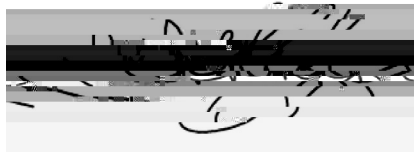


Welcome to McGill University, Canada's leading teaching and research-intensive university with a strong "student-centred" mission. Ranked among the top 25 universities in the world, McGill has the highest average entering grades in Canada and its students hail from 140 countries. Our commitment to fostering the best has propelled our students to win more Rhodes scholarships, more national and international awards on average than their peers at any other Canadian university.

You are following in the footsteps of more than 174,000 McGill alumni who continue to help shape the world as Supreme Court justices, award-winning authors and musicians, astronauts, Olympians, and Nobel Prize winners. As such, a lot is expected of you but McGill provides you with the means to succeed and to have a varied experience of academics, athletics and community activities to suit your interests.

All of McGill's 21 faculties and professional schools strive to offer their students the best education possible. The University's vibrant learning environment and active campus life support its students' academic progress and personal development.

Today's social, technological and medical challenges continue to fuel innovative approaches to research, teaching and learning. At McGill, we welcome these challenges as we undergo an unprecedented period of growth and renewal. New cutting-edge facilities benefit students with 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 full-time professor in Canada. Our dedicated administrative and support staff's primary focus





GENERAL INFORMATION, REGULATIONS AND RESEARCH GUIDELINES

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Ficy,

June 25, Mon. HOLIDAY Classes cancelled. Administrative offices closed (for La Fête Nationale du Québec).

July 2007

July 1, Sun. HOLIDAY **CANADA DAY.** Libraries closed.

July 2, Mon. HOLIDAY Classes cancelled. Administrative offices closed (for Canada Day).

July 31, Tues. **REG** Last day for returning students in all faculties to register (except Continuing Education) without a late registration fee.

August 2007

Aug. 1, Wed. **REG** Late registration and course change on Minerva for returning students in all faculties (except Continuing Education) with a \$50 late registration fee (\$20 for Special students and Graduate part-time students).
to
Sept. 4, Tues.

Aug. 2, Thurs. IDCARD Canadian students can avoid line-ups and get their ID cards early to
Aug. 17, Fri. once they have registered. Visit the ARR Service Centre, James Administration Building, room 205, from August 2 to August 17. Office hours are Monday to Thursday 9 a.m. to 5 p.m. and Fridays 10 a.m. to 5 p.m.

Aug. 1, Wed. IDCARD New students can avoid line-ups and get their ID cards Monday – to
Aug. 24, Fri. Thursday at Laird Hall, Room 106, from 9 a.m. to 3:30 p.m., and Friday from 9:00 a.m. to 12:00 p.m. If they miss these dates, one will be worked in for them during orientation activities.

Aug. 2, Thurs. INFO Last day for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for Summer 2007 term. Documents received after this date will be updated for the following term only.

Aug. 3, Fri. to **REG** Registration using Minerva for all Sept. 4, Tues. newly-admitted students in Graduate Studies.

Aug. 15, Wed. **REG** Registration using Minerva begins for Fall term Continuing Education courses.

Aug. 20, Mon. IDCARD IDs at the Trottier Building Cafeteria to
Aug. 31, Fri. from 9 a.m. to 5 p.m. Including Saturday, August 25 and Sunday, August 26.

Aug. 27, Mon. IDCARD IDs at Laird Hall during "Discover to
Aug. 31, Fri. Mac" week. Refer to Orientation .0003 Tc-0.0035 Tw(to 5 p.m.s2R6)l terev3.6963 -1.na(Aug. c3:700009 Tc0.0045 T)

| DATE | ACTIVITY CODE | ACTIVITY |
|----------------------------------|---------------|--|
| Sept. 4, Tues. | AWRD | Start of external and internal graduate fellowship competitions for 2008-2009 funding. Graduate and final-year undergraduate students should enquire in their department and on the fellowships Website at www.mcgill.ca/gps/fellowships regarding information session schedules and application procedures and deadlines. |
| Sept. 5, Wed. to Sept. 18, Tues. | REG | Late registration period with \$100 late registration fee for all faculties; \$40 for Special students and Graduate part-time students (\$25 late registration fee for Continuing Education students). |
| Sept. 6, Thurs. | ORIENT | University Orientation for new graduate students in Thomson House, 3650 McTavish Street, 3:00 p.m. |
| Sept. 6, Thurs. | ORIENT | University Orientation for new postdoctoral scholars in Thomson House, 3650 McTavish Street, 5:00 - 6:00 p.m. |
| Sept. 18, Tues. | W | Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Summer 2007 (with fee refund for Fall term). |
| | 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 September 18 (with full refund for the Fall term) by contacting their faculty Student Affairs Office. |
| Sept. 18, Tues. | REG | Course Change (drop/add) deadline for Fall term and first part of multi-term courses starting in September 2007 |
| Sept. 21, Fri. | AWRD | 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. 23, Sun. | W/W-- | Deadline to web withdraw (grade of "W") with full 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). |

| DATE | ACTIVITY CODE | ACTIVITY |
|---------------------------------|---------------|--|
| March 2008 | | |
| Mar. 1, Sat. | APP | Deadline for applications for September admission to most departments for Graduate Studies. (Many departments have earlier deadlines. Please verify this date with the individual department or on the Web at www.mcgill.ca/applying/graduate .) |
| 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 | EASTER. No classes or exams. Administrative offices closed. Library hours to be announced. |
| Mar. 25, Tues. to Apr. 13, Sun. | INFO | Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva. |
| April 2008 | | |
| Apr. 9, Wed. | 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 Admissions, Recruitment and Registrar's Office. 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 . |
| May 2008 | | |
| May 15, Thurs. | W | 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 (with fee refund for Summer term). |
| May 15, Thurs. | 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 19, Mon. | HOLIDAY | VICTORIA DAY (Classes cancelled). Administrative offices closed. |
| June 2008 | | |
| TBA | CONV | 2008 Convocations |
| June 24, Tues. | HOLIDAY | LA FÊTE NATIONALE DU QUÉBEC. Libraries closed. |
| July 2008 | | |
| July 1, Tues. | HOLIDAY | CANADA DAY. Libraries closed. |

| DATE | ACTIVITY CODE | ACTIVITY |
|--------------------|---------------|--|
| August 2008 | | |
| Aug. 4, Mon. | INFO | Last day for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for the Summer 2008 term. 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.)
- Master of Business Administration/Bachelor of Civil Law (M.B.A./B.C.L.)
- Master of Business Administration/Bachelor of Laws (M.B.A./LL.B.)
- Master of Business Administration/Doctor of Medicine/ Master of Surgery (M.B.A./M.D.)
- Master of Civil Law (M.C.L.)
- Master of Education (M.Ed.)

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

Epidemiology and Biostatistics
Food Science and Agricultural Chemistry
French
Geography
 Environment
 Neotropical Environment
German
Hispanic Studies (Spanish)
History
Human Genetics
 Bioinformatics
Human Nutrition
Islamic Studies
Linguistics
 Language Acquisition
Management
Mathematics and Statistics
 Bioinformatics
Mechanical Engineering
Medicine, Experimental
Microbiology and Immunology
Microbiology (Macdonald Campus)
 Bioinformatics
 Environment
Mining and Materials Engineering
Music
Neurological Sciences
Nursing
 Psychosocial Oncology
Occupational Health Sciences
Parasitology
 Bioinformatics
 Environment
Pathology
Pharmacology and Therapeutics
 Chemical Biology
Philosophy
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
Surgronme1eMy Experimental her followng ajoint Ph.D.Ppr6.7(ogram anre)-7.4(P)7.6(sf-4.(fered:]TJ1.1852 81.1185 TD0 0039 Tw[(Cursing)(M6.8(IM-

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).

5.3 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 must se urrgmtra.7.422gn62s0074en-t-t]TJ47-0.006civor8sc-s]7,Taf.5(mbvos.125D[A]-9(leso-7.694T25D[Aqucify0ng45D[Ai(rnt)72)e ir i

6.1.13 Quebec Inter-University Transfer Agreement (IUT)

The IUT Agreement permits concurrent registration at McGill and another Quebec institution.

6.1.13.1 McGill Students

Regular undergraduate and graduate degree, diploma or certificate candidates registered at McGill may, with the written permission of the Dean of their faculty or delegate, register at any university in the province of Quebec for three (3), or exceptionally six (6), credits per term in addition to their registration at McGill. These courses, subject to GPSO regulations, will be recognized by McGill for the purpose of the degree for which the student is registered up to the limit imposed by the residency requirements of the program. This privilege will be granted if there are valid academic reasons.

Students wishing to take advantage of this agreement should consult the GPSO for details, and are informed that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- The obligation of the student to complete their faculty and program requirement.
- The student is responsible for ensuring that the McGill Class Schedule permits these courses to be taken without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- 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.
- Be aware that late results received from host universities may delay your graduation.

Scholarship holders should consult with GPSO and the Scholarships Coordinator concerning eligibility for continuation.

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.

The three nu

students intending to register for restricted undergraduate courses MUST COME IN PERSON to the Graduate and Postdoctoral Studies Office with an approved Minerva Course Selection form, where the course will be added if there is space available in the course.

Please consult the *Summer Studies Calendar* for specific information on course dates and times. Information is also available on the Summer Studies Web site at www.mcgill.ca/summer.

6.5 Course Change Period

During the initial Registration Periods, [see section 6.2 "Registration"](#), students may make changes to their course registrations (add or drop courses), subject to the requirements and restrictions of their program and of individual courses.

The Course Change deadline coincides with the deadline for late registration. Please refer to the Calendar of Dates.

Students who are registered in the Fall term may continue to add and drop courses that will begin in the Winter term throughout the Fall term until the deadline for course change/late registration in the Winter term.

After the Course Change deadline, courses may be added only with written permission of the instructor and your department, and the approval of the GPSO. A fee will be charged for each course added.

6.6 Auditing of Courses

No auditing of courses is permitted at McGill.

6.7 Regulations Concerning Withdrawal

6.7.1 Regulations Concerning Course Withdrawal

Following the Course Change deadline there is a period of a few days during which students may withdraw, with a grade of W and full refund of course fees, from courses that start in that term.

After the Withdrawal (with refund)5(in for-.8(Tc-0.001.1 .6(dr0709 Tm(.Tw[(fuG-(ii7e01.1259 TDe for-0.Tcrg)w45 Tw[()]-0.2a.3(d(full))-7.r)6.8(l

based on the basis of a grade point average (GPA), which is calculated by dividing the sum of the credit times the grade points by the total courses GPA credits. GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The term grade point average (TGPA) will be the GPA for a given term calculated using all the applicable courses at the same level in that term. The cumulative grade point average (CGPA) will be the GPA calculated using the student's entire record of applicable courses at McGill at the same level effective the Fall 2002 term. If the level is changed (e.g. from Master's to Doctoral), the CGPA will start again. For students with academic information prior to Fall 2002, who are continuing in the same program or are registered in a different program or level post-Fall 2002, the transcript displays a special message regarding the CGPA being calculated effective Fall 2002 onwards. If courses are repeated, all results are included in the GPA calculation. Therefore, grades of F or J continue to be used in the CGPA calculation (and remain on the record) even after the course is repeated or if a supplemental examination is taken.

Other Grades:

- IP** – ***In Progress***. (Master's Thesis Courses Only)
- P** – ***Pass***. Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not included in GPA calculations.
- HH** – ***To be continued***. The use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.
- J** – ***are-***

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 GPSO).

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

Note: A student in a graduate program who has failed one course while being a Special Student in a graduate studies will have this failure count as a first failure in a related graduate program. Any further failure will require withdrawal from the program of study.

6.11 Language Policy

The main language of instruction at McGill is English. 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 objectives of the course.

6.12 Regulations Concerning Theses

The thesis submission guidelines contain important information regarding procedures and deadlines. Students who are in the process of writing a thesis must consult these thesis submission guidelines in order to adhere to University regulations concerning the submission of a thesis. Thesis submission guidelines and all the forms required for thesis submission are posted on the Web at www.mcgill.ca/gps.

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 [section 2 "Calendar of Dates 2007-2008"](#)



6.17.4 What Are the Consequences of Not Providing Your Documents?

All proofs of citizenship, reques

information and the necessary application materials, see this MELS Website: www.mels.gouv.qc.ca/ens-sup/ens-univ/droits_scolaire-A.asp. The list of organizations where students should apply can be accessed from this Web site.

Differential 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. As of May 2007, summer DFW's will be applied primarily to eligible Master's students, while Fall and Winter term DFW's will be applied primarily to eligible doctoral students.

Research Assistantships, Teaching Assistantships and stipends from professors' research grants are handled by individual academic departments at McGill. All assistantship and stipend inquiries should be directed to departments.

7.2 Student Financial Assistance

Citizens and Permanent Residents of Canada

Need-based student financial aid programs are offered by the Federal/provincial governments. Applications should be submitted directly to the province (or territory) of residence. Application forms are available from the governmental aid authorities as well as the Student Aid Office. Information on governmental student aid and links to sites can be found on McGill's Financial Aid Website at www.mcgill.ca/studentaid.

Citizens and Permanent Residents of the United States

McGill University participates in the Federal Family Education Loan Program (FFELP). American students in need of financial assistance may apply for Stafford loans (subsidized and unsubsidized). Graduate students may also apply for Alternative loans. Complete instructions can be found on McGill's Student Financial Aid Website at www.mcgill.ca/studentaid.

McGill

The Student Aid Office also administers the Un

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
Website: www.mcgill.ca/studentaid

7.3 Ints

All students who are not citizens or Permanent Residents of Canada are required to obtain the necessary immigration documents (CAQ, Study Permit, Entry Visa when required)



8.2 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2007 session fees become accessible as of August 1st.

8.3 Tuition Fees (2006-2007 rates)

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

Quebec Students

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 6.17 "Legal Documents"](#) for details.

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

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Should your tuition status be reduced during the evaluation period, any late payment and/or interest charges accumulated on the difference will also be waived.

Non-Quebec Students (Canadian or Permanent Resident)

Tuition fees at the Master's level for non-Quebec students who are Canadian citizens or Permanent Residents are \$163.79 per credit (\$55.61 Quebec rate plus \$108.18 Out of Province supplement) or \$4,913.70 for 30 credits. At the Ph.D. level, tuition fees are the same as for Quebec students.

Based on last year's fee increases, the out of province supplement typically increases by 8% per annum.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate; [section 6.17 "Legal Documents"](#) for details.

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

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Should your tuition status be reduced during the evaluation period, any late payment and/or interest charges accumulated on the difference will also be waived.

International Students

Tuition fees at the Master's level for international students are \$347.61 per credit (\$55.61 Quebec rate plus \$292 International supplement) or \$10,428.30 for 30 creditswEec CanadPhsidents 1.1259 TD-0.0007s

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

Full-time / additional session / non-thesis extension \$99.30
Half-time \$49.65

Post-Graduate Medical Education:

40-52 weeks pay \$99.30; 1-39 weeks pay \$49.65

Copyright Fee

All Quebec universities pay a per credit fee to Copibec (a
consortium that protec

CERTAIN SPECIAL PROGRAMS CHARGE DIFFERENT FEES

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

International Master's Program for Practising Managers

All students – all fees: \$50,000 U.S.

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,

- iii. Academic units should establish criteria of excellence in supervision and graduate teaching appropriate to their disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit pay awards.
- iv. The maximum number of students under the direction of a single supervisor should be consistent with the ability of the supervisor to provide quality supervision, taking into account the workload of the supervisor and norms of the discipline.
- v. Procedures should be established for ensuring continuity in supervision when a student is separated from a supervisor – for example, when the supervisor takes a sabbatical leave, retires from McGill or changes universities or when the student leaves to complete field work or takes a job before submitting a thesis.

Revised by Council of FGSR, April 23, 1999 and October 6, 2003.

10.2 Policy on Graduate Student Research Progress Tracking

This is a new mandatory policy and procedure to track the research progress of graduate students. The policy is referred to in the amended Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision in section 2.v. in bold print. Documents to record progress can be found on the GPS Website: www.mcgill.ca/gps/policies/revisions.

The following is a summary of the main elements of the new **mandatory** policy. The following steps must be followed for each graduate student in a thesis program:

1. Annually, the student must meet with, at minimum, their supervisor(s) and a departmental representative. This meeting can occur in the context of an annual thesis or advisory committee in those departments that have thesis committees.
2. At the first such meeting (to be held shortly after thesis students begin their programs), written objectives/expectations for the year must be recorded on the first of the three forms, Form #1

the necessary research skills and academic achievements to be permitted to continue in the Ph.D. program. (This list is not intended to be exhaustive.)

- 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, whether the assessment is global, and whether failure on one part of the comprehensive examination (or on one question) results in an overall failure.

Feedback

The assessment and reasons for the decision must be documented and provided to the student in sufficient detail to allow the student to understand the decision, including identifying strengths and weaknesses. (A number of units have developed short forms specifically for this purpose.) In the case of oral examinations, the student should also be given feedback on presentation, logical exposition, ability to answer questions, etc.

In the case of oral exams, units may wish to consider the following: ensure that there is a reasonably detailed written assessment of the student's performance; tape the oral examination; allow the

the appropriateness of the grade. This is so even if the materials in question have already been discussed by the TA with the student.)

Verification

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

Rereads

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

At the time the request for a reread is made, the student should have already met with the faculty member responsible for the course to review the mark, or made a reasonable attempt to do so.

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

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

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

(Note: Material that is returned to a student **cannot be reread** unless arrangements have been made to ensure that the material has not been changed subsequent to the original grading; for example, the student can make a copy for the professor to retain either before handing the material in or immediately upon receiving it back from the instructor or at the point where the professor and student review the work together.

Instructors are strongly advised to write their corrections in red pen and to write comments which help the student to understand the mark assigned.)

2. The request for a formal reread must be made by the student in writing to the Graduate and Postdoctoral Studies Office and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee (\$35 for an exam, \$35 for a paper, \$35 for one or more assignments, 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 upwards in the letter grade for the course.
3. Administration of the reread is handled by the Graduate and Postdoctoral Studies Office, not by the department. The Office will contact the department to obtain the work to be reread, a list of potential readers, and details of the marking. All communication with the second reader is conducted by the GPSO.
The second reader is given the original assignment, with marginalia, corrections, summary comments and mark intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.
4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirement of the Charter of Students' Rights that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.

5. The second reader should support his or her assessment with a brief memorandum to the Graduate and Postdoctoral Studies Office. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.

In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. I1 Tc-0.002ukunt toat tem-ers ogroup mae

offers extensive print collections from contemporary fiction and best-selling novels to extensive electronic resources, including early English texts, science and management textbooks and e-journals on topics ranging from philosophy to psychiatry. A wide range of services and a comprehensive Website (www.mcgill.ca/library) link the resources to those who need them for teaching, learning, research and scholarship.

The expert and friendly staff in each branch library assist in locating information for course work, assignments or research topics. Training is provided at all levels to ensure effective access to quality information through efficient database and internet searching, with information skills programs undertaken as part of course curricula. Moreover, Liaison librarians proficient in specific disciplinary areas are on hand to assist students and staff.

Opening hours vary for each library but most are open up to 84 hours per week and, during examination time, the libraries extend their opening hours, with the Humanities and Social Sciences Library open for 24 hours. Assistance is provided by phone, in person and online, including online chat. Hundreds of computers positioned in a secure e-zone environment, can be used for accessing online courses, reading library materials, e-mail, word-processing, preparing assignments and internet searching. Facilities for plugging in laptops are available in a wireless network. There are individual study carrels and group study rooms which can be booked for use. Printing and copying facilities, operated by a card system, are conveniently located in all libraries. Special facilities are available for the vision and hearing impaired.

The Collection contains over 6 million items, with over 1 million e-books. There are 9,000 print journals and almost 38,000 e-journals. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials. Thousands of videos and sound recordings add visual and auditory enrichment to the collections. All items are listed in the Library's online catalogue. Materials are arranged on the shelves according to the Library of Congress Classification system. Electronic data resources support empirical and statistical research and a digitization program makes available unique scholarly materials on topics like Napoleon and Canadian military history. Copies of textbooks and some items on reading lists are held in Course Reserve collections for short term use. Links are made from the university's online learning management system, WebCT to library resources. Past examination papers, McGill theses and newspapers from all over the world are also available online.

11.2 University Archives

The McGill University Archover EuvMP -1.1185m-0.0004 Tc-0.00(use7.1(e)0.WebC3 - aceprls)7..0004d-0.0004mn ch7maMP(ing)14.637 04w[-C

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 Information Technology Resources

(a) Falsification of Data

The gathering of data and research materials must be undertaken with honesty and integrity. Researchers should never publish data they know to be false or the result of deliberate acts of falsification.

(b) Plagiarism

Researchers should not knowingly represent the published or unpublished work of another person as their own or assist anyone else in doing so. The use by a researcher of work done by other people must be appropriately and adequately acknowledged. Plagiarism is an act of academic dishonesty.

Upon the demonstration that a researcher has represented another person's work as their own, it shall be presumed that the researcher did so knowingly; the researcher shall bear the burden of rebutting the presumption by evidence satisfying the person or body hearing the case that no such knowledge existed.

(c) Conflict of Interest

A conflict of interest arises where the researcher has a material interest of any nature – personal, financial, career or otherwise – that may conflict with the researcher's duty of honesty and integrity. Where a conflict of interest arises, a researcher must immediately disclose it in writing to his/her superior and to all other persons to whom it should be disclosed, in accordance with the context and with the highest standards of honesty and integrity.

(d) Misuse of Research Funds

Where a granting agency provides guidelines on the use of research funds, researchers and directors of research must also follow all university guidelines on the management and disbursement of funds. Regardless of search funding, it is not permitted to divert any of the research resources for personal or any other use, except in cases where the grant or contract specifically provides otherwise.

This policy is intended to impugn the actions of a person who has made an honest error, or who exercises judgement or interprets data or designs experiments in a way which may reasonably be the subject of honest differences of opinion.

6. Duties Where Research with Human and Animal Subjects is Concerned*(a) Human Subjects*

manner consistent with the highest scholarly and ethical standards, in accordance with the regulations and guidelines prescribed by Law, the Tri-Council Policy Statement: Ethical Conduct for Re-

should seek the advice of the appropriate authorities in their unit, who may help the parties resolve the dispute in any way to which the parties may agree, including conciliation, mediation, and binding and non-binding arbitration. To this end, the parties may agree that other persons become involved in the dispute in order to help facilitate its resolution. The parties may stipulate that their own involvement in any dispute resolution process is without prejudice to their rights in any subsequent process.

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

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

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

department (the "Head(s)") shall be responsible for the resolution of the matter. If the principal investigator is not involved in the dispute, the Head(s) shall be responsible for the resolution of the matter. If the principal investigator is not involved in the dispute, the Head(s) shall be responsible for the resolution of the matter.

under his or her jurisdiction, without prior written approval of the Vice-Principal (Research and International Relations) and the relevant dean.

10. Applicants for contracts or grants whose source is a government military agency shall indicate on the Graduate Studies and Research check list/approval form whether this research has direct harmful consequences. Where the University so requires, the applicants shall furnish a written statement setting out the possibilities of direct harmful application and potential benefits of their research.
11. The primary responsibility for undertaking research conforming to these Regulations rests upon the researcher. The Vice-Principal (Research and International Relations) shall supervise the procedures to be followed by researchers in fulfilling their responsibilities under paragraph 10 respecting research contracts sponsored by government military agencies. The Vice-Principal (Research and International Relations) shall advise the Board of Governors on whether the proposed contract conforms to McGill's guidelines on research. The Board of Governors has final authority

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permit review and approval by the FACC, a completed "Animal Use Protocol" form must be submitted at least two (2) months prior to starting a new project or to the expiration of an approved protocol. Animal Use Protocols are approved for a period of three (3) years and renewed annually. Any change in animal use procedures, research personnel, funding source or title, must be justified in an "Amendment Form" and approved by the appropriate FACC. All teaching projects, and those characterized as "Pain and Discomfort" level D will be referred to the UACC Animal Ethics Subcommittee for further review and approval.

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

Forms can be obtained at www.mcgill.ca/research/compliance/animal/forms.

Health and Safety 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



- a) where developed in the course of research sponsored by a third party pursuant to a written agreement with the University, wherein ownership rights are determined by specific terms of the agreement. Unless the terms of the agreement give ownership of the Invention to the third party, such Invention is owned by the University until all rights, such as a license or an option, granted to the third party under the agreement have been exercised or have become extinguished, at which point the Invention becomes jointly owned by the University and the Inventor;
- b) where developed in the course of a consulting agreement between the Inventor and a third party;
- c) where made by an Inventor in a domain outside his or her Field of Academic Research, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- d) where made by an Inventor who is a member of administrative and support staff of the University, as a result of activities not covered by his or her Contract of Employment, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- e) where the University assigned its rights to the Inventor in accordance with section 8.4 of this policy. The rights are then owned by the Inventor;
- f) where the Inventor assigned his or her rights to the University in accordance with section 7 of this policy. The rights are then owned by the University.

5.5 Specific Exceptions Applicable to Software:

Notwithstanding section 5.2 and subject to section 5.3, the following categories of Software are not jointly owned by the University and the Inventor, and may be owned by the Inventor, the University, a third party, or jointly by two or more parties, as the case may be:

- a) where developed in the course of research sponsored by a third party pursuant to a written agreement with the University, wherein ownership rights are determined by specific terms of the agreement. Unless the terms of the agreement give ownership of the Software to the third party, such Software is owned by the University until all rights, such as a license or an option, granted to the third party under the agreement have been exercised or have become extinguished, at which point the Software becomes jointly owned by the University and the Inventor;
- b) where developed in the course of a consulting agreement between the Inventor and a third party;
- c) where limited to the electronic form of a Work, or where it is ancillary to a Work. The rights are then owned by the Inventor;
- d) works of art, including works of art expressed in multimedia format. The rights are then owned by the Inventor;
- e) in the case of Software which does not constitute Learnware, where developed by an Inventor in a domain outside his or her Field of Academic Research, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- f) where constituting Learnware developed by an Inventor in a domain outside his or her Field of Academic Research and Teaching, where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- g) where developed by an Inventor who is a member of administrative and support staff of the University, as a result of activities not covered by his or her Contract of Employment, and where only Incidental Use has been made of University facilities and resources. The rights are then owned by the Inventor;
- h) where the University has assigned its rights to the Inventor in accordance with section 8.4 of this policy. The rights are then owned by the Inventor;
- i) where the Inventor assigned his or her rights to the University in accordance with section 7 of this policy. The rights are then owned by the University;
- j) where constituting learnware developed as part of a Web based course specifically funded by the University, the rights are then owned or apportioned in accordance with a written agreement between the University and the Inventor.

5.6 Disclosure:

Inventors are required to disclose to OTT those Inventions and Software described in sections 5.1, 5.2, 5.3, 5.4(a) and 5.5(a) that they wish to develop for commercial purposes before they are publicly disclosed. This disclosure is to be made to OTT, acting as the delegate of the Vice Principal (Research and International Relations), through a "Report of Invention" ("ROI").

5.7 Moral Rights:

Inventors of Software may wish to defend their moral rights to their work. The University shall then provide appropriate advice and guidance to these Inventors.

6. Commercialization

6.1 Use of the word Inventor:

For the purpose of this section, except where otherwise specified in the text, the word Inventor shall, in cases where there are more than one Inventor, mean the Lead Inventor, or the Founder.

mechanisms and procedures outlined in sections 10 and 11 of this policy.

6.7 Negotiation of Transaction:

Except for cases where the rights have been assigned to the Inventor under section 8 of this Policy, and except in respect of a Founder, OTT shall be responsible for the implementation of the commercialization plan, including, without limiting the generality of the foregoing, the negotiation of any and all agreements with third parties.

6.8 Documentation:

The Inventor shall execute any document reasonably required for the purpose of protecting the Invention or Software and furthering its commercial development.

6.9 Protection of Intellectual Property:

The University may seek patent protection or copyright registration of the intellectual property underlying the Invention or Software as appropriate. It does not seek protection for Inventions or Software that, in its judgment, do not have significant commercial potential. The University ceases to pursue protection of intellectual property where successful commercial development seems unlikely. Except as otherwise provided in this Policy, the cost incurred in the protection of intellectual property is borne by the University.

6.10 Alternate Arrangements:

Whenever appropriate, and provided they do not represent undue risk or generate unreasonable expenses for the University, OTT will consider proposals from the Inventor(s) aimed at lawfully minimizing the impact of income tax legislation for the Inventor(s).

6.11 Expenses:

In circumstances where the rights to the Invention or Software are assigned to an Inventor under section 8.4(c) or 8.4(e), all costs incurred by OTT in the protection of the intellectual property shall be borne by such Inventor, and reimbursed to OTT within a reasonable period of time.

6.12 Learnware:

OTT shall consult the Vice-Principal (Information Systems and Technology) in cases involving Learnware.

6.13 Tangible Research Material:

Tangible Research Material ("TRM"), may be distributed for academic purposes under agreements forbidding transfer to third parties. Where TRM is distributed for academic purposes, OTT charges recipients only costs related to reproduction, shipping, and handling. Where commercial development is envisaged, or where TRM is received from, or transferred to, a commercial entity, contracts concerning distribution or receipt of TRM are made through OTT.

6.14 Electronic Research Material:

Electronic Research Material ("ERM") may be distributed for academic purposes under agreements forbidding transfer to third parties. Where ERM is distributed for academic purposes, OTT charges recipients only costs related to the reproduction, shipping, and handling. Where commercial development is envisaged, or where ERM is received from, or transferred to, a commercial entity, contracts concerning distribution or receipt of ERM, including but not limited to, physical transfer on a storage medium, and electronic transfer via fax, telephone or Internet, is made through OTT.

the purpose of protecting the Invention or Software and furthering its commercial development.

8.6 Inventor with a Private-Sector Affiliation:

Where an Invention or Software is developed by an Inventor who is receiving a salary from a private-sector enterprise for the purpose of working at the University, the University will consider licensing the private-sector enterprise to use such Invention or Software on terms that will take in

Automobile Insurance

When using automobiles or similar vehicles for field work purposes, special care must be taken to comply with local laws and regulations. The University is unable to provide insurance for vehicles outside Canada and the United States, even though rented or purchased in the University's name. As a result, insurance coverage must be arranged locally to comply with jurisdictional requirements.

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| 177 | C5 | ADAMS Building | | | 175 | B3 | PEEL, 3690 | |
| 103 | C4 | ARTS Building | 105 | D1 | McCONNELL Arena | 117 | B3 | PEEL, 3715 |
| 113 | A3 | BEATTY Hall | 131 | C4 | McCONNELL Engineering Building | 239 | C3 | PENFIELD, 740 |
| 241 | B3 | BELLINI Life Sciences Complex (under/en construction) | 221 | D1 | McCONNELL Hall | 190 | B4 | PENFIELD, 1085 |
| 241 | B3 | Bellini Life Sciences Complex (under construction) | 186 | C6 | McCORD Museum | 165 | B5 | PETERSON Hall |
| 124 | C4 | BIRKS Building | 155 | B3 | McINTYRE Medical Building | 184 | D2 | PINE, 515 |
| 185 | B5 | BOOKSTORE | 108 | C5 | McLENNAN Library Building | 141 | D2 | PINE, 517 |
| 102 | B5 | BRONFMAN Building | 135 | B5 | McTAVISH, 3430 | 162 | D3 | PINE, 546 |
| 236 | B4 | BROWN Student Services Building | 114 | B5 | McTAVISH, 3434 | 101 | B3 | PINE, 1033 |
| 110 | C5 | BURNSIDE Hall | 104 | B5 | McTAVISH, 3438 | 196 | B3 | PINE, 1140 |
| 139 | D2 | CURRIE Gymnasium | 147 | B3 | MEREDITH Annex | 120 | D5 | POLLACK Hall |
| 128 | A3 | DAVIS House | 173 | B3 | Charles MEREDITH House | 158 | C5 | PULP AND PAPER Research Centre |
| 123 | C4 | DAWSON Hall | 148 | B3 | Lady MEREDITH House | 174 | B3 | PURVIS Hall |
| 122 | B4 | Chancellor DAY Hall | 116 | D1 | MOLSON Hall | 161 | A4 | RABINOVITCH House |
| 125 | D2 | DOUGLAS Hall | 106 | D2 | MOLSON Stadium | 181 | C5 | REDPATH Hall |
| 169 | D2 | DUFF Medical Building | 156 | A4 | de la MONTAGNE, 3605 | 178 | C5 | REDPATH Library Building |
| 223 | B3 | DUGGAN Annex | 159 | D2 | MONTREAL NEUROLOGICAL INSTITUTE | 179 | C4 | REDPATH Museum |
| 127 | B3 | DUGGAN House | 163 | C4 | MORRICE Hall | 180 | D5 | ROYAL VICTORIA COLLEGE Residence |
| 168 | B3 | EDUCATION Building | 134 | D1 | Bishop MOUNTAIN Hall | 189 | C3 | RUTHERFORD Physics Building |
| 129 | B5 | FACULTY CLUB | 103 | C4 | MOYSE Hall | 183 | D3 | SAINT-URBAIN, 3626 |
| 197 | C4 | FERRIER Building | 245 | D5 | MUSIC, New Building | 201 | D6 | SHERBROOKE, 550 |
| 133 | D1 | GARDNER Hall | 227 | D2 | OBSERVATORY | 233 | C6 | SHERBROOKE, 688 |
| 231 | B4 | GELBER Law Library | 247 | D3 | du PARC, 3575 | 146 | B6 | SOLIN Hall (Lionel-Groulx Avenue) |
| 149 | A3 | HOSMER House | 244 | D3 | du PARC, 3625 | | | |
| 132 | A3 | HOSMER Annex | 248 | B5 | PEEL, 1555 (Les Cours Mont-Royal) | | | |
| 167 | B4 | HUGESSON House | 143 | B5 | PEEL, 3437 | | | |
| 112 | C4 | JAMES Administration Building | 191 | B5 | PEEL, 3459 | | | |
| 112 | C4 | JAMES Annex | 192 | B5 | PEEL, 3463 | | | |
| 150 | C4 | LEACOCK Building | 140 | B5 | PEEL, 3465 | | | |
| 119 | C5 | MAASS Chemistry Building | 136 | B5 | PEEL, 3475 | | | |
| 130 | C4 | MACDONALD Engineering Building | 151 | B4 | PEEL, 3479 | | | |
| 118 | C5 | MACDONALD-HARRINGTON Building | 213 | B4 | PEEL, 3483 | | | |
| 170 | C5 | MACDONALD STEWART Library Building | 187 | B4 | PEEL, 3487 | | | |
| 242 | B6 | MARTLET House | 145 | B4 | PEEL, 3491 | | | |
| | | | 138 | B4 | PEEL, 3495 | | | |
| | | | 230 | B4 | PEEL, 3505 | | | |
| | | | 194 | B4 | PEEL, 3647 | | | |
| | | | 137 | B4 | PEEL, 3661 | | | |
| | | | 166 | B3 | PEEL, 3674 | | | |

