
1 Graduate and Postdoctoral Studies Office

1.1 Location

James Administration Building, Room 400
845 Sherbrooke Street West
Montreal, QC H3A 2T5
Canada

Telephone: (514) 398-3990

Fax: (514) 398-1626

Email: graduate.admissions@mcgill.ca

Website: <http://www.mcgill.ca/fgsr>

1.2 Administrative Officers

MARTHA CRAGO, B.A., M.Sc.A., Ph.D.(McG.) **Dean and
Associate Vice-Principal (Teaching Programs)**

PHILIP OXHORN, B.A.(Redlands), M.A.(Cant.), Ph.D.(Harv.)
Associate Dean (Graduate Studies)

CHARLOTTE E. LÉGARÉ, B.Sc.(Montr.), M.Sc.(Sher.),
M.B.A.(McG.) **Director, Graduate and
Postdoctoral Studies Office**

1.3 General Statement Concerning Higher Degrees

The Graduate and Postdoctoral Studies Office (GPSO) administers all programs leading to graduate diplomas, certificates and higher degrees. It is responsible for the admission of candidates, the supervision of their work and for recommending to Senate those who may receive the degrees, diplomas and certificates.

Mar. 18, Mon.	THES	Deadline to submit Master's theses to GPSO (Thesis Office) for students expecting to convocate in Spring 2002. Meeting this deadline does not guarantee a Spring graduation.
Mar. 26, Tues.	REG	Summer Session registration opens for graduate students. Please confirm dates with individual departments.
Mar. 29, Fri. and Apr. 1, Mon.	HOLIDAY	EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.

APRIL 2002

Apr. 5, Fri.	THES	Non-thesis forms to be returned to GPSO (Thesis Office) for Spring 2002 Convocation.
Apr. 16, Tues. to Apr. 30, Tues.	EXAM	Examination period for "B" and "D" courses.
Apr. 29, Mon. to Aug. 5, Mon.	REG	Registration period for students returning in all faculties (except Continuing Education and Law). Individual faculties & departments set their own dates within this period.

NOTE Minerva Web cannot be accessed for registration or course change between July 12 and July 22.

MAY 2002

May 1, Wed. to July 30, Tues.	LEC	Graduate Summer Term. (Not all departments offer a Summer Term. Please check with the individual department.)
May 3, Fri.	THES	Nomination of Examiners Forms to be returned to the GPSO (Thesis Office) for students expecting to

Sept. 5, Thurs. to Sept. 15, Sun.	REG	Late registration period with \$100 late registration fee.
Sept. 6, Fri.	THES	Nomination of Examiners Forms to be returned to GPSO (Thesis Office) for students expecting to graduate in Winter 2003.
Sept. 10, Tues.	ORIENT	University Orientation for graduate students in Thomson House, 3650 McTavish Street; either 10:30 - 11:30 a.m. or 5:00 - 6:00 p.m.
Sept. 15, Sun.	REG	Course change (Add/Drop) deadline for Fall term courses and spanned courses that started in September 2002 in graduate studies.
Sept. 22, Sun.	W/W--	Deadline to withdraw ("W") with full refund (less \$100 minimum charge, in case of complete withdrawal from the University).
Sept. 27, Fri.	AWRD	Returning Master's and doctoral level students should enquire to their departments or the GPSO (Graduate Fellowships and Awards) regarding precise deadlines for internal and external fellowship competitions; important

3 Programs Offered

3.1 Graduate Diplomas and Certificates

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

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

Graduate Diplomas are offered in:

- Clinical Research (Experimental Medicine)
- Epidemiology and Biostatistics
- Housing
- Islamic Studies
- Library and Learning

Entrepreneurial Studies

Mathematics
Mechanical Engineering
Medicine, Experimental
Microbiology and Immunology
Microbiology (Macdonald Campus)
Mining and Metallurgical Engineering
Music
Neurological Sciences
Nursing
Occupational Health Sciences
Parasitology
Pathology
Pharmacology
Philosophy
Physics
Physiology
Plant Science

Candidates entering Ph.D.1 must follow a program of at least three years residency at the University; this is a minimum require-

force in the Department of Languages and Translation within the twelve-month period, or pass the TOEFL with a score meeting the admission requirement of the graduate program for which the student has applied.

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

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

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

It is expected that, at this stage, all the course work and Comprehensive Examinations will have been completed and the student will be engaged in thesis preparation.

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

6.1.5 Qualifying Students

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

6.1.6 Special Students

Students who meet the minimum entrance requirements of the Graduate and Postdoctoral Studies Office and wish to take **one, or at most two, graduate-level courses per term** (6 credits) without intention of proceeding to a degree or diploma are termed Special Students. After completion of a maximum of 12 credits, an applicant **may not** continue as a Special Student.

If graduate Special Students subsequently become candidates for higher degrees, they may receive academic credit for relevant graduate courses taken as special students.

Students who wish to take undergraduate courses only must apply as Special Students in the undergraduate faculty concerned, even if they already hold degrees.

6.1.7 Visiting Students

Visiting Students are those students who are registered in a degree program at another university and who have obtained written permission from both universities to take a course(s) for credit towards that degree program. Students studying in the province of Quebec who are in this category are eligible for a transfer of credit if the required permission is obtained on special Inter-University Transfer forms. These forms are available from the Graduate and Postdoctoral Studies Office or the Admissions, Recruitment and Registrar's Office. McGill University and Université de Montréal participate in an exchange (graduate) with the University of British Columbia and the University of Toronto. McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university.

As a rule, graduate students should not register for courses through Inter-university Transfers (IUT) during the last semester

the applicant's teaching unit and proposed unit for graduate study
are sufficiently remote that conflict of interest

6.2.6 Withdrawal from a Degree Program

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

Any student who withdraws from the University **must complete a Withdrawal Form** available from the Graduate and Postdoctoral Studies Office. Fees will then be refunded according to the conditions outlined in [section 6.5](#).

6.3 Course Numbering System

Each McGill course is assigned a unique seven character course "number". The first four characters (Subject Code) refer to the unit offering the course. The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

entrance fellowships is February 1 (some departments impose an earlier deadline).

The GPSO also administers Major Fellowships for students who are currently enrolled in a McGill graduate program for subsequent years of studies. Competition deadlines are in the early fall prior to the funding period (e.g., Fall 2002 for funding in 2003-04) – please consult the website for application guidelines and forms.

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

7.6.8 Student Health Services

The McGill Student Health Service consists of an ambulatory clinical centre located at 3511 Peel Street. The service has on its staff male and female doctors, as well as Nurse Health Educators experienced in student health problems. Nurse Health Educators and physicians are available for consultation by appointment. There is also a drop-in clinic for emergency. Dermatology and Gynecology Clinics are held on site. Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Health Service. Students

bus and metro lines. The on-line housing lists are updated daily and are available to all students with a valid McGill I.D. number. The website also contains information on renting in Montreal and on Quebec lease laws, as well as links to other useful sites.

Phones and computers are available at the Off-Campus Housing Office to assist students in their housing search. The office is located in the basement of the Student Housing Office, 3641 University Street, Montreal, QC H3A 2B3.

Telephone: (514) 398-6010 Fax: (514) 398-2305

Email: offcampus.housing@rmcgill.ca

Website: <http://www.residences.mcgill.ca/offcampus>

The Off-Campus Housing Service is available on Macdonald Campus from June 1 to August 31. That office is located in Centennial Centre, Room CCI-124.

Telephone: (514) 398-7992 Fax: (514) 398-7610

posed 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 should be clear procedures by which students receive guidance and constructive criticism on their progress on a reg-

8 Graduate Studies Guidelines and Policies

8.1 Guidelines for Academic Units on Graduate Student Advising and Supervision

The general guidelines suggested below are meant to encourage units to examine their graduate programs and to specify their own policies and procedures. These guidelines are directed primarily towards thesis programs but will, in part, be appropriate for non-thesis programs as well.

Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate students, as well as established means for informing students of procedures and deadlines (e.g., orientation sessions, handbooks) and mechanisms for addressing complaints. Academic units should ensure that their policies and procedures are consistent with the Charter of Students' Rights. For their part, graduate students are responsible for informing themselves of these policies and procedures.

1. Assignment of Advisors, Supervisors and Committees

- i. Each unit should designate a member (or members) of the academic staff (usually the graduate program director) to monitor the progress of students throughout the graduate program, to ensure that all conditions of admission and requirements are fulfilled, to provide students with information on their program, their progress through it, sources of and policies on 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 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' pro-

ments, to a maximum of \$105 per course) will be charged directly to the student's fee account after the result of the reread is received. No fee will be charged if there is a change

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 (with place of birth clearly shown);
- 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 (issued prior to January 1, 1994), 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;

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9.5 Other Fees

* Students already at McGill who are making application to the Graduate and Postdoctoral Studies Office are required to pay this fee.

If a department or an applicant defers an admission within the

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

(e) Maintenance of Data

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

9. Disputes Between Co-Researchers

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

(a) The Duty on the Parties to Resolve Disputes

Where disputes between co-researchers arise, they should be resolved amicably and in a respectful and collegial fashion. Where a dispute cannot be resolved by the parties themselves, the parties should seek the advice of the appropriate authorities in their unit, who may help the parties resolve the dispute in any way to which the parties may agree, inclu,

contract without the prior written approval of the Vice-Principal (Research).

6. Titles to intellectual property arising out of a contract, the obligations and abilities of different parties to seek patents, and the payment of associated royalties, shall be defined by the terms

11.6 Policy on Intellectual Property

1. Principles and Objectives

This policy sets forth the rules applying to ownership, distribution, and commercial rights to intellectual property developed by McGill University academic staff, administrative and support staff and students, as well as procedures that govern the use and distribution of intellectual property.

The primary functions of the University are education, research, and dissemination and creation of knowledge. The University's mission statement calls for "providing service to society in those ways for which we are well suited by virtue of our academic strengths". 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 objectives and primary functions. However, it must be recognized that Software or Inventions resulting from research often serve the public interest best when they reach the private sector under appropriate agreements and are protected by patents, if applicable. Even though some Inventions and Software may not be proper matter for intellectual property protection and are better disseminated through publication in learned journals, the University and the Inventor, in some cases, wish to promote their commercial development. The University and the Inventor should be allowed to benefit financially from transactions resulting from commercial development.

Intellectual property is the product of a cooperative relationship among academic staff, administrative and support staff, students, and the University and derives from the creative energies of the

“Moral Rights” means non-commercial rights related to the right of an Inventor to claim authorship and to protect the integrity of his or her work.

“Multimedia Product” means a product where software allows

11.5 Notice of Appeal:

Subject to section 8.3, a party to a dispute may appeal the decision of the Vice-Principal (Research) or his or her delegate within 5

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

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

OIR approves the submission of grant applications to interna-