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DATE	ACTIVITY CODE	ACTIVITY
Apr. 18, Fri. and Apr. 21, Mon.	HOLIDAY	<b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.
<b>MAY 2003</b>		
May 1, Thurs. to July 29, Tues.	LEC	Graduate Summer Term. (Not all departments offer a Summer Term. Please check with the individual department.)
May 19, Mon.	HOLIDAY	<b>VICTORIA DAY.</b> Classes cancelled. Administrative offices closed.
<b>JUNE 2003</b>		
June 2, Mon.	THES	Deadline to submit Doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2003. Meeting this deadline does not guarantee a Fall graduation.
	CONV	10:00 Management 14:00 Health Sciences 19:00 Continuing Education
June 3, Tues.	CONV	10:00 Education 14:00 Engineering
June 4, Wed.	CONV	10:00 Arts Part A (Humanities) and Religious Studies and Music 14:00 Arts Part B (Social Sciences)
June 5, Thurs.	CONV	10:00 Law 14:00 Science
June 13, Fri.	CONV	14:30 Agricultural and Environmental Sciences
June 16, Mon.	THES	Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2003. Meeting this deadline does not guarantee a Fall graduation.
	NOTE	Between July 11 and August 22 (inclusive) administrative offices will be closed each Friday. In addition, administrative offices will be closed on Monday, June 23 and Monday, June 30.
June 24, Tues.	HOLIDAY	<b>LA FÊTE NATIONALE DU QUÉBEC.</b> Libraries closed. Classes cancelled. Administrative offices closed.
<b>JULY 2003</b>		
July 1, Tues.	HOLIDAY	<b>CANADA DAY.</b> Classes cancelled. Administrative offices closed.
<b>AUGUST 2003</b>		
Aug. 4, Mon.	REG	Last day for returning students to register without a late registration fee.
Aug. 5, Tues. to Sept. 3, Wed.	REG	Registration period for all newly admitted students in Graduate Studies. Late registration for returning students with a \$50 late fee.

Aug. 21, Thurs. to Sept. 5, Fri ORIENT Orientation Centre opens daily at 9:00 a.m., Brown Student Services Building, 2nd floor, 3600 McTavish Street (closed weekends and Labour Day).

Aug. 25, Mon. to Sept. 2, Tues. ORIENT Orientation Week

Aug. 29, Fri. REG Deadline for cancellation of registration for the Fall term. (Deposit is non-refundable for new students.)

Aug. 29, Fri. THES Registered students in 2002-2003 who have completed the residency in a thesis program and who submit their theses to GPSO (Thesis Office) on or before this date are not required to register for the 2003-2004 academic year. Students who have already registered for the year must ask

DATE	ACTIVITY CODE	ACTIVITY
Sept. 21, Sun.	W/W--	Deadline to Web withdraw (grade of "W") with full refund (less \$100 minimum charge for returning students and less deposit for new students, in case of complete withdrawal from the University).
<b>OCTOBER 2003</b>		
Oct. 6, Mon.	THES	Deadline for submission of doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2004. Meeting this deadline does not guarantee a Winter graduation.
Oct. 12, Sun.	W	Deadline for Web withdrawing (grade of "W") from Fall Term courses.
Oct. 13, Mon.	HOLIDAY	<b>THANKSGIVING DAY.</b> Classes cancelled. Administrative offices closed.
Oct. 20, Mon.	THES	Deadline for submission of Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2004. Meeting this deadline does not guarantee a Winter graduation.
Oct. 23, Thurs.	CONV	14:30 Fall Convocation
<b>DECEMBER 2003</b>		
Dec. 3, Wed.	LEC	Last day of lectures.
Dec. 3, Wed. to Jan. 5, Mon.	REG	Winter Term registration period for new students. Individual faculties and departments set their own dates within this period.
Dec. 5, Fri. to Dec. 19, Fri.	EXAM	Examination period for Fall Term courses and multi-term courses.
Dec. 25, Thurs. to Jan. 2, Fri.	HOLIDAY	<b>CHRISTMAS AND NEW YEAR'S.</b> Administrative offices will be closed between December 25 and January 2 inclusive. Library hours available at Reference Desks.
<b>JANUARY 2004</b>		
Jan. 1, Thurs. and Jan. 2, Fri.	HOLIDAY	<b>NEW YEAR'S.</b> Administrative offices closed. Library hours available at Reference Desks.
Jan. 5, Mon.	LEC REG	Winter Term lectures begin. Deadline for new students to register for Winter Term without a late registration fee.
Jan. 6, Tues.	ORIENT	University Orientation for new undergraduate and graduate students (5:30 - 6:30 p.m. in Leacock Building, Room 132).
Jan. 6, Tues. to Jan. 18, Sun.	REG	Late registration for new students with \$100 late registration fee (\$40 for Special and Part-time Students).

Jan. 18, Sun.	REG	Final Course Add/Drop deadline for Winter term courses and first part of multi-term courses starting in Winter 2004.
	W	Deadline for Web withdrawing (grade of "W") from multi-term courses that started in Fall 2003 <b>(with fee refund for Winter Term)</b> .
Jan. 25, Sun.	W/W--	Deadline to Web withdraw (grade of "W") from Winter Term courses with fee refund. <b>Returning students</b> - less \$100 minimum charge in the case of complete withdrawal for students not registered in the fall. <b>New students</b> - less deposit in case of complete withdrawal.
<b>FEBRUARY 2004</b>		
Feb. 2, Mon.	THES	Deadline to submit doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2004. Meeting this deadline does not guarantee a Spring graduation.
Feb. 15, Sun.	W	Deadline for Web withdrawing (grade of "W") from Winter term courses. No Refund.
Feb. 16, Mon.	THES	Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2004. Meeting this deadline does not guarantee a Spring graduation.
Feb. 23, Mon. to Feb. 27, Fri.	BREAK	<b>STUDY BREAK.</b> Classes cancelled.
Feb. 27, Fri.	APP	Deadline for applications for admission to most departments for Graduate Studies. (Many departments have different and earlier deadlines. Please verify this date with the individual department.)

**MARCH**

## 3 Programs Offered

### 3.1 Graduate Diplomas and Certificates

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

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

#### Graduate Diplomas are offered in:

- Clinical Research (Experimental Medicine)
- Epidemiology and Biostatistics
- Housing
- Islamic Studies
- Library and Information Studies
- Mining Engineering
- Public Accountancy (C.A.)
- School and Applied Child Psychology (post-Ph.D.)
- Surgical Health Care Research

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

#### Graduate Certificates are offered in:

- Air and Space Law
- Biotechnology
- Comparative Law
- Educational Leadership 1
- Educational Leadership 2
- Library and Information Studies
- Post-M.B.A.

All graduate regulations apply to graduate diploma and certificate candidates.

### 3.2 Degrees

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

The following degrees are offered:

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

### 3.3 Master's Degrees Offered

#### Master of Architecture Degree

There are two M.Arch. programs:

- M.Arch. I (professional degree)
- M.Arch. II (post-professional degree)

Instruction for the M.Arch.II is given in the following fields of specialization:

- Architectural History and Theory
- Housing (which includes Affordable Homes, Domestic Environments, and Minimum Cost Housing).

Prerequisites:

M.Arch.I – McGill B.Sc.(Arch.) degree, or equivalent;  
M.Arch.II – an M.Arch.I or equivalent professional degree.  
See Architecture.

#### Master of Arts Degree

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

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

Prerequisites:

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

#### Master of Business Administration Degree

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

- Accounting
- Entrepreneurial Studies
- Finance
- Information Systems
- International Business

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

Otolaryngology  
Parasitology  
Pathology  
Pharmacology  
Physics  
Physiology  
Plant Science  
Psychiatry  
Psychology  
Rehabilitation Science  
Renewable Resources  
Surgery, Experimental  
Prerequisites:

Political Science  
Psychology  
Rehabilitation Science  
Religious Studies  
Renewable Resources  
Russian  
Social Work  
Sociology  
Surgery, Experimental

The following joint Ph.D. programs are offered:

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

Prerequisites:

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

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## 4 Program Requirements

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### 4.1 Master's Degrees

#### 4.1.1 Residence Requirements – Master's Degrees

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

- a) The following Master's Thesis programs have a minimum residence requirement of **three full-time terms**: M.Arch, M.A., M.C.L., M.Eng., LL.M., M.Mus. (**except** M.Mus. in Sound Recording), M.Sc., M.S.W.
- b) The following Master's programs have a **minimum** residence requirement of **four full-time terms**: M.B.A., M.L.I.S., M.Mus. in Sound Recording, M.U.P.
- c) The residence requirement for the Master's program in Education (M.Ed.), Library and Information Studies (M.L.I.S.), Religious Studies (S.T.M.), and students in part-time programs is determined on a per course basis. Residence requirements are fulfilled when students complete all course requirements in their respective programs.
- d) For Master's programs structured as Course, Project or Non-thesis options, residence requirements are normally fulfilled when students complete all course requirements in their

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

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

#### 4.2.2 Comprehensive Examinations – Doctoral

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

See [section 8.4 "Ph.D. Comprehensives Policy"](#).

#### 4.2.3 Language Requirements – Doctoral

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

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

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

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

Students must contact their departments to make arrangements to take the Language Reading Proficiency Examinations.

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## 5 Admission

Web site: [www.mcgill.ca/applying/graduate](http://www.mcgill.ca/applying/graduate)

E-mail: [graduate.admissions@mcgill.ca](mailto:graduate.admissions@mcgill.ca)

**Deadline: Admission to graduate studies operates on a rolling admission basis, and complete applications and their supporting documentation must reach departmental offices on or before the specified departmental deadline. To be considered for entrance fellowships, where available, applications must reach the intended department by February 1.**

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### 5.1 Application for Admission

Two procedures are available to apply for graduate admission: online and paper-based forms. Application information and the online application form are available at [www.mcgill.ca/applying/graduate](http://www.mcgill.ca/applying/graduate). Paper application packages should be obtained from individual departments. For Departments in the Faculty of Agricultural and Environmental Sciences including the School of Dietetics and Human Nutrition, program information and application forms are available from the Student Affairs Office - Graduate Studies at the Macdonald Campus.

Using either procedure, applicants (with some exceptions) are required to ask two instructors familiar with their work to send letters of recommendation. All applicants must themselves send, or ask the appropriate university authorities to send, two official or certified copies of their complete university-level academic record to date. For McGill graduates the appropriate authority is the Registrar. Letters of recommendation and official transcripts must be sent **directly** to the department concerned.

A **non-refundable** fee of \$60 (\$100 for some Management programs) in Canadian funds **must** accompany each application, otherwise **it cannot be considered**. This sum must be paid by credit card if the online application is used. For paper applications, the fee must be paid in negotiable form

for a period not to exceed twelve (12) calendar months. In order to start his/her studies in the graduate program into which he/she had been admitted he/she would have to obtain the McGill Certificate of Proficiency in English according to the rules and regulations in force in the Department of Languages and Translation within the twelve-month period, or pass the TOEFL with a score meeting the admission requirement of the graduate program for which the student has applied.

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

## 5.6 Admission to a Qualifying Program

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

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

In cases where a department recommends a change of registration from Qualifying Program to Master's Degree First Year **this change must be made prior to December 15**.

Successful completion of the work of the Qualifying Program does not automatically entitle the student to proceed towards a degree. Qualifying-year students must re-apply for admission to the program for which they seek qualification.

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

## 5.7 Admission to a Second Degree Program

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

## 5.8 Admission to Two Degree Programs

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

## 5.9 Admission to an *Ad Personam* Joint Program

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

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

## 5.10 Admission to an *Ad Hoc* Program (Thesis)

*In exceptional cases*, admission to an *Ad Hoc* program (thesis) may be considered. Before the Graduate and Postdoctoral Studies Office will authorize the admission of a student into an *Ad Hoc* pro-

gram, it must receive a favourable report from a departmental committee constituted to examine the program in question.

Candidates, through the supervisor designated by the department most closely related to their research field, must submit a research proposal, an outline of the course work needed including a Comprehensive Examination (for Doctoral programs) in the relevant field, and the list of four supervisory committee members.

Once the request has been approved, the candidate may register following all the regular procedures. Full description of the admission procedure is available from the GPSO.

## 5.11 Reinstatement

Candidates who have severed their connection with the University, but who have not withdrawn officially by submitting a signed Withdrawal Form to the Graduate and Postdoctoral Studies Office, may be reinstated only if the department concerned so recommends, in writing, suggesting the imposition of such conditions as deemed desirable. The final decision rests with the GPSO.

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

# 6 Regulations

## 6.1 Categories of Students

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

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

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

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

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as non-thesis extension students and pay fees accordingly.

#### **6.1.5 Qualifying Students**

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

#### **6.1.6 Special Students**

Professorial members of the academic staff may not enrol in

In exceptional cases, a student who wishes to submit a thesis, or to complete outstanding degree requirements, after withdrawal may do so only on the recommendation of the department concerned. A graduate application must be submitted and admission fees will apply.

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

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

*Council of the FGSR - February 2, 1996*

### **6.2.7 Withdrawal from a Degree Program**

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

Any student who withdraws from the University **must complete a Withdrawal Form** available from the Graduate and Postdoctoral

**Other Grades:**

- IP** – **In Progress.** (Master's Thesis Courses Only)
- P** – **Pass.** Pass/Fail grading is restricted to certain seminars and examinations only. In such cases all grades in these courses are recorded as either Pass or Fail
- HH** – **To be continued.** The use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.
- J** – **Absent:** to be recorded for the student who did not write the final examination and had not been granted deferred status, or who did not complete an essential part of the course requirements without a valid reason. This is a failure. (Students may appeal the assignment of the grade of J, but circumstances such as appearing at the incorrect time for an examination would not be sufficient reason for this grade to be replaced by a deferral. Students who have earned sufficient marks to pass the course even though the final examination is not written, may opt to have their grade based on the record to date.)
- K** – **Incomplete:** deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months).
- KF** – **Incomplete/failed:** failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement. This is a failure.
- KK** – **Completion requirement waived.** This is used in exceptional cases only, with the approval of the Director of the Graduate and Postdoctoral Studies Office.
- KE or K\*** – **Further extension** granted with the approval of the Director of the Graduate and Postdoctoral Studies Office (maximum two years.)
- L** – **Deferred:** for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. The "L" grade must be cleared as soon as possible (maximum four months).
- A medical certificate or appropriate document must be submitted to the Graduate and Postdoctoral Studies Office with a departmental recommendation for a deferral **before or immediately after** the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is assigned.

### **6.10.1 Dean's Honour List**

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

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

#### **Master's Thesis Candidates:**

Truly outstanding student recommended by the department.

dent number. For more information, refer to the Web, [www.mcgill.ca/students-information/id](http://www.mcgill.ca/students-information/id).

## 6.16 E-mail Communication

E-mail is one means of communication between McGill University and its students. All students are assigned a University E-mail Address (UEA). They should view and verify their UEA on Minerva, under the Personal Information menu.

Students are advised to check their McGill student e-mail mailbox regularly for University announcements and notifications so that they may read and act upon time-critical e-mail in a timely fashion.

Students who choose to forward University e-mail to another e-mail mailbox should ensure that the alternate account is viable.

**Note:** An official e-mail university policy is under development.

## 7 Student Services and Information

### 7.1 Fellowships, Awards and Assistantships

Graduate and Postdoctoral Studies Office  
(Fellowships and Awards Section)  
James Administration Building, Room 400  
845 Sherbrooke Street West  
Montreal, Quebec H3A 2T5

Telephone: (514) 398-3990

Fax: (514) 398-2626

E-mail: [graduate.fellowships@mcgill.ca](mailto:graduate.fellowships@mcgill.ca)

Website: [www.mcgill.ca/gps](http://www.mcgill.ca/gps) (under Fellowships and Financial Aid)

The Fellowships and Awards Section of the Graduate and Postdoctoral Studies Office provides information on many sources of support for Canadian and non-Canadian students, both new to McGill and continuing. Further information on these and other sources of funding can be found in the *Graduate Fellowships and Awards Calendar* and on the Office Website. The Office also maintains an on-site computerized database of more specialized awards.

The Tomlinson Fellowships are awarded to the most outstanding applicants at the following levels: Master's programs in disciplines housed in the Faculty of Science, doctoral programs in any discipline, and postdoctoral research in any discipline.

Applications for Tomlinson Postdoctoral Fellowships must reach the proposed academic department by December 1 – please consult the Website for application guidelines and forms.

Tomlinson Master's and Doctoral Fellowships, as well as other entrance fellowships are awarded on the basis of the application for admission, upon nomination by academic departments – please contact the proposed academic department directly for further information. The application deadline to be considered for entrance fellowships is February 1 (some departments impose an earlier deadline).

The GPSO also administers Major Fellowships for students who are currently enrolled in a McGill graduate program for subsequent years of studies. Competition deadlines are in the early fall prior to the funding period (e.g., Fall 2003 for funding in 2004-05) – please consult the Website for application guidelines and forms.

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

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

### 7.2 Student Financial Assistance

#### Citizens and Permanent Residents of Canada

Federal/provincial government loan programs operate exclusively on the basis of financial need. Students apply directly to their province or territory of residence. Application forms are available from the governmental authorities as well as the Student Aid Office. Information on governmental student aid and links to sites can be found on McGill's Financial Aid Website at [www.mcgill.ca/stuserv/aid/aid.htm](http://www.mcgill.ca/stuserv/aid/aid.htm).

#### Citizens and Permanent Residents of the United States

Stafford Loans (subsidized and unsubsidized) and parental loans (PLUS) are available for studies at McGill. Students should submit a FAFSA application to have their financial need assessed. The resulting SAR and a Master Promissory Note (Stafford Application) should be submitted to the Student Aid Office. Students may contact the Office for information on alternative loan programs and should also check with banks and other lending organizations in the U.S.

More information can be found on McGill's Financial Aid Website at [www.mcgill.ca/stuserv/aid/aid.htm](http://www.mcgill.ca/stuserv/aid/aid.htm).

FAFSA may be completed on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### McGill Financial Aid

The Student Aid Office also administers the University's need-based financial aid program, which includes short term loans to cover emergency situations, limits

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

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

For information concerning rates, see [section 9.6 "Other Fees"](#). All inquiries related to this University policy must be directed to International Student Services Office.

Health Insurance:

Telephone: (514) 398-6012

E-mail: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

International Student Services, Brown Student Services Building, 3600 McTavish Street, Room 3215, Montreal, Quebec H3A 1Y2.  
Website: [www.mcgill.ca/stuserv](http://www.mcgill.ca/stuserv)

## 7.4 Student Rights and Responsibilities

The Handbook on Student Rights and Responsibilities (green book) is available on the McGill Website, [www.mcgill.ca/stuserv](http://www.mcgill.ca/stuserv) or from the Office of the Dean of Students.

## 7.5 Office of the Dean of Students

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 1Y2

Telephone:

General Information: (514) 398-8238 or 398-3825

Dean/Associate Dean: (514) 398-4990

Fax: (514) 398-3857

The Dean and the Associate Dean of Students coordinate all student services at McGill and are available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature will be directed to the proper individual, office or department.

## 7.6 Student Services – Downtown Campus

Unless otherwise indicated, on the Downtown Campus all student services offered by the Office of the Dean of Students are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec H3A 1Y2.

A list of services available is given below. For further information refer to the Student Services Website [www.mcgill.ca/stuserv](http://www.mcgill.ca/stuserv) or the address indicated.

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

Athletics Complex, 475 Pine Avenue West (514) 398-7000

E-mail: [athletics@mcgill.ca](mailto:athletics@mcgill.ca)

Website: [www.athletics.mcgill.ca](http://www.athletics.mcgill.ca)

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

Brown Building, Suite 2200 (514) 398-3304

E-mail: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)

Website: [www.caps.mcgill.ca](http://www.caps.mcgill.ca)

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

Brown Building, Suite 4400 (514) 398-4104

E-mail: [chaplaincy@mcgill.ca](mailto:chaplaincy@mcgill.ca)

**Counselling Service:** assistance for personal, social, and emotional problems as well as vocational and academic concerns.

Brown Building, Suite 4200 (514) 398-3601

E-mail: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)

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

3505 Peel Street

(514) 398-3217

E-mail: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)

**First-Year Office:** helps ease the transition of all students new to McGill. Coordinates "Discover McGill", a one-day, campus-wide University and Faculty Orientation.

Brown Building, Suite 2100

(514) 398-6913

E-mail: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)

**Health Service:** provides access to experienced physicians, nurses and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Building, Suite 3300

(514) 398-6017

**International Student Services:** offers support to international students with non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Building, Suite 3215

(514) 398-4349

E-mail: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)

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

Brown Building, Suite 5500

(514) 398-6019

**Student (Financial) Aid Office:** provides assistance in the form of loans, bursaries and work study programs to students requiring financial aid.

Brown Building, Suite 3200

(514) 398-6013 /6014 /6015

E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)

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

Student Housing Office, 3641 University Street (514) 398-6010

E-mail: [offcampus.housing@mcgill.ca](mailto:offcampus.housing@mcgill.ca)

Website: [www.mcgill.ca/offcampus](http://www.mcgill.ca/offcampus)

**Residences:** offers accommodation for approximately 1700 students (currently limited to students at the undergraduate level).

Student Housing Office

(514) 398-6368

Website: [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

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

Brown Building, Suite 3100

(514) 398-6009

E-mail: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca) TDD: (514) 398-8198

Website: [www.mcgill.ca/stuserv/osd/osd.htm](http://www.mcgill.ca/stuserv/osd/osd.htm)

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

Brown Building, Suite 4200

(514) 398-6011

E-mail: [tutorial.service@mcgill.ca](mailto:tutorial.service@mcgill.ca)

## 7.7 Student Services – Macdonald Campus

While students who study on Macdonald Campus may make full use of all Student Services available at McGill, the Office of the Dean of Students, in cooperation with the Faculty of Agricultural and Environmental Sciences, offers students direct access to the services listed below.

Further information can be found on the Web at [www.mcgill.ca/macdonald/resources/student-services](http://www.mcgill.ca/macdonald/resources/student-services) and the Student Services Website [www.mcgill.ca/stuserv](http://www.mcgill.ca/stuserv).

Unless otherwise indicated, Macdonald Campus services are located in the Centennial Centre, Room CC 1-124, 21,111 Lakeshore Road.

**Health Service:** a referral service is available Monday through Friday. A nurse/health educator is on Campus three times a week and a physician may be seen by appointment on specified dates. Telephone: (514) 398-7565

**Off-Campus Housing:** the Macdonald Campus service is available from June 1 to August 31 each year. Telephone: (514) 398-7992

**Student (Financial) Aid Office:** Information about government loans, McGill loans and bursaries, and the Work Study Program can be obtained at the Centre. During the academic year (September to April) a counsellor visits the campus twice monthly to help students with financial problems.

**Career and Placement Service (CAPS):** this service brings together potential employers and students seeking permanent, summer and part-time career-related work. Telephone: (514) 398-7582

**Athletics:** facilities available to Macdonald students are a gymnasium, pool, weight room, an indoor arena, tennis courts, lit playing fields and large expanses of green space. Instructional, recreational, intramural and intercollegiate activities are available.

Stewart Athletic Complex Telephone: (514) 398-7789  
Website: [www.agrenv.mcgill.ca/society/athletic](http://www.agrenv.mcgill.ca/society/athletic)

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## 7.8 Student Accommodation

### Downtown Montreal

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

The University has very limited housing space for graduate students. Application forms can be obtained from the Student Housing Office, 3641 University Street, Montreal, QC, H3A 2B3. Telephone: (514) 398-6050 Fax: (514) 398-2305  
E-mail: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)  
Website: [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

### Macdonald Campus

Information on the EcoResidence and Laird Hall can be obtained from:

attendance at research seminars, semester or annual reviews of student progress).

- vi. Students should be made aware of the cost living in Montreal and of sources of financial support (e.g., teaching or research assistantships, fellowships) and of the facilities available to them (e.g., study space, computers).
- vii. Students should receive guidance and encouragement in areas relating to their growth in scholarship, professional development and career planning. Examples may include, where appropriate, reporting research, writing abstracts, preparing papers for conference presentation or for publication, writing grant and fellowship applications, conducting a job search, and preparing for job interviews.
- viii. Units should be sensitive to special academic needs and concerns that may arise in the case of certain students, such as international students or students who undertake graduate studies after a long absence from university.

### **3. Responsibilities**

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

- i. Each unit should consider the availability of student support, research facilities, space and availability of potential supervisors in determining the number of students admitted into the program.
- ii. Some examples of the responsibilities of the graduate program director are to be knowledgeable about program requirements, the composition of committees, the procedures for comprehensive and oral defense examinations, and other policies relating to graduate studies; to maintain a dossier ones

ment head or delegate (see sample Letter of Agreement on the Web at [www.mcgill.ca/gps/postdoc](http://www.mcgill.ca/gps/postdoc)). This should stipulate, for example, the purpose of the postdoctoral appointment (research and the advancement of knowledge), the duration of the fellowship/stipend, the modality of pay, the work space, travel funds, and expectations and compensation for teaching and student research supervision. Leaves from postdoctoral education must comply with the Graduate and Postdoctoral Studies Policies for Vacation, Parental/Familial, and Health Leave (Graduate and Postdoctoral Studies General Information section 8.3 "Vacation Policy for Graduate Students and Postdocs" and section 8.6 "Health and Parental/Familial Leave of Absence Policy"). Any breach of these conditions may result in grievance procedures or the termination of the postdoctoral appointment.

- iv. Postdocs with full responsibility for teaching a course should be compensated over and above their fellowship at the standard rate paid to lecturers by their department.
- v. The amount of work, teaching, or other that Postdocs engage in over and above postdoctoral activities should conform to the regulations for Postdocs specified by the Canadian research council of their discipline. This applies to all Postdocs, including those whose funding does not come from the Canadian research councils.

#### 4. Privileges

- i. Postdocs have the same pertinent rights as the ones granted to McGill students in the *Handbook of Student Rights and Responsibilities* (green book), available on the Web at [www.mcgill.ca/secretariat/statutes](http://www.mcgill.ca/secretariat/statutes).
- ii. Postdocs have full graduate student borrowing privileges in McGill libraries through their identity card.
- iii. As a rule, Postdocs who are Canadian citizens or who have Permanent Resident status may take courses for credit. They must be admitted by their department as Special Students. These Postdocs may also be enrolled as part-time students in non-degree granting programs (i.e., graduate diplomas and graduate certificates). They will be charged a fee for these courses.
- iv. Postdocs may be listed in the McGill directory. The Computing Centre will grant Postdocs e-mail privileges on the same basis as graduate students upon presentation of an identity card.
- v. The Department of Athletics will grant Postdocs access to sports facilities upon presentation of their identity card. A "staff" fee will be charged on an annual or term basis.
- vi. Postdocs are members of the Post-Graduate Students' Society and an annual fee is automatically charged. Postdocs are permitted membership in the Faculty Club; an annual fee will be charged for this membership.
- vii. Postdocs are encouraged to participate in the Centre for University Teaching and Learning staff development seminars. They will be accommodated free of charge for courses which are open to faculty members.
- viii. Postdocs have access to the services provided by the Ombudsperson.
- ix. Canadian citizens, Permanent Residents, and International Postdocs may enroll in the second language written and spoken English courses provided by Continuing Education, the English and French Language Centre, or the Centre for the Study and Teaching of Writing. They must be admitted by their department as Special Students. They will be charged a fee for these courses.
- x. Postdocs have access to the Student Services. Fees are applicable. Information is available at [www.mcgill.ca/stuserv](http://www.mcgill.ca/stuserv).

#### 5. Responsibilities

- i. Postdocs are subject to the responsibilities outlined in the *Handbook of Student Rights and Responsibilities* (green book), available on the Web at [www.mcgill.ca/secretariat/statutes](http://www.mcgill.ca/secretariat/statutes).

- ii. Each academic unit receiving Postdocs should clearly identify Postdocs' needs and the means by which they will be met by the unit.
- iii. Each academic unit should consider the availability of research supervision facilities, office space, and research funding before determining the Postdocs that they will accept.
- iv. Some examples of responsibilities of the department are:
  - to verify the Postdoc's eligibility period for registration;
  - to provide Postdocs with departmental policy and procedures that pertain to them;
  - to oversee registration and appointment of Postdocs;
  - to assign departmental personnel (e.g., graduate program director) the responsibility for Postdocs;
  - to oversee and sign-off on the Letter of Agreement for Postdoctoral Education;
  - to assure that each Postdoc has a supervisor, lab and/or office space, access to research operating costs and necessary equipment;
  - to include Postdocs in departmental career and placement opportunities;
  - to refer Postdocs to the appropriate University policies and personnel for the resolution of conflict that may arise between a Postdoc and supervisor.
- v. Some examples of the responsibilities of the supervisor are:
  - to uphold and transmit to his/her Postdocs the highest professional standards of research and/or scholarship;
  - to provide research guidance;
  - to meet regularly with his/her Postdocs;
  - to provide feedback on work submitted by the Postdocs;
  - to clarify expectations regarding intellectual property rights in accordance with the University's policy;
  - to provide mentorship for career development;
  - to prepare, sign, and adhere to a Letter of Agreement for Postdoctoral Education.
- vi. Some examples of responsibilities of Postdocs are:
  - to inform themselves of and adhere to the University's policies and/or regulations for Postdocs for leaves, for research, and for student conduct as outlined in the *Handbook of Student Rights and Responsibilities* and the General Information, Regulations and Research Guidelines booklet of the Graduate and Postdoctoral Studies Office;
  - to present themselves for registration;
  - to sign and adhere to their Letter of Agreement for Postdoctoral Education;
  - to communicate regularly with their supervisor;
  - to inform their supervisor of their absences.
- vii. Some examples of the responsibilities of the University are:
  - to register Postdocs;

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**8.4 Ph.D. Comprehensives Policy**

**Preamble**

**Other relevant policies/offices**

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

*Approved by Executive of Faculty of Graduate Studies and Research (FGSR) February 17, 1997  
 and Council of FGSR March 7, 1997.*

**8.5 Graduate Studies Reread Policy**

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

**Consultation**

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

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

**Verification**

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

**Rereads**

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

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

Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. Assignments can only be reread if, together, they account for more than 20% of the course grade.

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

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

(Note: Material that is returned to a student **cannot be**

to take courses. He/she will not have access to the University's academic facilities but Library services will normally continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath).

A medical certificate must accompany such leave requests.

(*Council of FGSR - March 1999*)

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

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## 8.7 Failure Policy

Please refer to **section 6.7 "Failure Policy"**, for information regarding the policy and procedures to follow in cases of failure.

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## 9 Fees and Expenses

The University reserves the right to make changes without notice in the published scale of fees. (Note: The information in this section was prepared in May 2003.)

Further information regarding fees can be found on the Student Accounts Website [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

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### 9.1 Fee Information Booklet

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

A copy of the booklet will be sent to all new students. The text is also available on the Student Accounts Website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

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### 9.2 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2003 session fees become accessible as of August 1st.

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### 9.3 Tuition Fees

The University is proposing to charge the following tuition fees in 2003-04. Quebec's Ministry of Education normally confirms the rates to the University in the spring.

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

#### Quebec Students

The 2003-04 tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit or \$1,668.30 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate; see **section 9.4 "Proof of Citizenship and Proof of Quebec Residency"** for details.

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

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period **will not** be waived.

#### Non-Quebec Students (Canadian or Permanent Resident)

The 2003-04 tuition fees at the Master's level for non-Quebec students who are Canadian citizens or Permanent Residents are \$139.10 per credit or \$4,173.00 for 30 credits. At the Ph.D. level, tuition fees are the same as for Quebec students.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate; see **section 9.4 "Proof of Citizenship and Proof of Quebec Residency"** for details.

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

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period **will not** be waived.

#### International Students

The 2003-04 tuition fees for international students at the Master's level are \$315.61 per credit (\$9,468.30 for 30 credits); at the Ph.D. level tuition fees are \$8,538.30 per year. Certain graduate programs charge fees at a different rate.

The international fees which are listed in **section 9.11 "Yearly Fees and Charges"** are representative of fees that students could expect to be charged.

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate.

A list of these categories and the required application forms can be obtained from the Admissions, Recruitment and Registrar's Office. Information is also available on the Web at [www.mcgill.ca/students](http://www.mcgill.ca/students).

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### 9.4 Proof of Citizenship and Proof of Quebec Residency

Students who require more information than is given below should access the McGill Website at [www.mcgill.ca/students-information/fees](http://www.mcgill.ca/students-information/fees) or contact the office by e-mail at [que-can@mcgill.ca](mailto:que-can@mcgill.ca).

#### Proof of Citizenship

As per the Ministry of Education of Quebec, students who are citizens or Permanent Residents (landed immigrants) of Canada

Student's high school and CEGEP transcripts transmitted electronically to McGill from the Ministry of Education of Quebec indicate "Quebec" as the place of residence.

Student was approved for a Quebec loan for the current academic year (document: Quebec loan certificate).

Student is the member of an aboriginal community of Quebec (document: letter from the band council official, band membership card).

**Deadlines: Submission of Proof**

All documents pertaining to Proof of Citizenship and Quebec residency must be received by the Admissions, Recruitment and Registrar's Office prior to the dates indicated below in order to take effect for the requested term:

Fall term – Last day of Fall classes.

Winter term – Last day of Winter classes.

Summer term – August 15.

Changes received after these deadlines would only be applicable to the following term.

**Note:** If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period **will not** be waived.

Changes received after these deadlines would only be applicable to the following term. Please note that these deadlines are set by the Ministry of Education of Quebec (MEQ). Any student who wishes to contest these deadlines is required to send a written request to the contact person in the MEQ for consideration. McGill will not process any retroactive requests without a written approval from the MEQ.

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

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

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

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## **9.7 Billings and Due Dates**

### **Confirmation of Acceptance Deposit**

**Winter Term:** Students will be able to view upcoming Winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are post-dated and will be released to the student's fee account in January prior to Winter fees being due.

#### Students receiving Government Aid

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

#### 9.11 Yearly Fees and Charges

In thesis programs, students are charged a flat rate based on 15 credits per term.

In non-thesis programs, students are charged a flat rate (based on 15 credits per term) if they are registered full-time, or a per credit rate if they are registered for less than 12 credits.

In the M.B.A., M.L.I.S., S.T.M. and M.Ed. programs, students are charged per credit.

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

Fees and Charges (based on two terms of full-time status, i.e., Fall and Winter) [in Canadian dollars \$]	Quebec Students	Non-Quebec Canadians		International Students all programs except those listed below	
	Master's and Ph.D.	Master's	Ph.D.	Master's	Ph.D.
<b>Tuition</b>					
Full-time	1,668.30	4,173.00	1,668.30	9,468.30	8,538.30
Half-time	834.15	2,086.50	834.15	4,734.15	4,269.15
Additional Session / non-thesis extension	1,668.30	1,668.30	1,668.30	1,668.30	1,668.30
<b>Society Fees (see Note 1 and Note 2)</b>					
Full-time	582.78	582.78	582.78	435.78	435.78
Half-time	128.86	128.86	128.86	128.86	128.86
Additional Session / non-thesis extension	519.06	519.06	519.06	372.06	372.06
<b>Student Services (see Note 1)</b>					
Full-time	327.00	327.00	327.00	327.00	327.00
Half-time	196.00	196.00	196.00	196.00	196.00
Additional Session / non-thesis extension	109.00	109.00	109.00	109.00	109.00
<b>Registration &amp; Transcripts Charges</b>					
Full-time	208.20	208.20	208.20	208.20	208.20
Half-time	104.10	104.10	104.10	104.10	104.10
Additional Session / non-thesis extension	208.20	208.20	208.20	208.20	208.20
<b>Copyright Fee</b>					
Full-time	10.50	10.50	10.50	10.50	10.50
Half-time	5.25	5.25	5.25	5.25	5.25
Additional Session / non-thesis extension	10.50	10.50	10.50	10.50	10.50
<b>Information Technology Charge</b>					
Full-time	171.30	171.30	171.30	171.30	171.30
Half-time	85.65	85.65	85.65	85.65	85.65
Additional Session / non-thesis extension	171.30	171.30	171.30	171.30	171.30
<b>Total</b>					
<b>Full-time</b>	\$2,968.08	\$5,472.78	\$2,968.08	\$10,621.08	\$9,691.08
<b>Half-time</b>	\$1,354.01	\$2,606.36	\$1,354.01	\$5,254.01	\$4,789.01
<b>Additional Session/non-thesis extension</b>	\$2,686.36	\$2,686.36	\$2,686.36	\$2,539.36	\$2,539.36

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

Note 1: Fees subject to approval by the governing authority.

Note 2: Macdonald Campus students' Student Society fees vary from the above as follows at both the doctoral and Master's level:

    Quebec/Canadian – Full-time: \$677.80; Half-time: \$233.80; Additional session/non-thesis extension: \$623.22.

    International – Full-time: \$533.80; Half-time: \$233.80; Additional session/non-thesis extension: \$479.22.

The following programs/departments have additional annual Student Society fees: Urban Planning – \$150 (Computer Fee - Engineering), Physics \$20; M.B.A. programs – \$100 (designated for Computer Room improvement); Law programs – \$102 (designated for computer facilities and Career and Placement Office).

As of May 2003

## **CERTAIN SPECIAL PROGRAMS CHARGE DIFFERENT FEES**

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

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

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

#### **Master in Manufacturing Management**

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

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## **10 Libraries and Computing Facilities**

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### **10.1 Libraries**

All registered students have access to the McGill University Library system. This comprises 14 libraries, one reading room, the Division of Rare Books and Special Collections, and a number of affiliated collections in various specialized departments. MUSE, the on-line catalogue, is available in the libraries and remotely to

are encouraged to develop and/or subscribe to more specific provisions.

**3. The Responsibility of the University**

The University requires honesty and integrity in research and scholarship. The Un

*(d) The Duty to Acknowledge Sources of Funding*

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

**8. Data**

*(a) Definition of Data*

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

*(b) Authorship and Copyright Data*

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

*(c) Gathering of Data*

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

*(d) Availability of Data*

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

*(e) Maintenance of Data*

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

**9. Disputes Between Co-Researchers**

The provisions in this article govern disputes between co-researchers. They do not govern allegations of misconduct under this Policy. Allegations of misconduct are dealt with in article 10 of this Policy.

*(a) The Duty on the Parties to Resolve Disputes*

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

*(b) The Duty of the University to Investigate Disputes and to Help Facilitate the Resolution of the Disputes*

The University has a duty to investigate disputes and to help facilitate their resolution, in accordance with the following provisions. However, the University has no obligation to ensure that disputes are resolved, since the resolution of disputes is ultimately subject to the will of the parties to the dispute.

If the dispute is between individuals working under a principal investigator(s), the principal investigator shall investigate and attempt to resolve the matter. If the principal investigator is involved in the dispute, the Head(s) [i.e., Chair(s), Director(s), etc.] of the Department(s) or academic unit(s) concerned shall investigate and attempt to resolve the matter. If any party involved in the

Investigate Disputes their (Tw[i]igcputess.d to he4.62t3nu)7.5(t)-4TJesti&83TJhis end,01120 TD-02554 Tw[(i 8frdiparties5.79olusolutio

**Regulations**

1. The University does not allow its staff or students to be engaged in secret research on University premises or using University facilities.
2. Certain kinds of research data in the custody of governments and other agencies are restricted in order to protect the privacy of individuals or private corporations. If the restriction is not such as to prevent the eventual use of the research undertaken by students or staff members for theses or publications, these restrictions are permissible. Such restrictions, as they relate to the use of research undertaken by students or staff members for theses or publications, should not exceed the delays set out in Regulation 3.
3. The University shall not accept requests from outside bodies for delays in publication in excess of one year. The Vice-Principal (Research), however, shall have the right to agree to requests for delays up to two years in exceptional cases, for example, when patents are pending or intended. In the case of theses, the student shall agree in writing to such a delay before the request is considered.
4. All research contracts shall be negotiated by the University's Research Contracts Office in association with the principal investigator.
5. Neither the name of the University nor that of any member of staff shall be used for publicity in connection with a research contract without the prior written approval of the Vice-Principal (Research).
6. Titles to intellectual property arising out of a contract, the obli-

McGill's Research Policy prohibits staff researchers from engaging in research which may not subsequently be communicated to the scientific community through the normal channels of meetings and publications. Although exceptions to this rule are occasionally permitted by the Vice-Principal (Research), research projects assigned to students should be unrestricted and subject to the usual processes of thesis production and examination.

- 2) If at any time, during the program, the student's own research discoveries or those of other group members lead to a need for limitation on free communication, there should be full discussion by the whole group in concert with the administrative supervisor of the department, institute or faculty, of the reasons for such a proposal. In the event that a consensus is not reached, the matter shall be referred to the Vice-Principal (Research) for resolution.
- 3) When a thesis has been completed and satisfactorily examined, the student may wish to delay its publication or deposition in the McGill and National Libraries for a short period. Such requests may be made, in writing, to the Graduate and Postdoctoral Studies Office. Delays of one, or in exceptional cases, two years may be approved.

**Proprietary Research\***

\*Section 8, 9 & 10 of the Regulations Governing Conflict of Interest in Proprietary Research, November 1985.\*Sectouc214mGing Conf04 Tc0.004eningl Tc-0.05s of

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“Founder” means an Inventor who accepts a significant role in the initial development phase of a spin-off company based wholly









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

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

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

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

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

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

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

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

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

*Approved by Senate, April 3, 1985, Minute 75*

*Approved by Board of Governors, November 18, 1985,  
Minute 5922*

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## 11.8 Safety in Field Work

This policy has been established in light of the fact that research and teaching activities performed outside of the University's geographical boundaries may involve particular risks to the participants. It must be recognized that the risks associated with the work performed, the availability of University support services, the level of supervisions, 2 -(visies may involve po25(aicilm2 00 T0005 Tcon0252 Twto )-7.2)]TJ-s auh a way tpurp9l esk0 Tc-0.0005 Tc-0.003ot the av6tside or9tea



### 11.12 Office of International Research (OIR)

McGill has a strong commitment to international activities. The Office of International Research (OIR) facilitates and coordinates international programs and projects. It works with faculty members to promote and enhance their international research ventures, assisting them in accessing funding, as well as reviewing proposals, negotiating contracts, and assuring proper implementation. It coordinates research collaboration agreements involving movement of researchers between McGill and institutions abroad. It also promotes McGill as a centre of research and teaching excellence to domestic and foreign partners and is a contact point for academic institutions and international scholars.

OIR seeks and disseminates information on funding opportunities available to McGill researchers for international activities and collaboration. It maintains links with agencies and organizations with an international mandate that may provide funds and/or links for international projects.

The Office assists researchers in the preparation of proposals for international activities by ensuring that priorities and objectives of the funding program are taken into account, preparing budget structure, advising on an appropriate management structure for a project and helping to set up procedures for evaluation of project results.

OIR approves the submission of grant applications to international funding bodies. In the case of contracts and research agreements, it will ensure the project is approved by the appropriate committees.

