4.2 Course Numbering, page 21
1.4.3 Multi-term Courses, page 21
1.4.4 Course Terminology, page 22
1.4.4.1 Course Nomenclature in Program Descriptions, page 22
1.4.5 Course Change Period, page 22

1.4.6 Auditing of Courses, page 22
1.5 Course Withdrawal, page 22
1.5.1 Courses that Begin in the Fall Term, page 22
1.5.2 Courses that Begin in the Winter Term, page 22
1.6 University Withdrawal, page 24
1.6.1 Student's Responsibility, page 24
1.6.2 Deadlines for University Withdrawal, page 24
1.6.2.1 Fall Term, page 24
1.6.2.2 Winter Term, page 24
1.6.3 Consequences of University Withdrawal, page 25
1.7 Summer Studies, page 25
1.8 Student Records, page 25
1.8.1 Grading and Grade Point Averages (GPA), page 25
1.8.1.1 Unexcused Absences, page 27
1.8.2 Transcript of Academic Record, page 27
1.8.2.1 Policy Concerning Access to Records, page 27
1.8.2.2 Transcript of Academic Record: General Information, page 29
1.8.2.3 Unofficial Transcripts, page 29
1.8.2.4 Official Transcripts, page 29
1.8.2.5 Course Numbering on the Transcript, page 29
1.8.3 Verification of Student Records: Degree Evaluation, page 30
1.8.4 Changes to Student Records after Normal Deadlines, page 30
1.8.4.1 Student Record Changes, page 30
1.8.4.2 Registrar Deadlines, page 30
1.8.4.3 Before Registrar Deadlines, page 30
1.8.4.4 After Registrar Deadlines, page 30
1.8.4.5 Fee Assessment Consequences, page 31
1.8.4.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 31
1.9 Failure Policy in Graduate Studies, page 31
1.9.1 Procedure to follow in cases of failure, page 32
1.10 Language Policy, page 32
1.11 University Student Assessment Policy, page 33
1.12 Regulations Concerning Theses, page 33
1.12.1 Thesis Regulations, page 33
1.12.2 Thesis Submission (Initial and Final E-thesis Submission), page 33
1.12.3 Thesis Examiners, page 33
1.12.4 Conflict of Interest, page 33
1.12.5 Thesis Examination Failures, page 34
1.12.6 Doctoral Oral Defence, page 34
1.12.7 Oral Defence Outcomes, page 34

1.13 Academic Integrity, page 34

1.14 Identification and Personal Information, page 35

1.14.1 Identification (ID) Cards, page 35

1.14.1.1 ID Card Schedule for the Downtown Campus, page 35

1.14.1.2 ID Card Schedule for the Macdonald Campus, page 35

1.14.2 Legal Name, page 36

1.14.3 Preferred First Name, page 36

1.14.4 Verification of Name, page 36

1.14.5 Updating Personal Information, page 37

1.15 Submitting Legal Documents, page 37

1.15.1 Why Does McGill Collect Legal Documents from You?, page 37

1.15.2 What Documents Does McGill Need from You?, page 37

1.15.2.1 Fee Exemptions, page 38

1.15.3 Has McGill Received Your Documents?, page 39

1.15.3.1 Quebec/Canadian/International Fees and Immigration Status, page 39

1.15.3.2 Permanent Code, page 39

1.15.4 What Are the Consequences of Not Providing Your Documents?, page 39

1.15.5 Where and How Do I Send My Documents?, page 40

1.15.5.1 For the School of Continuing Studies, page 40

1.16 Graduation, page 40

1.16.1 Apply to Graduate, page 41

1.16.1.1 Deadlines, page 41

1.16.2 Graduation Approval Query, page 41

1.16.3 Replacing a Diploma, page 42

1.16.3.1 Required Documents, page 42

2 Guidelines and Policies, page 46
2.1 Regulations on Graduate Student Supervision, page 46
2.2 Regulations on Graduate Student Research Progress Tracking, page 46
2.3 Ph.D. Comprehensives Policy, page 47
2.4 Graduate Studies Reread Policy, page 48
2.5 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants, page 49
2.6 Failure Policy, page 49
2.7 Guideline on Hours of Work, page 50
3 Graduate Studies at a Glance, page 50
3.1 Graduate and Postdoctoral Degrees Offered by Faculty, page 50
3.2 Master's Degrees Available at McGill, page 52
3.2.1 Master's Degree Programs and Specializations, page 53
3.3 Doctoral Degrees Available at McGill, page 58
3.3.1 Doctoral Degree Programs and Specializations, page 58
3.4 Postdoctoral Research, page 60
3.5 Graduate Diplomas and Graduate Certificates, page 60
4 Graduate Admissions and Application Procedures, page 61
4.1 Application for Admission, page 61
4.2 Admission Requirements (Minimum Requirements to be Considered for Admission), page 62
4.3 Application Procedures, page 62
4.3.1 Document Checklist Terms, page 62
4.4 Admission Tests, page 63
4.5 Competency in English, page 63
4.6 Admission to a Qualifying Program, page 64
4.7 Admission to a Second Degree Program, page 64
4.8 Admission to Two Degree Programs, page 64
4.9 Admission to an Ad Personam Joint Program, page 64
4.10 Admission of Former Students, page 64
4.11 Deferral of Admission, page 65
5 Fellowships, Awards, and Assistantships, page 65
6 Research Policy and Guidelines, Patents, Postdocs, Associates, Trainees, page 65
6.1 Policy on Research Ethics, page 65
6.2 Regulations on Research Policy, page 66
6.3 Policy on Research Integrity, page 66
6.4 Guidelines for Research Involving Human Subjects, page 66
6.5 Guidelines for Research with Animal Subjects, page 66
6.6 Policy on Intellectual Property, page 66
6.7 Regulations Governing Conflicts of Interest, page 66
6.8 Safety in Field Work, page 66
6.9 Office of Sponsored Research, page 66

6.10 Postdocs, page 66

6.11 Research Associates, page 66

7 Student Services and Information, page 67

7.1 Service Point, page 67

7.1.1 Location, page 67

7.2 Student Rights and Responsibilities, page 67

7.2.1 Support for Students: Office of the Dean of Students, page 67

7.2.2 Office of the Senior Director, Services for Students, page 68

7.3 Student Services – Downtown Campus, page 68

7.3.1 Campus Life & Engagement, page 68

7.3.2 Career Planning Service (CaPS), page 68

7.3.3 Counselling Service, page 69

7.3.4 First Peoples' House, page 69

7.3.5 Health Services, page 69

7.3.6 International Student Services, page 69

7.3.7 Mental Health Service, page 69

7.3.8 Office of Religious and Spiritual Life, page 69

7.3.9 Office for Students with Disabilities and myAccess, page 69

7.3.10 Office of Sustainability, page 70

7.3.11 Scholarships and Student (Financial) Aid Office, page 70

7.3.12 Tutorial Service, page 70

7.4 Student Services – Macdonald Campus, page 70

7.4.1 Career Planning Service (CaPS), page 70

7.4.2 Counselling Service, page 71

7.4.3 International Health Insurance, page 71

7.4.4 Mid-term Exams, Office for Students with Disabilities, page 71

7.4.5 Student Health Services, page 71

7.4.6 Student Financial Aid, page 71

7.4.7 Other Services, page 71

7.5 Residential Facilities, page 71

7.5.1 Graduate Housing – Downtown, page 72

7.5.1.1 Single-Occupancy Apartments, page 72

7.5.1.2 Shared-Facilities Housing, page 72

7.5.2 University Residences – Macdonald Campus, page 72

7.5.2.1 Residence Fees – Macdonald Campus, page 72

7.5.2.2 Residence Occupancy – Macdonald Campus, page 73

7.5.2.3 Facilities for Non-Resident Students – Macdonald Campus, page 73

7.5.2.4 Student Parking – Macdonald Campus, page 73

7.6 Athletics & Recreation, page 73

7.6.1 Downtown Campus Athletics & Recreation, page 73

7.6.2 Macdonald Campus Athletics & Recreation, page 74
7.7 Ombudsperson for Students, page 74
7.8 Extra-Curricular and Co-Curricular Activities, page 74
7.8.1 University Centre, Thomson House, and Centennial Centre, page 75
7.9 Bookstore, page 75
7.10 Computer Store, page 75
7.11 Day Care, page 75
8 Fees, page 76
8.1 Access to Fee Information, page 76
8.2 Billings and Due Dates, page 76
8.2.1 Guest Access on Minerva, page 76
8.2.2 Payment Procedures, page 77
8.3 Tuition Fees, page 77
8.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students, page 77
8.3.2 International Exemption Fees, page 77
8.3.3 Tuition Assistance for McGill Staff, page 77
8.3.4 Staff Dependent Waivers, page 77
8.4 Documentation, page 77
8.5 Compulsory Fees, page 77
8.5.1 Student Services Fees, page 78
8.5.2 Athletics and Recreation Fee, page 78
8.5.3 Student Society Fees, page 78
8.6 Administrative Charges, page 78
8.7 Other Fees, page 78
8.8 Fees and Withdrawal from the University, page 81
8.8.1 Fee Refund Deadlines, page 81
8.8.1.1 Fall Term – up to and including September 27, page 81
8.8.1.2 Fall Term – after September 27, page 81
8.8.1.3 Winter Term – up to and including January 24, page 81
8.8.1.4 Winter Term – after January 24, page 81
8.8.2 Refund Procedures, page 82
8.9 Other Policies Related to Fees, page 82
8.9.1 Overdue Accounts, page 82
8.9.1.1 Information for Registered Students, page 82
8.9.1.2 Information for Students Who Are No Longer Registered, page 82
8.9.1.3 Cancelling Registration for Non-Payment of Previous Term(s), page 82
8.9.2 Acceptance of Fees vs. Academic Standing, page 83
8.9.3 Deferred Admission, page 83
8.9.4 Fees for Students in Two Programs, page 83
8.9.5 Students Taking Courses Extra to Their Program, page 83

8.9.6 Senior Citizens, page 83

8.9.7 Quebec Inter-University Transfer Agreements, page 83

8.10 Sponsorships/Funding/Fee Deferrals, page 83

8.10.1 Students with Sponsors, page 83

8.10.2 Students Receiving McGill Funding, page 84

8.10.3 External Scholarships, page 84

8.10.4 Tuition and Fees – Payment Deferral, page 84

8.11 Tax Slips/Receipts, page 84

8.12 Yearly Fees and Charges, page 84

9 For your Information Technology (IT) Needs, page 85

9.1 Logging In, page 85

9.2 myMcGill (the University portal), page 85

9.3 myCourses, page 86

9.4 Email, page 86

9.5 Microsoft Office 365, page 86

9.6 Software, page 86

9.7 Online Student Directory, page 86

9.8 Getting Connected, page 86

9.9 Safe Computing, page 87

9.10 Need Help?, page 87

10 Resources for Study and Research, page 87

10.1 Libraries, page 87

10.2 mationJTl6i CWring Cont D, page 8610.1 Libod82.370,5. 86

9.4veepage 87

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. For example, a student who has registered for a last course such as a project but has not completed it, must register as Non-Thesis Extension status until graduation. 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.

1.2.5 Thesis Evaluation Students

Students who have completed the residency requirements for their graduate thesis program and who have submitted their initial e-thesis to Graduate and Postdoctoral Studies by the April 15, August 15, or December 15 initial e-thesis submission deadlines must register on *Minerva* in order for their registration status to be updated to "Thesis Evaluation". All students are required to stay registered and pay the associated fees up until the term of graduation. The registration status will be updated to "Thesis Evaluation" for all subsequent terms until the term of the final e-thesis submission. Students in thesis programs whose initial e-thesis and final e-thesis submissions are in the same term will not require a "Thesis Evaluation" status.

"Thesis Evaluation" students are considered to be:

- registered at the U.7ration

- Requests for a leave of absence due to professional development are for activities that preclude progress toward the degree.
- A request for leave without proper justification and supporting documents will not be considered.
- A request for retroactive leave of absence will not be considered.
- 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.
- In order to be covered by the graduate supplemental health insurance and/or international health insurance during a leave, The *Post Graduate Student Society* (PGSS) and/or *International Student Services* must be contacted to make arrangements. Additional student society fees must be paid in order to be considered as a member and to be eligible for the insurance plans. For information about the PGSS supplemental health and dental coverage, click ***here*** . For information about international health insurance, click ***here*** .
- A postdoc requesting a personal health or parental leave will extend his/her five-year eligibility term for registration. If granted, the leave must not exceed an eligibility window of 10 years from the date the Ph.D. degree was awarded.
- If you would like to request confidentiality of your medical condition, you may contact the Associate Dean of Graduate and Postdoctoral Studies for advice before submitting your request for leave.
- For a maternity or parental leave, the eligibility period of a maximum of 52 consecutive weeks is determined based on when the child is born; if the leave is interrupted for one or two terms, the eligibility period cannot be extended.

A leave in a residency term may be requested; however, upon return and re-registration in the program, it is the student's responsibility to ensure that the missing residency requirements are completed. A leave indicates a break in the program.

For more information on residency requirements refer to the *: Program Requirements* page, which appears under each faculty or school's graduate section.

If on leave of absence during the Fall term, the student must register for an active term of study in the Winter term (at least) in order to apply for graduation.

If on leave of absence during the Winter and/or Summer terms, the student must register for an active term of study in the Fall term (at least) in order to apply for graduation.

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 is available at *www.mcgill.ca/gps/funding/students-postdocs/accepting-maintaining-awards*; see information on the “Funding Council Leave Policies for Graduate Students and Postdoctoral Fellows.”

To submit a request for leave to the department, the student or postdoc must:

- complete the *Request for a Leave* web form available at: *www.mcgill.ca/students/records/forms*; and
- submit the necessary supporting documents (e.g., a medical certificate, proof of employment, proof of mandatory military service) to the graduate department.

Once the department has received and reviewed the request and supporting documents, if the request is justified, a recommendation for approval will be sent via email to Enrolment Services, Management of Academic Records.

The student or postdoc will be notified once his/her record has been updated to indicate the leave.

- A medical certificate must contain at least the following items:
  - the student or postdoc's name, as well as complete contact information for the physician;
  - a clear statement by the physician justifying the student or postdoc's inability to perform his/her academic duties, with start and end dates;
  - if the request is submitted during a term for which the leave is requested, a clear explanation as to why the health condition(s) in question did not prevent the normal performance of academic duties at the beginning of the term.
- Requests without supporting documentation will not be considered.

1.2.12 Medical Residents

Residents and fellows on staff of teaching hospitals associated with the University are included in Graduate and Postdoctoral Studies statistics. In the event that residents and fellows wish to take courses at the graduate level, they must apply for admission to be Special Students or for admission to a degree program, a graduate diploma, or certificate.

1.2.13 McGill Staff as Graduate Students

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

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

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

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

1.2.14 Quebec Inter-University Transfer Agreement

1.2.14.1 Quebec Inter-University Transfer Agreement: McGill Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at *www.mcgill.ca/students/iut*. You may find additional information posted on your faculty website.

Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the course that was approved. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.

If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.

You must obtain the Ingram School of Nursing's permission to register at another Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. These courses, subject to the Ingram School of Nursing's regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency (i.e., courses taken at McGill) requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with the Ingram School of Nursing). This privilege will be granted if there are valid academic reasons. If you want to take advantage of this agreement, please see *www.mcgill.ca/students/iut* for information and application procedures. The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, *i.e.*, a letter grade of 'C'.

The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.

1.2.15 Quebec Inter-University Transfer Agreement: Visiting IUT Students

This section applies only to the Ingram School of Nursing.

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at *www.mcgill.ca/students/iut*. You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the course that was approved. At McGill, you have to register on Minerva (*www.mcgill.ca/minerva*). You will be informed via email of the necessary registration steps once your application has been approved. If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

Courses administered by the Faculty of Engineering that are offered in the Summer term are open only to McGill students.

If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see *University Regulations and Resources* > *Continuing Studies* > *Registration for Continuing Studies Students* > *Other Ways to Register* > *: In-Person Registration*).

McGill will automatically submit your grades for any completed courses to your home university.

1.3 Registration

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Registration* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

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

All returning and new graduate students must register online at *www.mcgill.ca/minerva*. It is the student's responsibility to obtain departmental approval before registering on Minerva.

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

Returning students register via *Minerva* between April 7, 2016 and August 14, 2016.

New students entering in register via *Minerva* between July 5, 2016 and August 14, 2016.
New students entering in register via *Minerva* between December 1, 2016 and January 4, 2017.

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will, however, be charged a late registration fee. *Minerva* New students entering in January 2017only need to register for REGN RCGR in the Winter (CRN 2262) term.

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

Students must register (and pay fees) annually up to and including the term of graduation. Outstanding tuition fees must be paid graduation. A graduate student registered in the Winter term who graduates in February will have their duates in February will ha

1.3.7 Time Limitation

Candidates for master's degrees must complete the degree

Once you have selected some courses from the Class Schedule, try *Visual Schedule Builder* (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g. Mon-Wed-Fri, Tues-Thurs, Monday only, etc.). You may verify these details at *www.mcgill.ca/importantdates/key-dates*.

For information, you should refer to your Faculty/School section in this publication.

This section is not applicable to M.D.,C.M. students; see *www.mcgill.ca/ugme*.

1.4.2 Course Numbering

Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.

If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. You should contact your Student Affairs Office (*www.mcgill.ca/students/advising/advisordirectory*) for further information.

In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.

A Withdrawal Form is required by the withdrawal deadlines and is available at *www.mcgill.ca/students/records/forms*.

For information on readmission procedures, you should refer to your Faculty/School section in this publication.

1.6.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to *section 8.8: Fees and Withdrawal from the University*.

Once you withdraw, you must return your ID card to the University as stated in *section 1.14.1: Identification (ID) Cards*.

If you withdraw from the University in the Fall term, you are considered to be withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.

If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See *University Regulations and Resources* > *Undergraduate* > *Registration* > *: Readmission* for more information.

You must reapply for admission via the McGill online application process. For more information, see *www.mcgill.ca/law-admissions/undergraduates/admissions/how*.

1.7 Summer Studies

Detailed information about summer registration is available as of March at *www.mcgill.ca/gps/students/registration/dates*.

Graduate courses are available in some subject areas during the summer and the Class Schedule, available at *www.mcgill.ca/students/courses*, 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, as many programs can only be completed by participation in summer studies.

Course registration for graduate students takes place via *Minerva* for the Summer term. It is the responsibility of the student to register for courses within deadlines, after obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. If you are registered in a thesis program in Additional Session status, you will be charged Additional Session fees in the Summer term. Students in non-thesis programs will be charged fees for courses taken in the summer. ***section 1.3.3: Summer Registration*** .

Many summer courses have limited enrolment and students are advised to register for such courses as early as possible. Graduate students intending to register for restricted undergraduate courses must complete a *Request for Registration/Course Changes* web form available at *www.mcgill.ca/students/records/forms*, and the course will be added by Enrolment Services if there is space available.

Please consult the Class Schedule for specific information on course dates and times, available at *www.mcgill.ca/students/courses*.

1.8 Student Records

Students are responsible for verifying their student records and progress throughout their academic career. The following sections describe a few useful tools to help you stay on track.

1.8.1 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

Class averages do not appear on transcripts for graduate courses. In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

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

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

; permitted to defer examination for more than the normal period.

grade not yet available

no grade reported by the instructor (recorded by the Registrar).

— course continued in next term (applicable only to courses taken pre-Fall 2002).

Not used for graduate students.

; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.

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

— faculty permission to withdraw from a deferred examination (approved by the Assistant Registrar, Records); not calculated in TGPA or CGPA.

; student withdrew from the University, not calculated in TGPA or CGPA.

1.8.1.1 Unexcused Absences

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information*

Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

1.8.2.2 Transcript of Academic Record: General Information

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at *www.mcgill.ca/student/records/transcripts/key*.

For information on our current course numbering, see *University Regulations and Resources* > *Undergraduate* > *Registration* > *Course Information and Regulations* > *-.0246T[(1[(Notorm)25 inf forF.14all cultiandthe)5(o8 Ar)nd ResSciercee30inclug forB.A. &sSc.):J/F2 1 Tf/Cs2205143TD[(Uni Ri)2esnsrareemade*

deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary ci

1.9.1 Procedure to follow in cases of failure

(including an unsatisfactory Progress Tracking Report):

- For a , the academic unit (department) must:
  - Ensure that the failing grade is recorded on the student's record (if a course);
  - complete the web form *Recommendation following a First Failure* to indicate whether the student will:
    - write a supplemental examination (if academic unit (departmental) policy permits);
    - retake the failed course;
    - substitute the failed course by completing an equivalent course.

- For an , the academic unit (department) must:
  - Complete the web form *Recommendation following a First Failure* to record this first failure in the student's file.

The student will receive a copy of their academic unit's (department's) web form submission *as the official notification of their*

Due to the bilingual nature of the Law program, examinations, term papers, and essays may be written in either

Any contact with examiners by the supervisor or student after the nomination process constitutes a conflict of interest and the examination process will be cancelled.

1.12.5 Thesis Examination Failures

If one or both of the examiners decided that the thesis does not meet the requirements for the degree (i.e., an outcome of not passed was designated on the examination report), a master's student will not graduate and a doctoral student will not proceed to the oral defence. The student has the option to revise and resubmit a failed thesis. Graduate and Postdoctoral Studies must be notified within six (6) weeks if the student decides to revise and resubmit. If the student does not contact Graduate and Postdoctoral Studies requesting to revise and resubmit the thesis within the designated six-week time period or, once approved to revise the thesis, does not resubmit the revised thesis by the one-year deadline, the thesis will be deemed to have failed and the student will be withdrawn from the University. If the revised thesis is subsequently failed again, the student will be withdrawn from the University.

If a thesis has not been passed and the student feels that this judgment is based on bias, error, or serious misrepresentation on the part of the examiner, the student may submit a written request for a new examiner for the thesis to the Dean of Graduate and Postdoctoral Studies, documenting the bias, error, or serious misrepresentation. This request must be made within six (6) weeks of the notification that the thesis has not passed, and may be accompanied by a letter of support from the supervisor and/or unit.

1.12.6 Doctoral Oral Defence

The objectives of the oral defence are to ensure that:

Effective Fall 2013, all newly-admitted undergraduate students must complete a [illegible] accessed through myCourses. For more information, see *www.mcgill.ca/students/srr/honest/students/test*.

Since Spring 2011, graduate students must complete a [illegible] accessed through myCourses. All newly-admitted graduate students must complete the tutorial within their first semester or a "hold" will be placed on their record. For more information, see *www.mcgill.ca/students/srr/honest/students/test*.

1.14 Identification and Personal Information

The following sections include information regarding McGill ID cards, updating your personal information, and more.

1.14.1 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans;
- access the inter-campus shuttle bus.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see *section 1.15.2: What Documents Does McGill Need from You?*).

The Student Identification Card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your

1.14.2 Legal Name

This is the name that will appear on your e-bills, tax receipts, degree, diploma, or certificate on graduation, and on your official transcript. It is also used by the Government of Quebec to create a Permanent Code.

All students are registered under their legal name as it appears in one of the following documents:

- Canadian birth certificate
- Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card, both sides)
- Canadian Immigration Study or Work Permit document
- Certificate of Acceptance of Quebec (CAQ)
- International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable.)
- Letter from international student's consulate or embassy in Canada
- Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note

1.14.5 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete, or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva (*www.mcgill.ca/minerva*) under the *Personal Menu*.

If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student Affairs Office or to Service Point. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8. Macdonald campus students can request changes in person at the *Afity ies:1 La65d Hs u r12w[change,[(important personal information that requires the Uni)24.9(v)14.9(ersity to v)14.9(*

– Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at *www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*).

– Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at *www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*):

- Students in a Ph.D. program
- Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
- Students registered full-time in the Masters in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect.

– Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at *www.mcgill.ca/legaldocuments/exemption*):

- Citizens of France
- Citizens of certain countries with an agreement with the Government of Quebec
- Diplomatic, consular or other representatives of international organizations
- Convention refugees
- Students awaiting permanent residency in Canada and holding an eligible CSQ
- Students whose spouse or unmarried students whose parent holds a Temporary Work Permit in Canada
- Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at *www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions* as well as at *www.mcgill.ca/legaldocuments/exemption*.

Note that this information may be subject to change.

1.15.3 Has McGill Received Your Documents?

1.15.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5 to 10 business days to process them and update your status accordingly.

- Check your tuition status on the Minerva (*www.mcgill.ca/minerva*) Student Accounts menu: *Student Menu* > *Student Accounts Menu* > *View Tuition Fee and Legal Status*.

  Ensure that you select the correct term when viewing your status.

- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see *www.mcgill.ca/student-accounts*.

following

1.15.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu* > *Name Change* or alternately via *Student Menu* > *Student Accounts Menu* > *View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in *section 1.15.2: What Documents Does McGill Need from You?* or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

What Are the Consequences of Not provided McGill witheocuments are suffient to create a Permanent Code.

Graduate students should refer to your faculty under *Faculties & Schools* > *Graduate* > *Program Requirements* for information on minimum residency requirements for graduate programs. This information is listed for each faculty, so you can also access it through your faculty's graduate pages.

Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) in order to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

1.16.1 Apply to Graduate

(**www.mcgill.ca/minerva**) (go to *Student Records* > *Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see *section 1.16: Graduation*. The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), your facultymepr rntent5(aotio03 0 T5(a9www)36.9(.erti

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year.

1.16.3 Replacing a Diploma

1.16.3.1 Required Documents

You must provide a request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, upload a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

1.16.3.2 Submitting your request

There are two ways to submit a request:

Via *Service Point* Checkout e-store – Follow the instructions found at *www.mcgill.ca/students/graduation/diplomas* first, then to submit the order go to *spcheckout.mcgill.ca*.

Come to *Service Point* in person with the required documents. You must pay the replacement fee of CAD$120 per diploma copy (includes trackable mail delivery). Payment is accepted by . If you choose this option, please allow for appropriate delays in diploma printing and mailing time.

Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

1.16.3.3 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

There are two ways to submit a request:

Via *Service Point* Checkout e-store – Follow the instructions found at *www.mcgill.ca/students/graduation/diplomas* first, then to submit the order go to *spcheckout.mcgill.ca*.

In person:

- Come to *Service Point* with a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible, and indicate how many copies you need;
    - Indicate if you require certified translations, and if yes, in what language (i.e., English or French);
- Pay the CAD$15 per copy fee payable via .

Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

1.16.4 Aegrotat Standing and Degree at McGill University

Aegrotat standing is awarded in rare cases where a student, based on serious medical or similar evidence, is unable to complete course requirements within a reasonable time, or at all.

At McGill, this designation is currently applied toward the end of a student's degree program resulting in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student was awarded such a degree. An aegrotat degree is awarded only to students in good standing who have been unable to complete their degree due to special circumstances. Information on this degree designation is included only in the convocation program, and not on the transcript.

Aegrotat standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Provost, Student Life and Learning, is necessary to grant this status.

1.17 McGill IT Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see the following sections, the *section 9: For your Information Technology (IT) Needs* section, and the *IT Services website* for further details.

1.17.1 Email Communication

All students are assigned a McGill Email Address (usually in the form of *firstname.lastname*@mail.mcgill.ca) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva (*www.mcgill.ca/minerva*), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology*

- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click ***Quick Links*** , available at the top of any McGill web page, and then click myMcGill, or go to ***https://mymcgill.mcgill.ca*** . Sign in with your McGill Username and McGill Password.

1.18 Student Health & Insurance

Learn more about health insurance, your requirements as a student, and services offered for special medical needs in the following sections.

1.18.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at *www.mcgill.ca/studenthealth/immunize/forms* or by calling the Student Health Service at 514-398-6017.

1.18.2 Health Insurance – International Students

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. For details on fees, change of coverage dates, and what is covered by the plans, refer to

Graduate Student Research Progress Tracking

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the OBJECTIVES box on page 1 of the form. Those attending the meeting—the student, the supervisor, and, in the case of Ph.D. students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit—must sign the form on page 3.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee or a representative from the academic unit must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record his/her accomplishments and progress for the year by completing the PROGRESS box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or a representative from the academic unit) on page 2 of the form. All parties sign the form on page 3. At this same meeting, objectives for the following year should be recorded in the OBJECTIVES box on page 1 of the same form.

2.3. This form may also be supplemented with unit-specific details or documents (see page 2 of the form).

2.4. If progress is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first report. A deadline for the follow-up meeting must be indicated on page 2 of the form.

2.5. Two unsatisfactory reports (not necessarily successive) constitute unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

2.6. A student or faculty member who refuses to sign the form must write a statement detailing his/her reasons for not signing.

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

2.8. The student, supervisor(s), and academic unit must retain copies of the forms.

2.9. The Graduate Program Director must review and sign all Progress Tracking Reports. If the Graduate Program Director is the supervisor, then the Chair will sign.

Senate, Sept. 2003; Revised Sept. 2014, Sept. 2015, and March 2016.

2.3 Ph.D. Comprehensives Policy

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy papers, comprehensive evaluations, thesis proposals, etc. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details.

The purpose of comprehensive examinations is to determine whether the student demonstrates the necessary research skills and academic achievements to continue in the Ph.D. program. Objectives may include assessing one or more of the following:

- knowledge of the discipline
- understanding of the proposed field of research
- ability to conduct independent and original research
- ability to present and defend material orally
- professional skills

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

Units must provide doctoral students with a written description of the Ph.D. comprehensive process, detailing objectives and content, format, timing, assessment, grading and reporting, failures (and procedures for repeats).

The format of the comprehensive must be consistent for all students within a given program. The following list gives some of the more common formats, which are often combined:

- written examination
- take-home examination
- extended research paper(s)
- written research proposal
- oral examination (which may include or consist of a defence of a research paper or research proposal)

Units must clearly specify when the comprehensive must be taken and how this fits into the program milestones, e.g. whether all coursework must have been completed prior to undertaking the comprehensive and/or whether the comprehensive is the final step before thesis research and writing.

Scheduling of the comprehensive must be specified by the unit, including the earliest and latest dates by which it is to be completed. Students must be informed of the specific dates of the exam with sufficient time to prepare for it, at least 12 months in advance.

Evaluation parameters must be made clear, including information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, it must be made clear how the committee is appointed and who sits on it, and how the evaluation is to be carried out (consensus or vote).

Where there is more than one component to the examination (e.g., an oral exam plus a written exam), it must be made clear how these components are factored into the final grade. For example, it must be clearly specified whether each component counts equally, whether the assessment is global, and whether failure of one part of the comprehensive examination (or of one question) results in an overall failure.

All Ph.D. comprehensives must be represented by an administrative course number, usually XXXX 701. Grading of this course can be Pass/Fail or letter grades can be assigned: the same form of grading must be applied to all students in a program. A passing grade is required for students to continue in the program.

The assessment and reasons for the decision, including identifying specific strengths and weaknesses, must be documented and provided to the student in sufficient detail to allow the student to understand the decision.

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

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

- Material that has been returned to a student unless arr4/F4 1 Tftemt indha the woudenensures been, not hat has reg4he rereurnedcl

2.7 Guideline on Hours of Work

In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hours per week.

3 Graduate Studies at a Glance

3.1 Graduate and Postdoctoral Degrees Offered by Faculty

McGill University offers graduate and postdoctoral programs in the following units (organized by their administering home faculty):

Faculty of Agricultural and Environmental Sciences	[illegible]
: Agricultural Economics	M.Sc.
: Animal Science	M.Sc., M.Sc.A., Ph.D.
: Bioresource Engineering	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
: Biotechnology	M.Sc.A., Graduate Certificate
: Dietetics and Human Nutrition	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
: Food Science and Agricultural Chemistry	M.Sc., Ph.D.
: Natural Resource Sciences	M.Sc., Ph.D.
: Parasitology	M.Sc., Ph.D.
: Plant Science	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Faculty of Arts	[illegible]
: Anthropology	M.A., Ph.D.
: Art History	M.A., Ph.D.
Classics – see *: History and Classical Studies*	N/A
: Communication Studies	M.A., Ph.D.
: East Asian Studies	M.A. (*Ad Hoc*), Ph.D. (*Ad Hoc*)
: Economics	M.A., Ph.D.
: English	M.A., Ph.D.
: French Language and Literature	M.A., Ph.D.
: Geography	M.A., Ph.D.
: History and Classical Studies	M.A., Ph.D.
: Information Studies	M.I.St., Ph.D., Graduate Certificate
: Institute for the Study of International Development	N/A
: Islamic Studies	M.A., Ph.D.
: Jewish Studies	M.A., Ph.D. (*Ad Hoc*)
: Languages, Literatures, and Cultures	M.A., M.A. (*Ad Hoc*), Ph.D., Ph.D. (*Ad Hoc*)
: Linguistics	M.A., Ph.D.
: Mathematics and Statistics	M.A., Ph.D.
: Philosophy	M.A., Ph.D.
: Political Science	M.A., Ph.D.
: Psychology	M.A., Ph.D.

Faculty of Arts	¬, ¡,, ₫.₫ . ,
: Quebec Studies / Études sur le Québec	N/A
: Religious Studies	M.A., S.T.M., Ph.D.
: Social Studies of Medicine	N/A
: Social Work	M.Sc.A., M.S.W., Ph.D.
: Sociology	M.A., Ph.D.
Faculty of Dentistry	¬, ¡,, ₫.₫ . ,
: Dentistry	M.Sc.
Desautels Faculty of Management	¬, ¡,, ₫.₫ . ,
: Desautels Faculty of Management	M.B.A., M.B.A. with Integrated B.C.L./LL.B., M.B.A. & M.D.,C.M., M.B.A./Japan, E.M.B.A., M.M., Ph.D., Graduate Certificate, Graduate Diploma
Faculty of Education	¬, ¡,, ₫.₫ . ,
: Educational and Counselling Psychology	M.A., M.Ed., Ph.D., Graduate Diploma
: Integrated Studies in Education	M.A., Ph.D., Graduate Certificate
: Kinesiology and Physical Education	M.A., M.Sc., Ph.D. (*Ad Hoc*)
Faculty of Engineering	¬, ¡,, ₫.₫ . ,
: Architecture	M.Arch., Ph.D.
: Biological and Biomedical Engineering	M.Eng., Ph.D.
: Chemical Engineering	M.Eng., Ph.D.
: Civil Engineering and Applied Mechanics	M.Sc., M.Eng., Ph.D.
: Electrical and Computer Engineering	M.Eng., Ph.D.
: Mechanical Engineering	M.Sc., M.Eng., Ph.D.
: Mining and Materials Engineering	M.Sc., M.Eng., Ph.D., Graduate Diploma
: Urban Planning	M.U.P., Ph.D. (*Ad Hoc*)
Faculty of Law	¬, ¡,, ₫.₫ . ,
: Law	LL.M., D.C.L., Graduate Certificate
McGill School of Environment	¬, ¡,, ₫.₫ . ,
: Environment	N/A
Faculty of Medicine	¬, ¡,, ₫.₫ . ,
: Anatomy and Cell Biology	M.Sc., Ph.D.
: Biochemistry	M.Sc., Ph.D.
: Bioethics	N/A
: Biological and Biomedical Engineering	M.Eng., Ph.D.
: Biomedical Engineering	M.Eng., Ph.D.
: Communication Sciences and Disorders	M.Sc., M.Sc.A., Ph.D.
: Epidemiology and Biostatistics	M.Sc., Ph.D.
: Human Genetics	M.Sc., Ph.D.
: Medical Physics	M.Sc.
: Medicine, Experimental	M.Sc., Ph.D., Graduate Diploma
: Medicine, Family	M.Sc., Ph.D. (*Ad Hoc*)
: Microbiology and Immunology	M.Sc., Ph.D.

Faculty of Medicine	[illegible]
: Neuroscience (Integrated Program)	M.Sc., Ph.D.
: Occupational Health	M.Sc.A., Ph.D.
: Otolaryngology – Head and Neck Surgery	M.Sc.
: Pathology	M.Sc., Ph.D.
: Pharmacology and Therapeutics	M.Sc., Ph.D.
: Physiology	M.Sc., Ph.D.
: Psychiatry	M.Sc., Ph.D. (*Ad Hoc*)
: Surgery, Experimental	M.Sc., Ph.D., Graduate Certificate
Ingram School of Nursing	[illegible]
: Nursing	M.Sc.A., Ph.D., Graduate Certificate, Graduate Diploma
School of Physical and Occupational Therapy	[illegible]
: Physical and Occupational Therapy	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Schulich School of Music	[illegible]
: Schulich School of Music	M.A., M.Mus., D.Mus., Ph.D., Graduate Diploma
Faculty of Science	[illegible]
: Atmospheric and Oceanic Sciences	M.Sc., Ph.D.
: Biology	M.Sc., Ph.D.
: Chemistry	M.Sc., Ph.D.
: Computer Science	M.Sc., Ph.D.
: Earth and Planetary Sciences	M.Sc., Ph.D.
Geography (*Science* > *Graduate* > *Browse Academic Units & Programs* > *Geography*)	M.Sc., Ph.D.
Mathematics and Statistics (*Science* > *Graduate* > *Browse Academic Units & Programs* > *Mathematics and Statistics*)	M.Sc., Ph.D.
: Physics	M.Sc., Ph.D.
Psychology (*Science* > *Graduate* > *Browse Academic Units & Programs* > *Psychology*)	M.Sc., Ph.D.

3.2 Master's Degrees Available at McGill

The following list shows all of the master's degrees available at McGill, along with their prerequisites. See *section 3.2.1: Master's Degree Programs and Specializations* for more information on specific programs and options.

[illegible]		[illegible]
Master of Architecture	M.Arch.	Professional degree – McGill B.Sc.(Arch.) degree, or equivalent. Post-professional degree – an M.Arch. (professional degree) or equivalent professional degree.
Master of Arts	M.A.	Bachelor of Arts in the subject selected for graduate work. See appropriate unit.
Master of Business Administration	M.B.A.	An undergraduate degree from an approved university. See *: M.B.A. Program*.
Master of Business Administration with integrated Bachelor of Civil Law / Bachelor of Laws	M.B.A. with B.C.L./LL.B.	See *: M.B.A. Program*.

M.B.A. with M.D.,C.M.	See *: M.B.A. Program*.

Counselling Psychology	Non-Thesis (Professional Internship), Non-Thesis (Project)	N/A
East Asian Studies	Thesis (*Ad Hoc*)	N/A
Economics	Thesis, Non-Thesis	Development Studies, Population Dynamics, Social Statistics (Non-Thesis)
Educational Psychology	Thesis	Health Professions Education, Human Development, Learning Sciences, School/Applied Child Psychology
	Thesis, Non-Thesis	Gender and Women's Studies, Mathematics and Science Education (Thesis)

Sociology	Thesis, Non-Thesis	Development Studies, Gender and Women's Studies, Medical Sociology (Thesis) Development Studies, Gender and Women's Studies, Medical Sociology, Population Dynamics (Non-Thesis)
Teaching and Learning	Non-Thesis	English or French Second Language, English Language Arts, Mathematics, Science and Technology, Social Sciences

M.B.A.	Non-Thesis	Business Analytics, Finance, General Management, Global Strategy and Leadership, Marketing, Technology and Innovation
M.B.A. with B.C.L. and LL.B.	Non-Thesis	Finance & Law, General Management & Law, Global Strategy and Leadership & Law, Marketing & Law, Technology and Innovation Management & Law
M.B.A. & M.D.,C.M.	Non-Thesis	Management & Medicine
M.B.A./Japan	Non-Thesis	Finance, General Management, Global Strategy and Leadership, Marketing, Technology and Innovation
E.M.B.A.	Non-Thesis	N/A
M.M.	Non-Thesis	Manufacturing Management
M.M./IMPM	Non-Thesis	N/A
M.M./IMPMHL	Non-Thesis	N/A

Educational Psychology	Non-Thesis	Family Life Education, General Educational Psychology, General Educational Psychology: Project, Inclusive Education, Inclusive Education: Project, Learning Sciences

Aerospace Engineering	Non-Thesis	N/A
Biological and Biomedical Engineering	Thesis	N/A
Biomedical Engineering	Thesis	N/A
Chemical Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Civil Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Electrical Engineering	Thesis, Non-Thesis	Computational Science and Engineering (Thesis)
Mechanical Engineering	Thesis, Non-Thesis	Computational Science and Engineering (Thesis)
Mining and Materials Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)

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

Information Studies	Non-Thesis	Project

Law	Thesis, Non-Thesis	Bioethics, European Studies (Thesis) Air and Space Law, Environment, Comparative Law (Thesis and Non-Thesis)

Music – Composition	Thesis	N/A
Performance	Thesis	Jazz Performance, Early Music, Orchestral Instruments and Guitar, Collaborative Piano, Piano, Opera and Voice, Organ and Church Music, Conducting
Sound Recording	Non-Thesis	N/A

[illegible]

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

Religious Studies	Non-Thesis	N/A

[illegible]

Agricultural Economics	Thesis	N/A
Animal Science	Thesis	N/A
Atmospheric and Oceanic Science	Thesis	Environment
Biochemistry	Thesis	Bioinformatics, Chemical Biology
Biology	Thesis	Bioinformatics, Environment, Neotropical Environment
Bioresource Engineering	Thesis, Non-Thesis	Environment (Thesis) Integrated Water Resource Management (Non-Thesis)
Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Civil Engineering	Thesis	N/A
Communication Sciences and Disorders	Thesis	N/A
Computer Science	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Dental Sciences	Thesis, Non-Thesis	Oral and Maxillofacial Surgery (Thesis)
Earth and Planetary Sciences	Thesis	Environment
Entomology	Thesis	Environment, Neotropical Environment
Epidemiology	Thesis, Non-Thesis	Pharmacoepidemiology (Non-Thesis)
Experimental Medicine	Thesis	Bioethics, Environment
Experimental Surgery	Thesis	Global Surgery, Surgical Education, Surgical Innovation
Family Medicine	Thesis	Bioethics, Medical Education
Food Science and Agricultural Chemistry	Thesis, Non-Thesis	Food Safety (Non-Thesis)
Genetic Counselling	Non-Thesis	N/A
Geography	Thesis	Environment, Neotropical Environment
Human Genetics	Thesis	Bioethics, Bioinformatics
Human Nutrition	Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Mechanical Engineering	Thesis	N/A
Medical Radiation Physics	Thesis	N/A
Microbiology	Thesis	Environment
Microbiology and Immunology	Thesis	N/A
Mining and Materials Engineering	Thesis	N/A
Neuroscience	Thesis	N/A
Otolaryngology	Thesis	N/A
Parasitology	Thesis	N/A
Pathology	Thesis	N/A

Cell Biology	N/A	Faculty of Medicine
Chemical Engineering	N/A	Faculty of Engineering
Chemistry	N/A	Faculty of Science
Civil Engineering	N/A	Faculty of Engineering
Classics	N/A	Faculty of Arts
Communication Sciences and Disorders	Language Acquisition	Faculty of Medicine
Communication Studies	Gender and Women's Studies	Faculty of Arts
Computer Science	Bioinformatics	Faculty of Science
Counselling Psychology	N/A	Faculty of Education
Earth and Planetary Sciences	Environment	Faculty of Science
Economics	N/A	Faculty of Arts
Educational Psychology	Human Development, Learning Sciences	Faculty of Education
Educational Studies	Gender and Women's Studies, Language Acquisition, Mathematics and Science Education	Faculty of Education
Electrical Engineering	N/A	Faculty of Engineering
English	N/A	Faculty of Arts
Entomology	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Epidemiology	Global Health, Pharmacoepidemiology, Population Dynamics	Faculty of Medicine
Experimental Medicine	Environment	Faculty of Medicine
Experimental Surgery	N/A	Faculty of Medicine
Food Science and Agricultural Chemistry	N/A	Faculty of Agricultural and Environmental Sciences
French Language and Literature	Gender and Women's Studies	Faculty of Arts
Geography	Environment, Gender and Women's Studies, Neotropical Environment	Faculty of Arts, Faculty of Science
German	N/A	Faculty of Arts
Hispanic Studies	N/A	Faculty of Arts
History	N/A	Faculty of Arts
Human Genetics	Bioinformatics	Faculty of Medicine
Human Nutrition	N/A	Faculty of Agricultural and Environmental Sciences
Information Studies	N/A	Faculty of Arts
Islamic Studies	Gender and Women's Studies	Faculty of Arts
Linguistics	Language Acquisition	Faculty of Arts
Management	Environment	Desautels Faculty of Management
Mathematics and Statistics	Bioinformatics	Faculty of Arts, Faculty of Science
Mechanical Engineering	N/A	Faculty of Engineering
Microbiology	Bioinformatics, Environment	Faculty of Agricultural and Environmental Sciences
Microbiology and Immunology	N/A	Faculty of Medicine
Mining and Materials Engineering	N/A	Faculty of Engineering
Music	Composition, Music Education, Musicology, Music Technology, Sound Recording, Theory, Gender and Women's Studies	Schulich School of Music

Neuroscience	N/A	Faculty of Medicine
Nursing	Psychosocial Oncology	Ingram School of Nursing
Occupational Health	N/A	Faculty of Medicine
		Faculty of Agricultural and Environmental Sciences

The graduate diploma programs consist of at least two terms of full-time study or the equivalent.

Clinical Research

Primary Care Nurse Practitioner

It is recommended that applicants submit a list of the course titles in the major subject, since transcripts often give code numbers only. [illegible] 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.

Applications and uploaded supporting documents must be submitted according to individual academic unit specifications and deadlines; see *www.mcgill.ca/gradapplicants/programs*. International students are advised to apply well in advance of the application deadlines as immigration procedures may be lengthy. Admission to graduate studies at McGill is highly competitive; accordingly, late and/or incomplete applications are considered only as time and space permit.

The admission decision is based on the recommendation of the graduate academic unit. Depending on the academic level and strength of the application, and any special circumstances, the application may be verified by the Graduate Admissions Unit in Enrolment Services and/or reviewed by the Graduate Admissions Committee. All offers of admission have the approval of Graduate and Postdoctoral Studies, and are sent to applicants electronically by Enrolment Services.

a conversation between the applicant and a McGill representative, using a structured, standardized approach to allow for comparison and analysis of responses from all applicants interviewed; in person, via telephone, *Skype*, etc.

an essay in which the applicant describes their reasons for applying to graduate studies and indicating qualifications, qualities, or circumstances the applicant feels to be significant; usually provides information about educational and professional goals and discusses the applicant's interest in the desired field of study.

a collection of the applicant's best work to date, selected by them, and intended to show their mastery of a given style or variety of styles; different samples of their artistic work.

an unedited recording (audio or video) of the applicant performing at least two contrasting pieces; minimum 20 minutes.

a detailed description of the proposed program of research, including proposed Thesis Supervisor(s); describes the research background, significance, methodology, and references; may include expected results; may include a detailed curriculum vitae.

Test of English as a Foreign Language (see *section 4.5: Competency in English* below)

a recent sample of the applicant's written work, on any topic (not necessarily within the desired field of graduate study) and not necessarily previously submitted for evaluation or publication.

a sample of the applicant's written work, drawn from essays, papers or other work previously submitted for academic evaluation or publication, and falling within the desired field of graduate study.

4.4 Admission Tests

The Graduate Record Examination (GRE) (Educational Testing Service, Princeton, NJ 08540) consists of a relatively advanced test in the candidates' specialty, and a general test of their attainments in 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. Refer to *www.ets.org/gre* for further information. Only some academic units require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the advanced test are advised to ensure that official test results are sent to McGill directly by the testing service.

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly toward graduate study in the subject selected. In such cases, the academic unit 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 academic units of the Faculty of Education also require the taking of various tests.

Applicants to graduate programs in Management must ensure that official results are released to McGill by the Graduate Management Admission Council (GMAC). The test is a standardized assessment offered by the GMAC to help business schools assess candidates for admission. For further information, see *www.mba.com/global/the-gmat-exam.aspx*.

4.5 Competency in English

Applicants to graduate studies must demonstrate an adequate level of proficiency in English , regardless of citizenship status or country of origin.

Normally, applicants meeting any one of the following conditions are required to submit proof of proficiency in English:

- Mother tongue (language first learned and still used on a daily basis) is English.
- Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction.
- Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America (anglophone or francophone).
- Has lived and attended university, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

Applicants who do not meet any of the above-listed conditions must demonstrate [CompeteJ3denfor (wn -50.8732 -rf03 Unihe Record ck)]TJ9(v)14.9(

- *MELAB* (Michigan English Language Assessment Battery): a grade of 85% or higher.
- University of Cambridge ESOL *Certificate in Advanced English* (CAE): a grade of "B" (Good) or higher.
- University of Cambridge ESOL *Certificate of Proficiency in English* (CPE): a grade of "C" (Pass) or higher.
- *Pearson Edexcel* (formerly Edexcel London) Test of English – Level 5 – with an overall grade of at least "Pass."
- *McGill* Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.

In each case, applicants must ensure that official test results are sent to McGill directly by the testing service. Applications cannot be considered if test results are not available. These scores are general minima; some academic units may set higher requirements.

Revised – July 2008

4.6 Admission to a Qualifying Program

Some applicants whose degree and academic standing make them very good candidates for admission to graduate studies, but who are considered inadequately prepared in the subject selected, may be admitted to a Qualifying program for a master's. The undergraduate-level courses to be taken in a Qualifying program will be prescribed by the academic unit concerned.

Qualifying students are registered in graduate studies, [illegible]. 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 application deadlines. Successful completion of the work in the Qualifying program (B- in all courses) does not automatically entitle the student to proceed toward a degree. Qualifying year students must apply for admission to the program for which they seek qualification.

In cases where an academic unit recommends a change of registration from Qualifying program (Fall) to Master's Degree First Year (Winter), [illegible]. A Qualifying year applicant admitted to a Winter term as a first term

6.2 Regulations on Research Policy

Please refer to the regulations on Research Policy available at *www.mcgill.ca/secretariat/policies/research*.

6.3 Policy on Research Integrity

Please refer to the Policy on Research Integrity available at *www.mcgill.ca/research/about/integrity*.

6.4 Guidelines for Research Involving Human Subjects

Please refer to the guidelines for research involving human subjects available at *www.mcgill.ca/research/researchers/compliance/human*.

6.5 Guidelines for Research with Animal Subjects

Please refer to the guidelines for research involving animal subjects available at *www.mcgill.ca/research/researchers/compliance/animal*.

6.6 Policy on Intellectual Property

Please refer to the Policy on Intellectual Property available at *www.mcgill.ca/research/researchers/ip*.

6.7 Regulations Governing Conflicts of Interest

Please refer to the regulations governing conflicts of interest available at *www.mcgill.ca/secretariat/policies/research/conflictofinterest*.

6.8 Safety in Field Work

Please refer to the policies on safety in field work available at *www.mcgill.ca/ehs/policies-and-safety-committees/field-work-safety*.

6.9 Office of Sponsored Research

7 Student Services and Information

McGill offers a full range of student services and resources that support your life, learning, personal, and academic achievements.

7.1 Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown campus, Service Point will address a wide variety of students' needs.

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: *deanofstudents@mcgill.ca*
Website: *www.mcgill.ca/deanofstudents*

7.2.2 Office of the Senior Director, Services for Students

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

For information, contact:

Telephone: 514-398-8238
Website: *www.mcgill.ca/studentservices*

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

7.3 Student Services – Downtown Campus

Unless otherwise indicated, all [illegible] on the Downtown campus are located in the William and Mary Brown Student Services Building.

A list of services available is given below. For further information, see the Student Services website: *www.mcgill.ca/studentservices*.

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal, Quebec, H3A 0G3
General Information: 514-398-8238
Website: *www.mcgill.ca/studentservices*

7.3.1 Campus Life & Engagement

Supports all students, new and returning, and connects them to resources and opportunities that will enhance their student experience.

Brown Student Services Building, Suite 3100
Telephone: 514-398-6913
Email: *cle@mcgill.ca*
Website: *www.mcgill.ca/cle*

[illegible]:
Email: *firstyear@mcgill.ca*
Website: *www.mcgill.ca/firstyear*

7.3.2 Career Planning Service (CaPS)

Provides career education, events, individual advising, and workshops to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, Suite 2200
Telephone: 514-398-3304
Email: *careers.caps@mcgill.ca*
Website: *www.mcgill.ca/caps*