





May 21, Mon. HOLIDAY **VICTORIA DAY.** (Classes cancelled). Administrative offices closed.

May 23, Wed. CONV 14:00 Health Sciences.

**JUNE 2001**

Sept. 28, Fri.      AWRD      Returning Master's and doctoral

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## **2 Faculty of Graduate Studies and Research**

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### **2.1 Location**

James Administration Building, Room 400  
845 Sherbrooke Street West

### 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 also 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)
- 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 also 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:

- Entrepreneurial Studies
- Finance
- International Business
- Management for Development
- Marketing-thesis)

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### **Joint M.S.W./Law Degrees**

A program leading to the Master of Social Work and Bachelor of Law.

See also Law and Social Work.

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

The program requires a minimum of two years residence and a 3-month internship with a member of a recognized planning association.

Prerequisites:

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

See also Urban Planning.

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## **3.4 Doctoral Degrees Offered**

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

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

Prerequisites:

B.C.L. or LL.B. and usually LL.M. See also Law and the Faculty of Law Calendar.

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

The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of major dimensions together with a written analysis of the work. The composition is presented by the candidate in concert. The regulations set forth for the Ph.D. generally apply also to the D.Mus.

Prerequisite:

M.A. in composition. See also Music.

The Doctor of Music degree is also offered in Performance. It is offered to professional musicians who wish to teach at the university level and to develop a specialization in a particular repertoire, approach, or discipline (musicology, music theory, music education and pedagogy, or music technology).

Prerequisites:

Master's degree in Performance, and professional and teaching experience.

### **3.4.3 Doctor of Philosophy Degree**



- c) The residence requirement for the Master's programs in Education (M.A. and M.Ed.), Library and Information Studies

Courses in French language are available at the English and French Language Centre. The teaching is intensive and class sizes are kept small. While undergraduate students are given preference, graduate students who are certain they can devote sufficient time to the work may enrol.

#### 4.2.4 Thesis – Doctoral

The thesis for the Ph.D. degree must display original scholarship expressed in good literate style and must be a distinct contribution to knowledge. **Formal notice of a thesis title and names of examiners must be submitted to the Thesis Office on the Nomination of Examiners form in accordance with the Calendar of Dates.** The list of examiners must be approved by the Department Chair and the student. The Thesis Office should be notified of any subsequent change of title as early as possible. The appointment of the examiners and communication with them is the duty and privilege of the Dean. Under no circumstances should any student contact the external examiners. Guidelines and deadlines are available at <http://www.mcgill.ca/fgsr>.

Seven copies of the thesis must be provided by the candidate. Of these, two copies will be retained by the University and five copies returned to the candidate. Some departments may require one or more additional copies.

Special regulations for the Ph.D. degree in particular departments are stated in the entries of those departments.

#### 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 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.

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

*In exceptional cases*, an applicant who wishes to pursue a Master's or Ph.D. program in a 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, Graduate Faculty confirms an Advisory Committee (recommended by the academic unit) to be responsible for program planning and monitoring of research progress. Graduate Faculty regulations are fully described in the document "Procedures for Admission in *Ad Hoc* Master's and Doctoral Programs", available from the Graduate Studies Office.

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#### 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. Graduate Faculty regulations are fully described in a document available from the Graduate Studies Office.

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

Upper level undergraduate courses will be exceptionally considered for degrees, diplomas and certificates if relevant to the graduate work undertaken and not already listed as required courses in the approved program description. Such requests must come to Graduate Faculty for approval before registration in the courses. Furthermore, all substitutions for course work in graduate programs, diplomas and certificates must be approved by the Faculty of Graduate Studies and Research.

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## 5 Admission

[Info@admissions.fgsr.mcgill.ca](mailto:Info@admissions.fgsr.mcgill.ca), [www.mcgill.ca/fgsr/](http://www.mcgill.ca/fgsr/)

**Deadline: March 1 (verify different earlier deadlines with individual departments).**

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### 5.1 Application for Admission

Applications for admission should be obtained in 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. 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 fee of \$60 in Canadian funds **must** accompany each application, otherwise **it cannot be considered**. This sum must be in negotiable form, such as a bank draft, money order or certified cheque (but not in cash), at the current rate of exchange, or credit card payment and is **non-refundable**. Candidates for Special Student status must apply and pay the application fee every year.

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

Completed applications, with supporting documents, must reach departmental offices according to individual department deadlines. (N.B. Applicants should contact the department concerned. International students are advised to apply well in advance of the deadlines as immigration procedures may be lengthy.) Applications received after the prescribed dates will not be considered unless exceptional circumstances are argued by the department concerned. Candidates will be notified of acceptance or refusal as quickly as possible. In cases of refusal, an official written appeal may be considered by the Associate Dean (Graduate Studies). The appeal fee is \$100.

#### NOTE:

##### Application procedure for admission in September 2002.

It is anticipated that a web-based electronic application form will be available in the Fall 2001 for use by those who wish to apply for entry to the Faculty of Graduate Studies in September 2002. Further information will be made available on the McGill website: <http://www.mcgill.ca> under "applying to McGill".

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### 5.2 Graduate Record Examination and other Admission Tests

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

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly towards graduate study in the subject selected. In such cases the department has the right to insist on a report from the Graduate







copy of their approved MARS worksheet to Graduate Faculty where, subject to space availability and program controls, the course(s) will be added to their record. Students must enter the section number on the MARS worksheet.

To register for courses offered through the Centre for Continuing Education, students must be registered in their Graduate Faculty program. All courses taken at CCE must be completed unless the course has been dropped on the appropriate form and according to CCE course drop/withdrawal deadlines. **Graduate Faculty reserves the right to place limitations on the number of Continuing Education courses taken for any one program.**

#### **6.2.4 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 Faculty. 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 Graduate Studies Office before a student in this category will be permitted to register.

#### **6.2.5 Time Limitation**

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

In exceptional cases, a student who wishes to submit a thesis, or to complete outstanding degree requirements, after withdrawal may do so only on the recommendation of the department concerned. Readmission fees will apply.

By annual registration, **all** doctoral candidates may maintain

**Procedure to follow in cases of failure:**

The procedure in cases of initial failure is as follows: the failing grade is to be recorded and a letter sent to the Graduate Studies Office indicating that a supplemental examination is to be given under the failure policy. If the supplemental is passed, the second grade should be submitted.

In the event of a failure of a supplemental exam, the department should request, in writing, that the student withdraw (with a copy of said letter forwarded to the Graduate Studies Office).

Similarly, in the event of a failure in a second course, a written request for withdrawal (copied to the Graduate Studies Office) should be sent to the student.

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**6.6 Language Policy**

The language of instruction at McGill is English. Some courses are offered in French. Every student has a right to write essays, examinations and theses in English or in French except in courses where knowledge of a language is one of the objects of the course.

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**6.7 Regulations Concerning Theses**

A thesis submission package, which includes the Nomination of Examiners form and Thesis Submission form, may be obtained from the Faculty of Graduate Studies (Thesis Office), Room 400, James Administration Building. The documents in this package contain important information regarding procedures and deadlines. It must be consulted by students who are in the process of writing a thesis in order to adhere to Faculty regulations concerning the submission of a thesis. Thesis submission guidelines and forms have been posted on the Web at <http://www.mcgill.ca/fgsr>, under Thesis Office.

Forms and guidelines are updated as procedures change. Students should keep informed of these changes by referring to the website.

Dates of submission of theses, convocations, etc. are listed in the Calendar of Dates, [section 1](#)

**Failures:** Students who have failed one course required by their department while registered as a graduate student may automatically write one supplemental examination, if the departmental policy permits, or retake that course or substitute an equivalent course. For the purposes of this policy, "required course" includes either a course required by the student's program of study, or a course that has been designated by the department for an individual student's program of study. A student with any further failures in that course, including the supplemental, or a failure in any other course, will be required to withdraw from their program of study. The policy does not pertain to the failure of comprehensive examinations, doctoral oral defenses, or thesis failures. Ph.D. students and Master's students in thesis programs can also be required to withdraw from their program of study for documented lack of performance in research.

In cases of retake of a course, the student is required to pay the fee charged for the course in question.

(Senate, October 11, 2000.)

personal information, including transcripts of academic records, may be released only with the signed authorization of the student. Notwithstanding the above, the University will, upon request, release certain personal information to the bodies listed below, unless students complete and submit an opposition form which can be obtained from the Admissions, Recruitment and Registrar's Office:

- the Student Associations recognized by McGill University;
- the McGill Alumni Association;
- the school(s) or college(s) which the student attended;
- the appropriate authorities involved with the external or internal funding of fees;
- professional bodies or corporations (e.g., engineers, dentists)
- the Association of Universities and Colleges of Canada;
- the Conférence des recteurs et des principaux des universités du Québec.

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### 6.10 Transcripts of Academic Record

Certified transcript(s) of a student's academic record may be obtained by applying to the Admissions, Recruitment and Registrar's Office, James Administration Building or the Student Affairs Office, MacDonald Campus. With each new order of transcripts, one copy of the transcript is sent to the students (stamped "UNOFFICIAL/ STUDENT COPY").

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. Transcripts are NOT available from faculty offices. Unofficial copies of a student's transcript are available on-line at the Admissions, Recruitment and Registrar's Office counter.

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### 6.11 Plagiarism and Cheating

In submitting work in their courses, students should remember that plagiarism and cheating are considered to be extremely serious offenses.

Students who have any doubt as to what might be considered "plagiarism" in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines.

The possession or use of unauthorized materials in any test or examination constitutes cheating.

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the "Student Rights and Responsibilities Handbook" which is distributed to new students at the Dean of Students' Orientation Session and is available on the Web at <http://www.mcgill.ca/secretariat/students>. The Code may also be obtained from the Office of the Dean of Students.

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### 6.12 Permanent Code (code permanent)

The Ministry of Education of Quebec (MEQ) now requires all students attending a Quebec University, for whom the University receives funding from the MEQ, to hold a Permanent Code. Any student who has attended high school or CEGEP in Quebec should already have a Permanent Code issued by the MEQ. This identification number can usually be found at the top right-hand corner of a CEGEP or high school transcript.

Students applying to McGill who already hold a Permanent Code should indicate this number on their application forms.

Newly accepted students who *do not* hold a Permanent Code will receive information in their acceptance package on how to obtain one. For more information on this subject, please refer to the ARR website <http://www.aro.mcgill.ca> or contact the office by email, [que-can@aro.lan.mcgill.ca](mailto:que-can@aro.lan.mcgill.ca).

**New students** beginning in September (or January) have until October 15 (or February 15) to submit their Permanent Code Data Form along with the information and/or documents necessary to obtain or verify the Permanent Code.

**Returning students** will be blocked from using all functions on MARS if they have not provided the information and/or documents

necessary to obtain or verify their Permanent Code. Late registration fees which may result will not be waived.

**Failure to provide necessary documents may result in the student being assessed at a higher fee rate, and/or the student's admission to, or registration in, the University being rescinded.**

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## 7 Student Services and Information

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### 7.1 Fellowships, Awards and Assistantships

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

Telephone: (514) 398-3990

Fax: (514) 398-2626

Email: [info@fellowships.fgsr.mcgill.ca](mailto:info@fellowships.fgsr.mcgill.ca)

Website: <http://www.mcgill.ca/fgsr> (under Fellowships and Awards)

The Fellowships and Awards section of the Graduate 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*, published annually, and on the Office website. The Office also maintains an on-site computerized database of more specialized awards.

The Faculty of Graduate Studies and Research awards its Tomlinson Fellowships 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 post-doctoral research in any discipline. Applications for Tomlinson Fellowships must reach the proposed academic department by February 1 – please consult the FGSR website for application guidelines and forms. 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 Faculty of Graduate Studies and Research also adminis-





tional session students may use this free year during or upon completion of their additional sessions. An extended service was recently introduced for young alumni (a maximum of three years after graduation) at a nominal fee for a 12-month package.

Students can search for full-time, part-time, and summer job vacancies on the CAPS website, <http://www.mcgill.ca/stuserv/caps>. The website also gives information about all CAPS services.

The CAPS "on-campus recruitment" campaign brings national and international companies and organizations to McGill each fall and spring to interview selected students for both permanent and summer positions. Information for all events can be found on the website and bulletin boards.

Job search strategy workshops are given through the academic year on over 20 topics including C.V. writing, networking, and interview techniques and, for Ph.D. students, "Leaving the Ivory Tower: Getting a Non-academic Job with your Ph.D.". A large Career Resource Library has the information necessary for a successful job search. In addition Career Advisors are available, by appointment or during drop-in periods, to discuss individual questions related to the job search. Students are encouraged to use the full

Telephone: (514) 398-6009 Fax: (514) 398-3984  
TDD: (514) 398-8198  
Email: [osd@stuserv.lan.mcgill.ca](mailto:osd@stuserv.lan.mcgill.ca)  
Website: <http://www.mcgill.ca/stuserv/osd/osd.htm>

### 7.6.11 Tutorial Service

The Tutorial Service operates during both the regular academic year and the Summer session. Individual tutoring is available to all McGill students at a cost of \$15 per hour. The tutors are senior undergraduate or graduate students recommended by their department and screened by the Tutorial Service. The Tutorial Office is located in the Counselling Service.

Brown Student Services Building, Room 4200  
Telephone: (514) 398-6011  
Email: [tutoring@stuserv.lan.mcgill.ca](mailto:tutoring@stuserv.lan.mcgill.ca)

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## 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 via the Faculty Website <http://www.mcgill.ca/macdonald/campus/services/students/> and the Student Services Website <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 Telephone: (514) 398-7992

**Counselling Services:** a professional counsellor is available twice a week offering counselling for personal, social and emotional concerns as well as for academic and vocational concerns. Appointments are required.

**Health Service:** a referral service is available Monday through Friday. A nurse/health educator is on Campus twice a week and a physician may be seen by appointment on specified dates

**Off-Campus Housing:** the Macdonald Campus service is available from June 1 to August 31 each year.  
Telephone: (514) 398-8139

**Student (Financial) Aid Office:** Information about government loans, McGill loans and bursaries, and the Work Study Program can be obtained from the Coordinator at the Student Service Cen-

supervise or co-supervise students. In the case of supervision,

**Rereads**

According to the Charter, students have the right, subject to rea-

The content of the comprehensive must be consistent with the

ment to his/her discipline. There are no provisions for paid family leave unless this is stipulated in the regulations of a funding agency outside the University.

- iii. At the outset of a postdoctoral appointment, a written Memorandum of Agreement for Postdoctoral Education should be drawn up and signed by the postdoc, the supervisor, and the department head or delegate (see model Memorandum available from Graduate Faculty). 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 Faculty of Graduate Studies and Research Policies for Vacation, Parental/Familial, and Health Leave (FGSR General Information Guide - 8.5 and 6.1.9). 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 students, including those whose funding does not come from the Canadian research councils.
- iv. Some examples of responsibilities of the department are:
    - 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 Memorandum 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;

#### 4. Privileges

- i. Postdocs have the same pertinent rights as the ones granted to McGill students in the *Handbook of Student Rights and Responsibilities*.
- 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, for which they will pay fees and in which they will be enrolled 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*).
- iv. Postdocs may be listed in the McGill directory. The Computing Centre will grant postdocs email 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 fee will be charged on an annual or term basis.
- vi. Postdocs are permitted membership in the Post-Graduate Students' Society and the Faculty Club. An annual fee will be charged for these memberships.
- 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. Postdocs may enroll in the second language written and spoken English courses provided by English and French Language Centre or the Centre for the Study and Teaching of Writing. They will be charged a fee for these courses.

#### 5. Responsibilities

- i. Postdocs are subject to the responsibilities outlined in the *Handbook of Student Rights and Responsibilities*.
- 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.

## 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 April 2001.)

Further information regarding fees can be found on the Student Accounts website, <http://www.finance.mcgill.ca>.

### 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 is sent to all newly admitted students. Returning students who require a copy should contact the Student Accounts Office, Room 301, James Administration Building. The text of the booklet is also available on the Student Accounts website, <http://www.finance.mcgill.ca>.

### 9.2 Tuition Fees

The University will charge the following tuition fees in 2001-02, these vary according to the residence and citizenship status of the student. Students in need of financial support should contact the Student Financial Aid Office.

#### Quebec Students

The 2001-02 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 9.3](#) for details. Note: Students who do not submit appropriate documentation during the semester will be billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

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

The 2001-02 tuition fees at the Master's level for non-Quebec students who are Canadian citizens or Permanent Residents are \$123.61 per credit or \$3,708.30 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 9.3](#) for details. Note: Students who do not submit appropriate documentation during the semester will be billed at the international rate.

#### International Students

The 2001-02 tuition fees for international students at the Master's level are \$275.61 per credit (\$8,268.30 for 30 credits); at the Ph.D. level tuition fees are \$7,458.30 per year.

The international fees which are listed in [section 9.4](#) are representative of fees that students could expect to be charged in each degree. Tuition fees may vary depending on the nature of the course taken.

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 are available from the Admissions, Recruitment and Registrar's Office; information can also be obtained from the ARR website <http://www.aro.mcgill.ca>.

### 9.3 Proof of Citizenship and Quebec Residency

#### 9.3.1 Proof of Citizenship

As per the Ministry of Education of Quebec, all students who are citizens or Permanent Residents of Canada must provide proof of

their status in order to avoid being charged the international rate of tuition fees. The proof must be a copy of one of the following documents:

- Canadian birth certificate;
- Canadian citizenship card (both sides);
- Valid Canadian passport;
- Quebec baptismal certificate;
- Record of Landed Immigrant status in Canada (i.e. IMM1000 document.)

#### 9.3.2 Proof of Quebec Residency

Students who are citizens or Permanent Residents of Canada, and who wish to qualify for the Quebec rate of tuition fees, must also provide proof of Quebec residency along with their proof of citizenship. There are two ways of establishing Quebec residency status:

1. with an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated on the form and send in the form signed and dated, along with all the documents requested on the attestation. This form will be sent to students by the Admissions Office along with their letter of acceptance.
2. without an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated below and submit proof to that effect:

Student was born in Quebec (documents: Quebec birth or baptismal certificate, valid Canadian passport indicating Quebec as place of birth);

Student obtained Landed Immigrant status by virtue of a Certificate of Selection of Quebec (CSQ) (documents: CSQ document, written confirmation from Immigration Quebec that a CSQ was issued);

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).

#### 9.3.3 Deadlines for Submission of Proof of Citizenship/ Proof of Residency

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

Fall Semester – Last day of Fall classes.

Winter Semester – Last day of Winter classes.

Summer Semester – August 15.

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.

For more information refer to the ARR website, <http://www.aro.mcgill.ca>, or contact the office by email, [que-can@aro.lan.mcgill.ca](mailto:que-can@aro.lan.mcgill.ca).

### 9.4 Yearly Fees and Charges

The University reserves the right to make changes without notice in the published scale of fees. Further information regarding fees can be found on the Student Accounts website <http://www.finance.mcgill.ca>.

Note: the information in this section was prepared in April 2001.



Tuition fees at the graduate level are based on the number of credits taken per term. The following table reflects a normal full-time load, or 30 credits per year.

**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.**

Yearly Fees and Charges (based on 30 credits per year) [in Canadian dollars \$]	Quebec Students		Non-Quebec Canadians		International Students all programs except those listed below	
	Master's	Ph.D.	Master's	Ph.D.	Master's	Ph.D.
<b>Tuition</b>						
Full-Time	1,668.30	1,668.30	3,438.30	1,668.30	8,268.30	7,458.30
Half-Time	834.15	834.15	1,719.15	834.15	4,134.15	3,729.15
Additional Session	1,668.30	1,668.30	1,668.30	1,668.30	2,018.30	2,018.30
<b>Society Fees*</b>						
Full-Time	379.96	379.96	379.96	379.96	138.96	138.96
Half-Time	126.50	126.50	126.50	126.50	126.50	126.50
Additional Session	310.66	310.66	310.66	310.66	69.66	69.66
<b>Student Services</b>						
Full-Time	291.00	291.00	291.00	291.00	291.00	291.00
Half-Time	174.00	174.00	174.00	174.00	174.00	174.00
Additional Session	97.00	97.00	97.00	97.00	97.00	97.00
<b>Registration &amp; Transcripts Charges</b>						
Full-Time	201.00	201.00	201.00	201.00	201.00	201.00
Half-Time	100.50	100.50	100.50	100.50	100.50	100.50
Additional Session	100.50	100.50	100.50	100.50	100.50	100.50
<b>Copyright Fee</b>						
Full-Time	9.20	9.20	9.20	9.20	9.20	9.20
Half-Time	4.60	4.60	4.60	4.60	4.60	4.60
Additional Session	4.60	4.60	4.60	4.60	4.60	4.60
<b>Information Technology Charge</b>						
Full-Time	165.00	165.00	165.00	165.00	165.00	165.00
Half-Time	82.50	82.50	82.50	82.50	82.50	82.50
Additional Session	82.50	82.50	82.50	82.50	82.50	82.50
<b>Total</b>						
<b>Full-Time</b>	\$2,714.46	\$2,714.46	\$4,484.46	\$2,714.46	\$9,073.46	\$8,263.46
<b>Half-Time</b>	\$1,322.25	\$1,322.25	\$2,207.25	\$1,322.25	\$4,622.25	\$4,217.25
<b>Additional Session</b>	\$2,263.56	\$2,263.56	\$2,263.56	\$2,263.56	\$2,372.56	\$2,372.56

Note that students registered non-resident pay fees of \$200 per year (International students pay \$550 per year).

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

    Full-Time \$490.56; Half-Time \$252.56; Additional Session \$438.22.

The following programs/departments have additional annual Student Society fees: Physics \$20.00; M.B.A. programs have additional annual Student Society fees of \$100.00 (designated for Computer Room improvement).

*As of April 2001.*

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

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

International Students

(Based on 30 credits per year)

Full-Time Tuition 20,000.00

Society Fees 238.96

Student Services 291.00

Registration and Transcripts Charges 193.00

Information Technology Charge 165.00

Copyright Fee 9.20

**TOTAL FEES \$20,897.16**

##### **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:

Student Society \$379.90

Student Services 307.15

Registration and Transcripts Charges 193.00

Information Technology Charge 165.00

Copyright Fee 9.20

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

All students – all fees \$42,500 U.S.

#### **9.4.1 Student Society Fees**

Student Society fees are compulsory fees collected on behalf of student organizations. Fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Note that for international students, the student society fee does not include the PGSS Health Insurance plan of \$241. International students will be obliged to participate in the University's compulsory International Health Insurance Plan, which in 2000-01 cost \$498 for single coverage. For more information, please contact the Office of the Dean of Students at (514) 398-6012.

Student Society fees are subject to change as they may not reflect any fees voted upon by the students during the Spring referendum period.

#### **9.4.2 Student Services**

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and university staff. Through the Dean of Students' Office these services are available on campus to help students achieve greater academic, physical and social well-being. They include athletics facilities, student health and mental health, financial aid, counselling, tutorial service, off-campus housing, services for students with disabilities, chaplaincy, the First-Year Office, the Career and Placement Service, the International Student Advisor, and the administration of the McGill "Student Rights and Responsibilities Handbook".

#### **9.4.3 Registration Charge**

The University will charge a per term Registration Charge to all students in courses and programs. This will be assessed as follows for graduate students:

#### **9.4.4 Transcript Charge**

The University will charge a per term transcript fee to all



## 2. Introduction

This Policy on Research Ethics applies to all individuals who conduct research at McGill University or at one of its affiliated institutions. The term "research" includes all forms of funded and unfunded scholarly and creative work by McGill staff and students and by people who use McGill facilities for the creation, dissemination, and publication of scholarly work.

Some of the provisions of this Policy deal with matters that are also treated in other University guidelines and regulatory documents. In appropriate cases, reference to these guidelines and documents should also be made.

This Policy does not attempt to address all matters relating to the ethical conduct of research activities. Consequently, it is recognized that many academic units will require more specific provisions than those guidelines supplied in this Policy. Academic units 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 University, through the appropriate administrative offices and in accordance with the provisions of this Policy and other applicable regulatory procedures, will (a) help facilitate the resolution of disputes concerning matters dealt with in this Policy (see article 9), and (b) investigate allegations of misconduct under this Policy and take action, as appropriate.

## 4. The Selection and Conduct of Research

Research projects should be managed, funding should







comfort" Level D will be referred to the UACC Subcommittee on Ethics for further review.

- c) to ensure that all research using animals has been peer reviewed for scientific merit, irrespective of funding source; and provide a mechanism for projects funded from internal or industry sources to be peer reviewed according to the CCAC guidelines on animal use protocol review.

## 2. Facility Animal Care Committees

Facility Animal Care Committees are established for each affiliated institution and each major University constituency using animals in research or teaching. The purpose of each FACC is to ensure that all animals used in research or teaching within its jurisdiction are used and cared for in accordance with all applicable requirements.

The Facility Committees are responsible for:

- a) ensuring that no research or teaching programs involving the use of animals is commenced without prior FACC approval of a written animal use protocol, and that no animals are acquired or used before such approval;
- b) ensuring that all protocols are reviewed and approved on an annual basis;
- c) ensuring compliance with all CCAC and McGill University policies, procedures and standards so that:
  - 1) humane care and treatment are provided, including environmental enrichment,
  - 2) unnecessary pain or distress are avoided,
  - 3) unnecessary use of animals is avoided,
  - 4) appropriate post-operative care is provided,
  - 5) anesthesia, analgesia and euthanasia are properly and effectively used.

The Facility Committees have the authority to:

- a) stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal;
- b) stop immediately any use of animals which deviates from the approved use, or any non-approved procedure, or any procedure causing unforeseen pain or distress;
- c) have an animal killed humanely if pain or distress caused to an animal cannot be alleviated.

## B. Procedures for Obtaining Approval of Research Projects

To permit review and approval by the appropriate Facility Animal Care Committee a completed "Animal Use Protocol" form must be submitted at least one month prior to (1) starting new projects; (2) changes in animal use procedures, or (3) expiry of previously approved applications. Animal use applications must be renewed annually. Research funds may be withheld by the University administration for programs that are in non-compliance with either University or CCAC guidelines.

The Animal Use Protocol form can be obtained at <http://www.mcgill.ca/fgsr/rgo/resanim.html>. For further information, contact the Research Ethics Officer (Animal Studies) at (514) 398-2837.

## C. Animal Resources Centre

The Animal Resources Centre serves as the major centre of expertise in laboratory animal science and medicine for the animal-based research and teaching activities of McGill University and its affiliated hospitals. The Centre and its two veterinarians are responsible for advising on the care and use of experimental animals throughout the University and its affiliated hospitals. The Centre's veterinarians are also responsible, along with the Facility Animal Care Committees, for ensuring compliance with the standards of the Canadian Council on Animal Care (CCAC) for the care and use of experimental animals. Its professional, technical and clerical staff offer a comprehensive range of services to all teaching and research programs using experimental animals. The Centre also provides training and consultation in methods of animal experimentation and in laboratory animal science for technicians, students and academic staff through a recurring series of lecture and workshops, and through individual instruction.

## 11.6 University Policy on Inventions and Patents

Original Revision, August 1989; Legal Review, October 1991; Revised by Dr. R. Prichard, December 1991; Revised in consultation with MAUT Admin. Committee, February 1993; Final Revision, April 1993; Senate approval, May 1994; Board approval, May 1994.

### University Policy on Inventions and Patents

#### 1. Principles and Objectives

The University affirms the principles of wide freedom of research and of free publication of the information generated. To carry on research solely or even primarily in anticipation of profits would be incompatible with the University's aims. But it must be recognized that original works or inventions resulting from research (hereinafter "Innovations") often serve the public interest best when they reach the private sector under appropriate agreements and protected by patents and/or copyright. Even though some Innovations may not be proper matter for intellectual property protection, the University and the Inventor(s) have a responsibility to promote the development and utilization of all Innovations as appropriate. The University and the inventor(s) should be able to benefit financially from such transactions.

The University and its staff acknowledge that Innovations are the product of a cooperative relationship between the academic staff and the University and derive from the creative energies of the individual fostered by the academic community and environment provided by the University. The University considers the inventor, and the University (and affiliated Institutions) to have a shared interest in the Innovation. The University, its staff and students recognize that Hospitals and Research Institutes affiliated with the University may have contributed to the resources and the environment from where the Innovations are derived and that special agreements between the University and its affiliated Institutions may provide for proper recognition of the financial and other interest of the latter.

The University has established an Office of Technology Transfer (OTT) with professional expertise available to advise University staff and students on appropriate means to best develop their Innovations in ways which will not conflict with University guidelines. The University has also stimulated the creation of an independent Corporation, Martinex R&D Inc., whose main function is to pursue commercial activities related to the broad scope of research and development at the University. The University and the inventor(s) confirm their intent of close collaboration in any attempt to promote and commercialize an Innovation that requires agreements with third parties. The Policy elaborated below excludes software and other copyright materials including, without limitation, books and musical scores.

#### 2. Rights of the Inventor(s), the University and Support Agencies

- i) The present Policy shall apply to all Innovations made by members of the University (academic and non-academic staff members and, as appropriate, students) in the course of their duties at the University; or made, partly or wholly, on University premises by anyone making use of University facilities; or made, in any way, with material support from the University, whether direct or indirect, complete or partial.

There are three categories of Innovations which are excluded from this Policy:

- a) Innovations made by members of the University in the course of demonstrably private research unrelated to their University duties or in the course of their activities as consultants to outside bodies, when such activities do not involve any substantial use of University facilities;
- b) Innovations made under research agreements which contain special provisions with respect to patents and licensing which are at variance with the Policy. These are agreements entered into by the University on its own behalf, or on behalf of certain of its members, with government agencies, com-



mercial corporations or other bodies whereby intellectual property rights are assigned or licensed to such organizations.

- c) Innovations made under sponsored research agreements offering the sponsor an option to license from the University certain rights to potential Innovations. Under these agreements, the sponsor normally requires that the Innovation be assigned to the University.

The University retains the right to enter into such agreements and will require that staff members concerned respect any such provisions in these grants, sponsorships, contracts or agreements.

Notwithstanding the above, where research agreements provide partial or complete rights to the Innovation to a third party but allow the payment of royalties or license fees to the University, y



## **Insurance Considerations for Field Work**

### **Introduction**

The following is a brief outline of the types of insurance which should be considered when undertaking field activities. Included is a description of the various policies which the University maintains, as well as additional coverages which are available through separate placement as necessary. For practical reasons, these descriptions are necessarily general, and any specific questions should be directed to the Insurance Office (local 6251).

### **Property Insurance**

Direct physical loss or damage to University-owned equipment and materials are insured under a master policy which covers most situations of fortuitous property loss while located on University property. Coverage for the equipment when removed from University premises is available by contacting the Insurance Office. This coverage can extend to non-owned equipment as well.

Personal property of staff or students is not insured by the University. If desired, individuals should make separate arrangements in order to cover against loss.

### **Liability Insurance**

The purpose of liability insurance is to protect against lawsuits arising from accidental or unintended occurrences to someone else's person or property. The University's Comprehensive General Liability Policy covers all faculty, staff and students while they are performing any activity pertaining to their academic and/or employment duties, including field activities. This policy will defend and indemnify against losses which arise by reason of liability imposed by law.

This policy applied on a worldwide basis and insures specifically against bodily injury, personal injury, death or damage to the property of others. It includes the personal liability of an individual insofar as the conduct which caused the loss was part of the individual's employment or academic duties.

Board of Governors) are followed and is also responsible for monitoring them. Fees to contracting agencies are consistent with scales established by the University and legally constituted professional associations. Work can be performed by faculty members either on their own time or on University time if this fits into their normal research or professional programs. A system of control is exercised by the Department Chair and the Dean of the Faculty to ensure that the academic duties of the member will not suffer from the demands of outside work. Investigators should contact OTT while drafting their research proposals to ensure that budgetary requests include all legitimate cost items and are consistent with existing rates on such items. For further information regarding contracts, consult the OTT website, particularly for frequently asked questions and for policies and procedures.

2. Protection of intellectual property:  
According to McGill's policies, researchers should promptly disclose any invention with commercial potential. As reports of inventions are disclosed to OTT, an assessment of the commercial potential is carried out in consultation with the researcher in order to decide whether protection through patent or copyright is warranted. OTT manages this process and monitors further steps as required.
3. Commercialization of intellectual property:  
OTT catalyses "technology transfer" and commercialization of McGill's most promising research inventions and assists entrepreneurial researchers (academic and non-academic staff, and students) in interacting with industry through licensing and other mutually advantageous arrangements. After receiving reports of inventions, OTT follows procedures established by the McGill Senate and Board of Governors and processes the reports according to the University Invention and Patent Policy. It also can be instrumental in setting-up spin-offs.

The services of OTT are open to all areas of the University. Its administrative personnel are located at 3550 University Street and a number of decentralized offices are now available as well.

Telephone: (514) 398-4200 Fax: (514) 398-1482  
Website: <http://www.mcgill.ca/ott>

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### 11.11 Procedure to Obtain Research Support

When a member of the University staff wishes to undertake research involving the use of the University's facilities, or when the funds are to be used to support activities in which students or post-docs are to be engaged as part of their educational experience, the University considers the activity to be part of its pattern of research. They should refer to guidelines on "Procedures Concerning Research Support – Part II" of the *Guide to Sponsored Research at McGill University*.

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### 11.12 Office of International Research (OIR)

McGill has a strong commitment to international activities. The Office of International Research (OIR) is a part of the Faculty of Graduate Studies and Research. It provides support and advice to researchers and students who are engaged in international research. For more information, please contact the OIR at [oir@mcgill.ca](mailto:oir@mcgill.ca) or call (514) 398-4200.