

## **Welcome to McGill!**

For more than 185 years, McGill has distinguished itself as one of the world's great public universities, renowned for outstanding students, professors and alumni, for achievement in teaching and research, and for its distinctive international character.

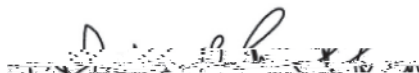
As one of the top 12 universities in the world, McGill's defining strengths include its unwavering commitment to excellence, and a willingness to be judged by the highest standards. And by these standards, McGill has excelled far beyond any reasonable expectations. We have produced a disproportionate number of Nobel laureates and Rhodes scholars. Olympians, award-winning authors and musicians, astronauts, medical pioneers and world-famous leaders in all walks of life are counted among our alumni — remarkable individuals who have shaped our society and the course of history itself in profound ways.

As students you are at the core of all that we do. Your time at McGill offers more than an excellent education. It is a critical period of personal and intellectual discovery and growth, and one that will help shape your understanding of the world.

By choosing McGill, you are following in the footsteps of almost 200,000 living McGill alumni across the globe and making a commitment to excellence, as they did. And, while a lot is expected of you, McGill gives you the means to succeed. All of McGill's 21 faculties and professional schools strive to offer the best education possible. By joining the McGill community of scholars, you will experience the University's vibrant learning environment and active and diverse campus life, which support both academic progress and personal development. You will form lasting friendships with people from around the world.

Today's social, technological and medical challenges continue to inspire innovative approaches to research, teaching and learning. New cutting-edge facilities provide you with many state-of-the-art classrooms and laboratories. Likewise, McGill's professors thrive in this environment as they enjoy some of the highest research successes per fulltime professor in Canada, while dedicating themselves as well, to enrich your education with research. Our dedicated administrative and support staff's primary focus is to ensure that you have the necessary resources to respond effectively to academic challenges and to develop lifelong skills.

McGill University has been synonymous with first-class education and



# ▶ Graduate and Postdoctoral Studies

General Information, Regulations and Research Guidelines

Published by:  
**Enrolment Services**  
McGill University  
845 Sherbrooke Street West  
Montreal, Quebec, Canada  
H3A 2T5

Published April 2008

**Please Note:** Not all courses are offered every year, and changes can be made after this calendar is printed. Always check the Class Schedule link at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.

McGill University reserves the right to make changes to the information contained in this publication - including correcting errors, altering fees, schedules of admission and credit requirements and revising or cancelling particular courses or programs - without prior notification.

## **Printed in Canada**

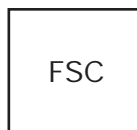
All contents copyright © 2008 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

Legal deposit 2008, National Library of Canada and Bibliothèque nationale du Québec  
ISSN 1718-7893

**Editor**  
Bonnie Borenstein  
*Enrolment Services*

**Cover Photos**  
Claudio Calligaris  
Owen Egan

**Cover Design**  
*Content and Collaboration Solutions (CCS)*



- 4.1 Master's Degrees, page 16
    - 4.1.1 Residence Requirements – Master's Degrees, page 16
    - 4.1.2 Course Work – Master's Degrees, page 16
    - 4.1.3 Research and Thesis – Master's Degrees, page 17
    - 4.1.4 Language Requirements – Master's Degrees, page 17
  - 4.2 Doctoral Degrees, page 17
    - 4.2.1 Residence Requirements – Doctoral, page 17
    - 4.2.2 Comprehensive Examinations – Doctoral, page 17
    - 4.2.3 Language Requirements – Doctoral, page 17
    - 4.2.4 Thesis – Doctoral, page 17
    - 4.2.5 Thesis Oral Examination – Doctoral, page 18
  - 4.3 *Ad Hoc* Programs (Thesis Option only), page 18
  - 4.4 *Ad Personam* Programs (Thesis Option only), page 18
  - 4.5 Course Work for Graduate Programs, Diplomas and Certificates, page 18
- 5. Admission, page 18**
- 5.1 Application for Admission, page 18
  - 5.2 Admission Requirements, page 18
  - 5.3 Graduate Record Examination and Other Admission
-

- 6.31 Special Medical Needs, page 33
- 6.32 Minerva, page 33
- 6.33 myMcGill, page 33
- 7. Student Services and Information, page 33**
  - 7.1 Fellowships, Awards



DATE	ACTIVITY CODE	ACTIVITY
Mar. 5, Wed.	APPGRAD	Deadline to apply to graduate on Minerva for all Undergraduate students and Graduate students in all non-thesis programs (certificates, diplomas, master's non-thesis) who expect to complete their program requirements at the end of the Winter 2008 term (Spring 2008 convocation).
Mar. 6, Thurs.	REG	Summer Term registration opens. Graduate students should confirm dates with individual departments.
Mar. 17, Mon.	NOTE	Class schedule on Minerva is available for Fall 2008 and Winter 2009 registration.
Mar. 17, Mon. to Apr. 13, Sun.	INFO	Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva.
Mar. 20, Thurs.	NOTE	The normal Thursday schedule of course activities is cancelled for March 20. In its place, all lectures, labs, conferences and other course-related activities that are cancelled on Monday, March 24 because of Easter Monday will be held on Thursday, March 20.
Mar. 21, Fri. to Mar. 24, Mon.	HOLIDAY	<b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.
Mar. 26, Wed.	APPGRAD	Deadline for all Undergraduate students and Graduate students in all non-thesis programs (certificates, diplomas, master's non-thesis) who expect to complete their program requirements at the end of the Summer 2008 term (Fall 2008 convocation) to apply to graduate on Minerva.
Mar. 27, Thurs.	REG	Registration for Fall 2008 and Winter 2009 using Minerva begins for all students entering the <u>graduating (U3/U4)</u> year of their program (excluding Law and courses offered by the Desautels Faculty of Management, except as noted below), and all students in Graduate degree programs, except for Continuing Education.

DATE	ACTIVITY CODE	ACTIVITY
<b>April 2008</b>		
Apr. 11, Fri.	INFO	Last day for the Winter 2008 term for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Apr. 11, Fri.	LEC	Last day of lectures for Winter term.
Apr. 14, Mon. to Apr. 30, Wed.	EXAM	Examination period for Winter term and multi-term courses.
<b>May 2008</b>		
May 15, Thurs.	<b>W</b>	Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter term 2008 and end in the Summer term or in the Fall term ( <b>with fee refund for Summer term</b> ).
	NOTE	Students in multi-term courses with course numbers ending in N1 and N2 only (started in the Winter, skip the Summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on September 16 (with full fee refund for the Fall term) by contacting their faculty Student Affairs Office.
May 15, Thurs.	<b>W--</b>	Deadline for newly-admitted students beginning their graduate thesis program in a Summer Term of Residence to withdraw from the University, with fee refund (less deposit or \$100 minimum charge).
May 19, Mon.	HOLIDAY	<b>VICTORIA DAY.</b> (Classes cancelled). Administrative offices closed.

---

<b>DATE</b>	<b>ACTIVITY CODE</b>	<b>ACTIVITY</b>
May 26, Mon.	CONV	10:00 Faculty of Law 14:00 Schulich School of Music 18:00 Centre for Continuing Education
	NOTE	For additional information regarding Convocation, please consult <a href="http://www.mcgill.ca/convocations">www.mcgill.ca/convocations</a>
May 27, Tues.	CONV	10:00 Faculty of Education 14:00 Desautels Faculty of Management
May 28, Wed.	CONV	10:00 Faculty of Engineering 14:00 Health Sciences (Faculties of Medicine, Dentistry, and Schools of Nursing and Physical & Occupational Therapy)





DATE	ACTIVITY CODE	ACTIVITY
Sept. 16, Tues.	<b>W</b>	Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Summer 2008 ( <b>with fee refund for Fall term 2008</b> ).
	NOTE	Please note that students in multi-term courses with course numbers ending in N1 and N2 only (started in the Winter, skip the Summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on <b>September 16</b> (with full fee refund for the Fall term) by contacting their faculty Student Affairs Office.
Sept. 16, Tues.	<b>REG</b>	Course Change (drop/add) deadline for Fall term and first part of multi-term courses starting in September 2008.
Sept. 19, Fri.	<b>AWRD</b>	Returning Master's and Doctoral level students should enquire of their departments or the GPSO (Graduate Fellowships and Awards) regarding precise deadlines for internal and external fellowship competitions; important deadlines normally fall during the months of October and November.
Sept. 21, Sun.	<b>W/W--</b>	Deadline to Web withdraw (grade of "W") or University Withdrawal (grade of "W--") with full fee refund (less \$100 minimum charge for returning students; less deposit or \$100 minimum charge for new students, in case of complete withdrawal from the University).
<b>October 2008</b>		
Oct. 6, Mon.	<b>THES</b>	Deadline for submission of doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2009. Meeting this deadline does not guarantee a Winter graduation.

DATE	ACTIVITY CODE	ACTIVITY
Oct. 13, Mon.	<b>HOLIDAY</b>	<b>THANKSGIVING DAY.</b> (Classes cancelled). Administrative offices closed. Continuing Education evening classes will be re-scheduled.
	NOTE	The normal Tuesday schedule of course activities will be cancelled for December 2, 2008. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Tuesday, December 2, 2008</b> as well. This change in schedule is to make up for activities that are cancelled on Monday, October 13 due to Thanksgiving Day.
Oct. 16, Thurs. to Oct. 19, Sun.	<b>EVENT</b>	Homecoming 2008.
Oct. 18, Sat.	<b>EVENT</b>	Macdonald Campus Homecoming.
Oct. 19, Sun.	<b>W/W--</b>	Deadline for Web withdrawing (grade of "W") or University Withdrawal (grade of "W--") from Fall term 2008 courses and Continuing Education Fall term courses ( <b>with no fee refund</b> ).
Oct. 20, Mon.	<b>THES</b>	Deadline for submission of Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2009. Meeting this deadline does not guarantee a Winter graduation.
<b>November 2008</b>		
Nov. 6, Thurs. to Dec. 3, Wed.	<b>INFO</b>	Online course evaluation period for Fall term: Evaluations available for completion on Mercury through Minerva.
Nov. 14, Fri. (tentative)	<b>CONV</b>	10:00 Fall Convocation - AM Ceremony 14:00 Fall Convocation - PM Ceremony
<b>December 2008</b>		
Dec. 1, Mon.	<b>APPGRAD</b>	Deadline to apply to graduate on Minerva for all Undergraduate students and Graduate students in all <b>non-thesis</b> programs (certificates, diplomas [excluding Continuing Education] or master's non-thesis) who expect to complete their program requirements at the end of the Fall 2008 term (February 2009 graduation).

DATE	ACTIVITY CODE	ACTIVITY
Dec. 2, Tues.	INFO	Last day for the Fall 2008 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Dec. 2, Tues.	LEC	Last day of lectures.
Dec. 2, Tues.	NOTE	The normal Tuesday schedule of course activities is cancelled for December 2, 2008. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Tuesday, December 2, 2008</b> as well. This change in schedule is to make up for activities that were cancelled on Monday, October 13 due to Thanksgiving Day.
Dec. 2, Tues. to Jan. 5, Mon.	REG	Winter term registration period for new students. Individual departments set their own dates within this period.
Dec. 2, Tues.	IDCARD	New students can obtain their ID cards at Enrolment

<b>DATE</b>	<b>ACTIVITY CODE</b>	<b>ACTIVITY</b>
Jan. 19, Mon.	EXCH	Deadline for graduate students to apply for approval from the Graduate and Postgraduate Studies Office to participate in an exchange program during the 2009-2010 academic year.
Jan. 20, Tues.	<b>REG</b>	

DATE	ACTIVITY CODE	ACTIVITY
<b>May 2009</b>		
May 15, Fri.	W	Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter term 2009 and end in the Summer term 2009 or in the Fall term 2009 <b>(with fee refund for Summer term 2009).</b>
May 15, Fri.	W--	Deadline for newly-admitted students beginning their graduate thesis program in a Summer Term of Residence to withdraw from the University, with fee refund (less deposit or \$100 minimum charge).
May 18, Mon.	HOLIDAY	<b>VICTORIA DAY.</b> (Classes cancelled). Administrative offices closed.
<b>June 2009</b>		
TBA	CONV	Spring 2009 Convocation
June 24, Wed.	HOLIDAY	<b>LA FÊTE NATIONALE DU QUÉBEC.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
<b>July 2009</b>		
July 1, Wed.	HOLIDAY	<b>CANADA DAY.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
<b>August 2009</b>		
Aug. 15, Sat.	INFO	Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office for the Summer 2009 term. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.

### 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 Post-doctoral 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 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  
Nursing  
Public Accountancy (C.A.)  
Registered Dietician Credentialing (R.D.)  
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:

Assessing Driving Capabilities  
Air and Space Law  
Bioresource Engineering (IWRM)  
Biotechnology  
Comparative Law  
Educational Leadership 1  
Educational Leadership 2  
Library and Information Studies  
Post-M.B.A.  
Teaching English as a Second Language

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.)  
Joint program: Master of Business Administration (M.B.A.) with integrated Bachelor of Civil Law (B.C.L.) / Bachelor of Laws (L.L.B.)  
Concurrent Master of Business Administration with Doctor of Medicine/ Master of Surgery (M.B.A. with M.D.,C.M.)  
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.)  
Joint program: Master of Social Work (M.S.W.) with integrated Bachelor of Civil Law (B.C.L.) / Bachelor of Laws (L.L.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

M.Arch. programs offered:

M.Arch. (professional degree) (Non-Thesis)  
M.Arch. (post-professional degree) (Non-Thesis)  
Instruction for the M.Arch. (post-professional degree) is given in the following fields of specialization:  
Architectural History and Theory  
Housing (which includes Affordable Homes, Domestic Environments, Minimum Cost Housing and Urban Design).

Prerequisites:

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

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

See Architecture.

**Master of Arts Degree**

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

Anthropology (Thesis and Non-Thesis)

Development Studies

Environment

Gender and Women's Studies

Medical Anthropology

Art History (Non-Thesis)

Gender and Women's Studies (Non-Thesis)

Classics (Thesis and Non-Thesis)

Communication Studies (Thesis and Non-Thesis) Studies (Thesis and Non-Thesis)

G e n d e Anth15.4(N(BioethNon1))6I)2threosisD-0.02  
 Anth15.4(N(BioethNon1))6I)2threosisD-0.02  
 GendeM.A  
 t h r o e o s i s .



Environment  
 Neotropical Environment  
 Psychiatry  
 Psychology  
 Rehabilitation Science (Thesis and Non-Thesis)  
 Renewable Resources  
 Environment  
 Environmental Assessment (Non-Thesis)  
 Neotropical Environment  
 Surgery, Experimental

Prerequisites:

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

#### **Master of Science, Applied, Degree**

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

Programs are available in:

Animal Science  
 Bioresource Engineering  
 Environment  
 Environmental Engineering  
 Neotropical Environment  
 Biotechnology  
 Chemistry  
 Communication Sciences and Disorders  
 Human Nutrition  
 Nursing  
 Occupational Therapy  
 Occupational Health  
 Plant Science  
 Physical Therapy

Prerequisites:

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

#### **Master of Social Work Degree**

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

Prerequisites:

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

Special program:

M.S.W. with B.C.L. and L.L.B.

#### **Master of Urban Planning Degree**

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

An option in Urban Design is also offered.

Prerequisites:

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

---

### **3.4 Doctoral Degrees Offered**

#### **Doctor of Civil Law Degree**

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

Prerequisites:

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

#### **Doctor of Music Degree**

The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of major dimen-

Hispanic Studies (Spanish)  
History  
Human Genetics  
    Bioinformatics  
Human Nutrition  
Islamic Studies  
    Gender and Women's Studies  
Linguistics  
    Language Acquisition  
Management  
Mathematics and Statistics  
    Bioinformatics  
Mechanical Engineering  
Medicine, Experimental  
    Environment  
Microbiology and Immunology  
Microbiology (Macdonald Campus)  
    Bioinformatics  
    Environment  
Mining and Materials Engineering  
Music  
Neuroscience  
Nursing  
    Psychosocial Oncology  
Occupational Health Sciences  
Parasitology  
    Bioinformatics  
    Environment  
Pathology  
Pharmacology and Therapeutics  
    Chemical Biology  
Philosophy  
    Environment  
    Gender and Women's Studies  
Physics  
Physiology  
    Bioinformatics  
Plant Science  
    Bioinformatics  
    Environment  
    Neotropical Environment  
Political Science  
    Neotropical Environment  
Psychology  
    Language Acquisition  
    Psychosocial Oncology  
Rehabilitation Science  
Religious Studies  
Renewable Resources  
    Environment  
    Neotropical Environment  
Russian  
School/Applied Child Psychology  
Social Work  
Sociology  
    Environment  
    Gender and Women's Studies  
Surgery, Experimental



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

#### 4.2.5 Thesis Oral Examination – Doctoral

After the thesis has been received and approved, a final oral examination is held on the subject of the thesis and subjects intimately related to it. This is conducted in the presence of a Committee of at least five members presided over by a Pro-Dean nominated by the Graduate and Postdoctoral Studies Office. The Chair of the candidate's department and the Thesis Supervisor are regularly invited to be members of the Committee; at least one member of the Committee is appointed from outside the candidate's department. Guidelines are available at [www.mcgill.ca/gps/current/programs/thesis/guidelines](http://www.mcgill.ca/gps/current/programs/thesis/guidelines).

---

#### 4.3 Ad Hoc Programs (Thesis Option only)

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

Once the Admissions Committee makes a favourable recommendation, the Graduate and Postdoctoral Studies Office confirms an Advisory Committee (recommended by the academic unit) to be responsible for program planning and monitoring of research progress. The regulations are fully described in the document "Procedures for Admission in *Ad Hoc* Master's and Doctoral Programs", available from the GPSO.

---

#### 4.4 Ad Personam Programs (Thesis Option only)

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

---

#### 4.5 Course Work for Graduate Programs, Diplomas and Certificates

Upper level undergraduate courses (excluding 500 level) may not be considered for degrees, diplomas and certificates unless they are already listed as required courses in the approved program description. If an upper-level undergraduate course (excluding 500 level) is taken by a graduate student, it must come as a recommendation from the Graduate Program Director in the department. The recommendation must state if the undergraduate course is an additional requirement for the program (must obtain B- or better) or if the course is extra to the program (will be flagged as such on the record).

English and French language courses offered by the English and French Language Centre tr8001 re

### 5.3 Graduate Record Examination and Other Admission Tests

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

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

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

### 5.4 Competency in English

Applicants to graduate studies whose mother tongue is not English and who have not completed an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction or from a recognized Canadian institution (anglophone or francophone), must submit documented proof of competency in oral and written English. **Before acceptance**, appropriate exam results must be submitted directly from the TOEFL



before graduation. There are considerable delays in receiving official transcripts which delay the degree audit process and graduation. If special departmental permission is given for such a course to be taken in the last semester, there will be no extension given for the grade submission deadline.

### 6.1.8 Visiting Research Students

Graduate students registered in a degree program at another university who wish to come to McGill to do **research only** may do so after acceptance by the GPSO. The department recommending admission must specify “**Visiting Research**” on the Decision Form. Visiting Research students are charged additional session fee rates and they may not register for courses. They must apply for admission every year. As part of the application package, they must include a letter of permission and official transcripts. Fees are charged for every term of registration including Summer.

### 6.1.9 Non-Resident Status

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

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

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

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

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

2. Students who wish to take a leave (such as for work purposes) from the University for a maximum period of one year **before returning to complete their residence requirements** must first obtain permission to do so both from their department and the GPSO.

The student **must register as a Non-Resident student**, and pay the non-resident fee. Student services fees are not levied

- Students who are attending McGill as exchange students from outside Quebec are not eligible to take courses at another Quebec institution through the IUT agreement.
- Students should be aware that late results received from host universities may delay their graduation.

Scholarship holders should consult with their Student Affairs Office and the Scholarships Coordinator concerning eligibility for continuation or renewal of their awards.

Students must initiate an on-line Inter-University Transfer (IUT) application to request the required authorizations at [www.mcgill.ca/student-records/iut](http://www.mcgill.ca/student-records/iut). Students may also find additional information posted at their faculty Website.

**Note:** Once the IUT application is approved by both the home and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. The method of registration of the host university will vary (e.g., Web, in-person, phone, etc.). **The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution.** Students who later wish to drop or withdraw from the course(s) for which approval has been granted, will need to drop or withdraw from the course as per the method of registration at the host universit

st couron.

continuing in their programs are expected to devote the summer to research and are considered "continuing students".

#### 6.2.4 Courses taken in the Centre for Continuing Education

In the Fall and Winter terms, students may add credit courses (500 level or higher) offered through the Centre for Continuing Education (CCE) directly on Minerva. Fall term courses can be added on Minerva starting August 15. Winter term courses can be added on Minerva starting December 15.

Non-credit general interest or languages courses cannot be added directly by the student. Students may register for these courses in person at the CCE, where the course(s) will be added to their record as "Extra" to their program and course fees will be charged.

Summer courses offered through the CCE cannot be added directly by the student. To add these courses, students must bring a copy of their approved Minerva Course Selection Form to the Graduate and Postdoctoral Studies Office where, subject to space availability and program controls, the course(s) will be added to their record.

To register for courses offered through the CCE, students must be registered in their graduate studies program. All courses taken at CCE must be completed unless the course has been dropped on Minerva according to CCE course drop/withdrawal deadlines. **The GPSO reserves the right to place limitations on the number of Continuing Education courses taken for any one program. Approval from GPSO must be obtained prior to registration.**

#### 6.2.5 Courses Which Cannot Be Taken for Credit in a Graduate Program Unless They Have Formally Been Approved for a Specific Program

Two courses are offered through English and French Language Centre for graduate students whose first language is not English. These courses cannot be counted toward the requirements of a graduate program. The courses are:

**ESLN 590 WRITING FOR GRADUATE STUDENTS.** (3) (3 hours) (Restriction: open only to graduate students for whom English is a second language) Audience, purpose, organization and style of graduate-level academic writing. Mechanics. Editing. Textual analysis. Critical thinking. Genres: problem-solution, general-specific, process description, data commentary, article summary/critique. Student work-in-progress. ESL diagnosis-correction. Multiple drafts. Extensive feedback including audio-taped commentary and individual conferences.

**ESLN 650 PRONUNCIATION & COMMUNICATION.** (3) (3 hours) (Restrictions: Open only to graduate students for whom English is a second language.) (Restriction: Not open to students who have taken ESLN 550.) (Restriction: This course cannot be counted towards course requirements of any graduate program.) Focus on developing pronunciation and communication skills, including aspects of pronunciation that most affect intelligibility, and with verbal and non-verbal techniques for effective presentations.

**Note:** The following writing course is available for senior graduate students but cannot be counted toward the requirements of a graduate program:

**EDEC 645 SCIENCE WRITING AND PUBLISHING.** (3) (Restriction: Limited to senior graduate students - Ph.D.2 and above.) Techniques for writing reader-sensitive scientific articles and grant applications, including how to express abstract ideas.

**REDM 610 WRITING SCIENCE ARTICLES 1.** (3) (Prerequisite: Permission of instructor.) (Restrictions: Restricted to graduate students in the Faculty of Science; graduate students from other faculties considered, space permitting. Enrolment is limited to 12 students. The language of instruction is English and it is not intended as an ESL course. Course is graded pass/fail.) Principles and techniques for clear scientific writing with an emphasis on how to transform complex ideas into direct and precise ones by explaining research to peers and writing for interdisciplinary audiences.

**REDM 710 WRITING SCIENCE ARTICLES 2.** (3) (Prerequisite: Permission of instructor.) (Restrictions: Restricted to Ph.D. students in the Faculty of Science; M.Sc. students from the Faculty of Science and Ph.D. students from other faculties considered, space permitting. Enrolment is limited to 12 students. The language of instruction is English and it is not intended as an ESL course. Course is graded pass/fail.) Skills for writing and publishing scientific articles, including peer-reviewed manuscripts and short, critical reviews of published articles. Topics include techniques for developing logical arguments and writing publishable manuscripts.

#### 6.2.6 Registration for Two Degree Programs Concurrently

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

#### 6.2.7 Time Limitation

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

In exceptional cases, a student who wishes to submit a thesis,

**61t 008#2 Two dot one Candidate**

**New and Readmitted Students (Winter):** May register late via Minerva from Tuesday, January 6 until Tuesday, January 20 with the payment of a late registration fee of \$100 (\$40 for Special Students).

**Special Late Registration:** Students whose records are not available for registration on-line during the late registration period, usually due to late admission, may receive special permission to register in person. This information is included with their letter of acceptance.

**Courses with numbers ending in J1, J2 and J3** are taught over three consecutive terms. Students must register for the same section of all three components (J1, J2, J3). No credit will be given unless all three components are successfully completed.

#### IMPORTANT CONDITI

---

## 6.3 Course Information

### 6.3.1 Course Numbering

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

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

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

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

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

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

### 6.3.2 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses or it is preferable that the work to be done is carried out over two, or three, terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight is equivalent in all modes, the only difference being the scheduling, and students cannot obtain credit for more than one version.

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2007 and Winter 2008.

**Courses with numbers ending in N1 and N2** are taught in two non-consecutive terms (Winter and Fall). Students must register for the same section of both the N1 and N2 components. No credit will be given unless both components (N1 and N2) are successfully completed within a twelve (12) month period.



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

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

Registration for courses for graduate students takes place via Minerva for the Summer session. It is the responsibility of the student to register for courses within the deadlines, after completing a Minerva Course Selection Form and obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are **not** required to pay fees for courses taken in the summer. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for "summer studies" should not be confused with registration for a Summer**





students should contact their advisers (Music students should contact their Senior Student Adviser, Graduate students should contact their Graduate Program Director) early in the graduating year with any questions as to whether they will meet the necessary program requirements by graduation time.

**6.14.1 Apply to Graduate**

**Students in non-thesis progra**

## **6.16 Transcript of Academic Record**

### **6.16.1 Unofficial Transcripts**

Students who require a copy of their student record can view and print their own unofficial transcript by accessing Minerva. This applies to records from 1976 to present. For pre-1976 records, an official transcript must be ordered.

### **6.16.2 Official Transcripts**

Official transcripts can be ordered on-line via **Minerva** by going to Student Menu->Student Records Menu->Request Printed/Official Transcript. Students who cannot access Minerva should fill out the "*Request for Release of Official Document*" form available on-line at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts) or in person at Enrolment Services at the address below. Transcript requests may be submitted by mail, by fax, or in person but must be signed by the student. To protect privacy, we do not accept telephone or e-mail requests.

Enrolment Services  
James Administration Building  
845 Sherbrooke Street West, Room 205  
Montreal, Quebec H3A 2T5  
Fax: (514) 398-8939

### **6.16.3 General Information**

Transcripts are free of charge.

Official transcripts are sent directly to the addresses provided by the student. Official transcripts in sealed envelopes can be given to those requesting them.

Requests are processed in 3 to 5 working days, somewhat longer for pre-1976 records and at peak times.

Enrolment Services is not responsible for transcripts that are lost or delayed in the mail.

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued.

Official transcripts will NOT be issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts will not be issued if you owe fees or fines over \$30. Official transcripts are produced on secure paper that cannot be copied.

### **6.16.4 Course Numbering on the Transcript**

Prior to September 2002, course numbers had a seven-character designation beginning with the three-number code for the teaching unit/department. The next three digits specified the course, with

## International Students

**Note 1:** You may alternatively supply your Quebec baptismal certificate if it was issued **prior to January 1, 1994** and clearly shows where you were born and that your baptism occurred no more than 4 months after your birth.

**Note 2:** Permanent Code Data Form (signed) is usually required. If the names of your parents appear on your birth certificate, or if you have already provided us with your Permanent Code, you do not need to supply this form.

**Note 3:** Proof of Permanent Resident status can be proved by an IMM 5292 document together with the Permanent Resident card (copy of both sides required). Alternatively, you may provide the IMM 1000 document along with the PR card (copy of both sides required).

**Note 4:** If you are a refugee, you should instead provide your Convention Refugee status document.

**Note 5:** Usually we need your birth certificate to prove your place of birth in Quebec. If you already have a valid MELS Permanent Code, but we are still showi

2.

**6.20.2 Preferred First Name**

Students can provide a preferred first name at the time of admission on their web application and





term loans to cover emergency situations, limited bursary assistance, and a Work Study program. All applicants for aid must first apply for the maximum government assistance for which they may be eligible. Applications can be found on the Financial Aid Menu on Minerva.

Scholarships and Student Aid Office,  
Brown Student Services Building,  
3600 McTavish Street, Montreal, Quebec H3A 1Y2  
Telephone: (514) 398-6013/6014  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

---

### **7.3 International Students**

All students who are not citizens or Permanent Residents of Canada are required to obtain the necessary immigration documents

Brown Student Services Building, Suite 2100 (514) 398-6913  
 E-mail: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)  
 Website: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)

Telephone: (514) 398-7582(servi007 Tcm41.008.4889 0 TD-0),3(t)-4(ud 5

**Health Services and Dental Clinic:** 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 Student Services Building, Suite 3300 (514) 398-6017  
 Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

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

Brown Student Services Building, Suite 3215 (514) 398-4349  
 E-mail: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
 Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

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

Brown Student Services Building, Suite 5500 (514) 398-6019  
 Website: [www.mcgill.ca/mentalhealth](http://www.mcgill.ca/mentalhealth)

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

Brown Student Services Building,  
 Suite 3200 (514) 398-6013/6014  
 (514) 398-4807 (Scholarships)

E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
 Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

**Student Housing (Off-Campus):** maintains computerized 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 2,400 students.

Student Housing Office (514) 398-6368  
 E-mail: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)  
 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 Student Services 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/osd](http://www.mcgill.ca/osd)

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

Brown Student Services Building, Suite 4200 (514) 398-6011  
 E-mail: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)  
 Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

---

## 7.6 Student Services – Macdonald Campus

While students who study on the Macdonald Campus may make full use of all Student Services available at McGill, the the Office of the Executive Director of Services for Students offers students direct access to the services listed below.

Further information can be found on the Web at [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices) and the Student Services Website, [www.mcgill.ca/studentervices](http://www.mcgill.ca/studentervices).

Unless otherwise indicated, Macdonald Campus services are located in the Centennial Centre, Room CC1-124, 21,111 Lakeshore Road.

Telephone: (514) 398-7992 Fax: (514) 398-7610  
 E-mail: [stuserv.macdonald@mcgill.ca](mailto:stuserv.macdonald@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.

There are on-site cafeterias and the meal plan is compulsory for students living in the dormitory-style residences.

#### 7.7.1.2 Apartment-style Residences

Solin Hall is a modern award-winning apartment-style residence that has two-, three- and four-bedroom apartments. Located four short Metro stops west of the main campus, Solin features large common areas (TV and games rooms) and a computer lab and houses entirely first-year students. Each apartment has its own living room, dining room, kitchen and bathroom(s), with basic furniture such as stove, fridge, table, chairs, sofa, lamps and drapes. Bedrooms are furnished with bed, desk, chair and chest of drawers. All apartments and public area floors are carpeted. Shopping areas are within walking distance from the Hall. Limited indoor parking is available.

The Greenbriar Apartments residence building is located one block from the main campus. It houses mostly first-year and a small number of upper-year undergraduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartments have fully equipped kitchens (stove, fridge, sink) and are furnished with bed, desk, table, chairs, drawers and blinds.

Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

#### 7.7.1.3 Shared-facilities Houses

McGill Residences also offers a number of beautifully renovated older buildings, each housing between 13 and 30 first-year students. These shared-facilities houses are all located within a few blocks of the main campus and have single- and double-occupancy bedrooms with shared kitchens, bathrooms and common areas. Bedrooms are furnished with desks and chairs, beds (many are loft beds), chest of drawers, closet and blinds. Common areas are also fully furnished. Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

#### 7.7.1.4 Residence Fees

Residence fees for the 2008-2009 session had not been set at the time this Calendar went to print. Fees for the 2007-2008 session were as follows:

Rates for Gardner, McConnell, Molson and Douglas Halls ranged from \$9,372 to \$10,224 for a single room. Rates include the mandatory 5-day per week meal plan. The rates at Royal Victoria College include a mandatory 7-day per week meal plan and range from \$11,018 to \$11,196 for single rooms and \$10,400 for double rooms. These rates are for the regular session, September 1 to April 30.

At the New Residence Hall room rates, including mandatory meal plan, were \$10,762, per person for double rooms and \$11,770 for a single room. These rates are for the regular session, September 1 to April 30.

The rooms in Solin Hall and the Greenbriar apartments are leased on an 11-month basis (September 1 to July 31). The room rates were \$7,647 for a single room and \$5,929 for a double room in a multi-bedroom apartment at Solin Hall. Single-occupancy studio apartments at Greenbriar were \$8,838 and double-occupancy one-bedroom apartments were \$6,074 per person. Rates do not include meal plan.

Shared facilities houses are also leased on an 11-month basis (September 1 to July 31). Room rates ranged from \$7,738 to \$8,332 for a single room and from \$5,357 to \$5,929 for a double room, depending on the dimensions of the room. Rates do not include meal plan.

#### 7.7.1.5 Meal Plans

Residents at Molson, McConnell and Gardner Halls take their meals together in a large centrally located dining hall. Douglas Hall and RVC have their own dining areas. RVC offers 19 meals per week (7 days per week), while the Bishop Mountain Residences offer 15 meals per week (Monday to Friday). Bag lunches and bag dinners are available. There are kitchenettes in all the Halls where residents may keep food and prepare snacks or meals at any time.

Residents of the New Residence Hall have access to the on-site cafeteria with extended hours, 7 days per week. The meal plan

allows them to eat at certain on-campus cafeterias as well. There are kitchenettes on each floor where residents may prepare hot or cold snacks at any time.

Solin Hall, the Greenbriar Apartments and the shared-facilities houses do not offer meal plans. The apartments and houses have fully equipped kitchens where students prepare their own meals. However, residents are welcome to purchase a meal plan at the residence cafeterias.

#### 7.7.1.6 Student Government

Each hall has a Residence Council, elected at the start of the academic year. It is the job of Council to gather hall opinions, supervise financial affairs, and organize sporting and recreational activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Rules and regulations are decided upon and administered by the students themselves.

**Note:** All fees include an activity fee of \$20 collected by the University on behalf of the Residence Council of each hall, and is included in the residence fees.

### 7.7.2 University Residences – Macdonald Campus

Campus Housing Office  
P.O. Box 188,  
Macdonald Campus of McGill University  
Sainte-Anne-de-Bellevue, QC H9X 3V9

Telephone: (514) 398-7716 Fax: (514) 398-7953  
E-mail: [residences.macdonald@mcgill.ca](mailto:residences.macdonald@mcgill.ca)  
Website: [www.mcgill.ca/macdonald-residences](http://www.mcgill.ca/macdonald-residences)

Residence life is an integral part of Macdonald Campus activities. Laird Hall, with a capacity 250 students, is arranged on a co-educational basis and provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a



**Student Accounts Website** [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

---

[www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts), based on the index at the end of January 2008.)

**Registration Charge**

The University charges a per credit registration charge to all students in courses and programs. This is assessed as follows:

Graduate students whose fees are charged on a per credit basis:

\$7.02 per credit to a maximum of \$105.30 per term

Graduate students whose fees are charged on a flat rate basis (per term):

Full-time / additional session / non-thesis extension \$105.30

Half-time \$52.65

Post-Graduate Medical Education:

40-52 weeks pay \$105.30; 1-39 weeks pay \$52.65

**Transcripts and Diploma Charge**

The University charges a per credit transcripts and diploma charge to all students. This entitles students to order transcripts free of charge as well as cover the co

**Late Payment Fees:** Students who still have an outstanding balance greater than \$100 on their account as of October 30th (February 28th for the Winter term) will be charged a late payment fee of \$25 over and above interest.

#### **8.8.1 Guest Access on Minerva**

Students may choose to give access privileges to a guest within Minerva. These privileges include viewing e-Bills/Account Summaries, Tax Receipts and e-payment.

A new web page at [www.mcgill.ca/student-accounts/guest](http://www.mcgill.ca/student-accounts/guest) describes how students can set up this access. Students are asked to provide certain information about the individual for whom they wish to provide access to their fee-related information. The guest will be contacted by e-mail and provided with a link which they must use within a designated time period.

Students may revoke these access privileges at any time. At the same time, note that Student Accounts staff may respond to questions from your authorized guests regarding the information to which you have given them access.

If students do not wish to give a guest access privileges to Minerva, they may still enter alternative student billing e-mail addresses to which Student Accounts will send a copy of the monthly e-bill notification. However if someone has been granted access as a guest and their guest e-mail is the same as a student billing e-mail address, the University will de-activate the student billing e-mail address in order to only notify your guest about the billings once.

Students are cautioned NOT to share their own PINS with anyone, and guest access allows information about your fee account to be passed to a guest without giving away your PIN.

---

#### **8.9 Fees and Withdrawal from the University**

All students who have accessed Minerva to register must officially withdraw in accordance with [section 6.5 "Course Change Period"](#) and



not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.

#### **8.10.4 Fees for Students in Two Programs**







financial support, and to advise them how to resolve problems which may arise during their program.

- ii. As soon as possible, students should have a supervisor who has competence in the student's proposed area of research, and a program or thesis committee. Although procedures and timetables for choosing supervisors and committees may vary across programs, they should be consistent within a particular program and should be made clear to incoming students. Thesis supervisors must be chosen from academic staff in tenure-track positions. Faculty Lecturers and Research Assistants may not act as supervisors but in exceptional cases, may be co-supervisors. Emeritus Professors and Adjunct Professors may co-supervise. Professors (Special Category) may supervise or co-supervise students. In the case of supervision, the academic unit in question must ensure continuity of appropriate supervision of their graduate students.

## **2. Program**

- i. Early in their program, students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Where relevant, students should also be informed early in their program of language requirements or comprehensive examinations. The guidelines, criteria and procedures for comprehensive examinations must be explicit and consistently applied in each program. Academic units should consider the rationale for language and comprehensive examinations and how they relate to the objectives of the graduate program.
- iv. Every effort should be taken to ensure that students choose, as soon as possible, realistic and appropriate areas of research commensurate with degree requirements.
- v. **There must be clear procedures established in every unit by which students receive guidance and constructive criticism on their progress on a regular basis through the program (e.g., regular meetings and/or E-mail communication with supervisors and committees, attendance at research**

disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit pay awards.

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

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

#### **Format**

The format of the comprehensive must be clearly stated and must be consistent across students within a particular program. The following list gives some of the more common formats, which are often combined. (This list is not intended to be exhaustive.)

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

If the comprehensive consists of several parts, the relationship (if any) between them must be made clear.

#### **Timing**

Timing of the comprehensive must be specified, including the earliest and latest dates by which the comprehensive is to be completed. Students must be informed of the specific dates of the exam in sufficient time for them to prepare for it.

Given the importance of the Ph.D. comprehensive and the consequences of failure, the exam should be held reasonably early in the program, so that students do not spend several years preparing for it.

Prerequisites must be specified. For example, clarify whether all course work must have been completed prior to the comprehensive and whether the comprehensive is the final step before thesis research and writing.

#### **Assessment, Grading and Reporting**

Evaluation parameters must be made clear, including information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, clarify how the committee is appointed and who sits on it. In the case of written examinations, clarify whether the grading is done by one or more people.

Where there is more than one component to the examination (e.g., an oral exam plus a written exam), it must be made clear how these components are factored into the final grade. For example, make it clear whether each component counts equally, swhesis

Ph.D. to .7-s d4(setson-0. TDul4(cin-0.0037an infor )7.4(TJ-15.9111 -7556 0 TD-0.0002 ot )-7lwquen0.003ces5(d writi)6.9(ng.)JTJ667J1.1852 -1.11

**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



A comprehensive Website ([www.mcgill.ca/library](http://www.mcgill.ca/library)), and a wide range of services link the Library's resources to those who need them for teaching, learning, research and scholarship and is key to finding all the information you need. The online catalogue lists most items held in the Library's collections. Hundreds of databases on topics from art history to zoology guide users to relevant

The Physics Department has two specialized collections which may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research on radioactivity at McGill University, 1898-1907. The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics.

---

## 12 For your Information Technology (IT) needs

The **IT at McGill** website, [www.mcgill.ca/it](http://www.mcgill.ca/it), is your one-stop access point for Information Technology resources at McGill.

Visit the **IT at McGill** website to:

- Get resources, references and links to central IT services at McGill,
- Search the McGill IT Knowledge Base,
- View online video presentations,
- Contact the ICS Service Desk for IT help,
- View IT announcements,
- Find useful tips on keeping your equipment secure and running smoothly.

The following are some of the basic IT services, to get you started.

---

### 12.1 Logging In

You need to use your **McGill Username** (usually in the form of `firstname.lastname@mail.mcgill.ca`) and **McGill Password** to access many central IT services including: the myMcGill portal, myCourses, E-mail, wireless, Virtual Private Network (VPN), and McGill's dialup access service (DAS).

To find out your McGill Username and set your McGill Password:

- 1) Log in to Minerva (using your 9-digit McGill ID number and your PIN).
- 2) Go to the Personal Menu and click "Password for McGill Username".
- 3) Follow the onscreen instructions.

---

### 12.2 myMcGill

The myMcGill web portal is the central access point, where you will go to:

- Read your E-mail,
- Check myCourses,
- View and update your student records and account information, with direct links to Minerva,
- Search the McGill Library Catalogue,
- Keep abreast of the latest McGill news,
- And more.

Click **myMcGill** at the top right of any McGill Website ([www.mcgill.ca](http://www.mcgill.ca)) and sign in using your McGill Username and McGill Password.

#### 12.2.1 Browser compatibility

The myMcGill portal currently supports the latest versions of following browsers:

- IE (Windows)
- Firefox (Mozilla) (Windows/Mac)

Netscape (Windows)

---

### 12.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, the syllabus, project guidelines, discussion forums, calendars, etc.

Access your online course content via myCourses at [www.mcgill.ca/mycourses](http://www.mcgill.ca/mycourses) or through the myMcGill web portal.

- Sign in using your McGill Username and McGill Password.

- Click myCourses (WebCT Vista) to enter the site.
- Verify your browser settings using the Check Browser utility at the top right corner of the page.

Find more information on myCourses at [www.mcgill.ca/it](http://www.mcgill.ca/it) under "Teaching and Learning".

---

### 12.4 E-mail

Your McGill E-mail Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) is the official way the University communicates with you by E-mail. Please read the Student E-mail Policy at [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). Access your E-mail at <http://exchange.mcgill.ca> or through the myMcGill portal. Verify your McGill E-mail Address on the Minerva Personal Menu.

---

### 12.5 Online Student Directory

Opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at [www.mcgill.ca/directory/students](http://www.mcgill.ca/directory/students).

---

### 12.6 Getting Connected

You can find more details on the following services at [www.mcgill.ca/it](http://www.mcgill.ca/it), under "*Telephone, Network and Wireless*":

**Wireless** - Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless Network.

**Virtual Private Network (VPN)** - You need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases) if you connect to the Internet with an Internet Service Provider (ISP) other than McGill's DAS.

**Dialup access (DAS)** - Access the Internet using your telephone line and a modem, instead of using a high speed ISP.

**McGill Residences Telecommunications** - For students living in McGill Residences and MORE buildings, there is a Voice and Data (wired and wireless) service.



members of the University, have the responsibility to follow the principles set out in the University Research Policy and in the regulations of the Graduate and Postdoctoral Studies Office.

#### **Responsibilities of the University**

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

---

### **13.4 Guidelines for Research Involving Human Subjects**

All research involving human subjects conducted at or under the auspices of McGill University require ethics review and approval by a McGill Research Ethics Board (REB) or an REB of a McGill affiliated hospital or an REB recognized by a formal agreement with the University, before the research may begin. Research involving human subjects covers a wide range of activities, encompassing the humanities, the social and behavioural sciences, as well as the biomedical sciences. It may include, but is not limited to, projects where data are derived from: the collection of information through any interaction or intervention with a living individual; the secondary use of data previously collected from human subjects; identifiable private information about an individual; human remains, cadavers, human organs, tissues and biological fluids, embryos or fetuses. The researcher is responsible for consulting with the REB to clarify what types of activities must be reviewed and what exceptions may exist.

The requirement for ethics review and approval by a McGill approved REB applies to:

- all research conducted by or under the supervision of any member of McGill University, whether the research is funded or non-funded, or conducted on University premises or elsewhere. For the purpose of this document, a member of the University is defined as including academic and non-academic staff, sessional instructors, students, visiting or adjunct scholars, postdoctoral fellows, paid and unpaid research associates and assistants, and any person in a like position, when acting in connection with their institutional role. This applies to new faculty even though their current research may have received ethics approval at a previous institution.
- all student research projects conducted as part of thesis or course requirements.
- pilot studies and feasibility studies.
- all research or subject recruitment conducted by organizations or individuals who are not members of McGill University while on University premises or using University facilities, equipment, or resources (including human resources).
- research that involves the use of the University's non-public information to identify or contact human research subjects.

Researchers must be familiar with the McGill Policy on the Ethical Conduct of Research Involving Human Subjects which describes the administrative structures, procedures and requirements for the conduct of human subject research by McGill members. Researchers must refer to their designated REB for specific guidelines, submission deadlines, application forms, etc. All documents, including the Student Guide

Research funds may be withheld by the University administration for projects that are in non-compliance with both University or CCAC guidelines and policies.

Forms can be obtained at [www.mcgill.ca/researchoffice/compliance/animal/forms](http://www.mcgill.ca/researchoffice/compliance/animal/forms).

#### **Occupational Health Program for Animal Related Activities**

Activities involving the care and use of animals in research and teaching pose particular health risks not normally encountered in other activities. The magnitude of risk is dependent on the species involved and the nature of contact (direct or indirect) with animals, their tissues, excreta, body fluids, hair, animal cages and dander. In recognition of its responsibility to provide a safe working environment, McGill University has adopted a policy for protection of faculty, staff, and students from health risks which may result from working with animals or working in animal care activities. The program is optional but strongly suggested for all faculty, staff, and students working with lower species (rodents, fish, frogs, etc...). It is mandatory for all faculty, staff, and students working with non-human primates.

For further information, consult the following Website: [www.mcgill.ca/researchoffice/compliance/animal/occupational](http://www.mcgill.ca/researchoffice/compliance/animal/occupational).

#### **Training of Animal Users**

The CCAC has made training mandatory for faculty, staff, and students involved in animal-research, testing and teaching. Everyone listed in an animal use protocol must successfully pass the on-line McGill University course at [www.animalcare.mcgill.ca](http://www.animalcare.mcgill.ca). Additionally, all personnel who will be handling live rodents and rabbits need to take a hands-on workshop. For species other than laboratory rodents and rabbits, the person will need to have received training from an experienced person (who must meet approval by the Animal Care Committee). For farm animals, fish and wild animals, practical training is obtained through courses available at Macdonald Campus. Details can be obtained at [www.animalcare.mcgill.ca/mactrain.htm](http://www.animalcare.mcgill.ca/mactrain.htm). The approval of new Animal Use Protocols as well as renewals is conditional on personnel having the necessary training. Everyone listed in the personnel section needs to have passed the theory course and, if handling live animals, have passed the practical course specific to the species involved in the project.

For any further information, consult the UACC Website ([www.mcgill.ca/researchoffice/compliance/animal](http://www.mcgill.ca/researchoffice/compliance/animal)) or e-mail [animalcare@mcgill.ca](mailto:animalcare@mcgill.ca).

**Accident Insurance for Visitors and Students**

The University can provide limit



### **Elected Members**

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff.  
Medical Residents or Postdoctoral Scholars Group (1)  
Student Members (19)

---

## **15 Administration**

Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W.  
(W. Laur.), Ph.D.(N. Carolina)

**Principal and Vice-Chancellor**

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown) **Provost**

Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)  
**Deputy Provost (Student Life and Learning)**

Jane Everett; M.A.(Car.), Ph.D.(McG.) **Dean of Students**

Kathleen Massey; B.A.(York )  
**University Registrar and Executive Director of Enrolment Services**

Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)  
**Executive Director of Services for Students**

William F. Foster; LL.B.(Auck.), LL.M. (Br.Col.)  
**Associate Provost (Policies and Procedures)**

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)  
**Associate Provost (Graduate Education) and Dean (Graduate and Postdoctoral Studies)**

Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr.)  
**Associate Provost (Planning and Budgets)**

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)  
**Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)**

Sylvia Franke; LL.B., B.Sc.(Tor.) **Chief Information Officer**

Johanne Pelletier; B.A., M.A.(McG.) **Secretary-General**

François R. Roy; B.A., M.B.A.(Tor.)  
**Vice-Principal (Administration and Finance)**

Lynne B. Gervais; B.A.(C'dia), Dip.Management(McG.)  
**Associate Vice-Principal (Human Resources)**

Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.  
**Associate Vice-Principal (University Services)**

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)  
**Assistant Vice-Principal (Development, Alumni and University Relations) and Director (University Campaigns)**

Michael Goldbloom; B.C.L., LL.B.(McG.)  
**Vice-Principal (Public Affairs)**

Richard I. Levin; B.S.(Yale), M.D.(NYU)  
**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)**

Denis Thérien; B.Sc.(Montr.), M.Sc., Ph.D.(WTJtc9 Tc01.3.TISemt(McG.Rese/Th07 0 T2((Deve)0 Twl(ent.)-23( Vntern TD-.1(ice-PriR)6.9 Tc0 TD-0.0282.





177 C5 ADAMS Building  
103 C4 ARTS Building  
113 A3 BEATTY Hall  
241 B3 BELLINI Life Sciences  
Complex  
(under/en construction)  
124 C4 BIRKS Building  
185 B5 BOOKSTORE  
102 B5 BRONFMAN Building  
236 B4 BROWN Student Services  
Building  
110 C5 BURNSIDE Hall  
139 D2 CURRIE Gymnasium  
128 A3 DAVIS House  
123 C4 DAWSON Hall  
122 B4 Chancellor DAY Hall  
125 D2 DOUGLAS Hall  
169 D2 DUFF Medical Building











