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## Welcome to McGill!

With over 300 areas of study offered by 21 faculties and professional schools, we are Canada's leading teaching and research-intensive university.

Our strength lies in the quality of our students, faculty and staff; the depth and variety of our research and academic programs; the collegiality of life on our campuses; our international reputation for excellence; the loyalty and generosity of our alumni and friends; the beauty of our two campuses; and the dedication and support of our staff. We strive to create an atmosphere that challenges and inspires our outstanding students and faculty from all over the world to achieve their very best. We are committed to growing our strength in each of the core areas while enhancing our support for students and faculty.

We welcome you to join the McGill community during a period of unprecedented growth and renewal. We have begun our most ambitious building program in 100 years. All over our downtown campus new buildings are going up that directly benefit students, including the Trottier Building for engineering and computer science, the new Music Building for both performance and research in music, media, and technology, the Bellini Life Sciences Building and 740 Dr. Penfield. Each boasts new cutting-edge facilities that spires our orl;i. Penfield. Glinnovion



Apr. 9, Fri. and  
Apr.12, Mon.      HOLIDAY **EASTER.**

DATE	ACTIVITY CODE	ACTIVITY
Aug. 27, Fri.	<b>REG</b>	Deadline for cancellation of registration for the Fall term except Continuing Education. (Deposit is non-refundable for new students.)
Aug. 31, Tues.	THES	Registered students in 2003-2004 who have completed the residency in a thesis program and who submit their theses to GPSO (Thesis Office) on or before this date are not required to register for the 2004-2005 academic year. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, in writing, to delete their registration at the time of their thesis submission.
	<b>NOTE</b>	<b>Students should not expect to graduate in Fall 2004, but must graduate by Fall 2005 (at the latest), otherwise, they must be reinstated and will be charged retroactive registration fees for all unregistered sessions up to and including the term in which they graduate.</b>
<b>September 2004</b>		
Sept. 1, Wed.	<b>REG</b>	Deadline for new students to register without a late registration fee for all faculties and for returning students to register with a \$50 late fee (\$20 for Special students).
Sept. 1, Wed.	LEC	Lectures begin.
Sept. 2, Thurs. to Sept. 12, Sun.	<b>REG</b>	Late registration period with \$100 late registration fee for all faculties (\$25 late registration fee for Continuing Education students; \$40 for Special students).
Sept. 6, Mon.	HOLIDAY	<b>LABOUR DAY.</b> (Classes cancelled). Libraries closed. Administrative offices closed.
Sept. 7, Tues.	ORIENT	University Orientation for new graduate students in Thomson House, 3650 McTavish Street, either 10:30 - 11:30 a.m. or 5:00 - 6:00 p.m.
Sept. 8, Wed.	ORIENT	University Orientation for new Postdocs in Thomson House, 3650 McTavish Street, 5:30 - 6:30 p.m.
Sept. 12, Sun.	<b>REG</b>	Course Change (drop/add) deadline for Fall Term and first part of multi-term courses starting in September 2004.)

DATE	ACTIVITY CODE	ACTIVITY
Sept. 12, Sun.	<b>W</b>	Deadline for Web withdrawing (grade of "W") from multi-term courses that started in Summer 2004 (with fee refund for Fall Term). Please note that students in multi-term courses with course numbers ending in N1 and N2 (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 12 (with full refund for the fall term) by contacting their faculty Student Affairs Office.
Sept. 19, Sun.	<b>W/W--</b>	Deadline to web withdraw (grade of "W") with full refund (less \$100 minimum charge for returning students and less deposit for new students, in case of complete withdrawal from the University).
Sept. 24, 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.
<b>October 2004</b>		
Oct. 4, Mon.	THES	Deadline for submission of doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2005. Meeting this deadline does not guarantee a Winter graduation.
Oct. 10, Sun.	<b>W</b>	Deadline for web withdrawing (grade of "W") from Fall Term courses and Continuing Education Fall Term courses.
Oct. 11, Mon.	HOLIDAY	<b>THANKSGIVING DAY</b> (Classes cancelled). Libraries closed. Administrative offices closed. Continuing Education evening classes will be re-scheduled.
Oct. 14, Thurs. to Oct. 17, Sun.	EVENT	Homecoming 2004 (including Macdonald campus activities).
Oct. 16, Sat.	EVENT	Annual Homecoming, Macdonald Branch of the McGill Alumni Association (Macdonald campus).



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 undergraduate faculties and their Calendars should be consulted for further details.

**Graduate Diplomas are offered in:**

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

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

**Graduate Certificates are offered in:**

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

All graduate regulations apply to graduate diploma and certificate candidates.

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## **3 Programs Offered**

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### **3.1 Graduate Diplomas and Certificates**

Graduate diplomas and graduate certificates are programs of study under the academic supervision of the Graduate and Post-



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Music Technology  
 Musicology (Thesis and non-thesis)  
 Music Education (Thesis and non-thesis)  
 Theory (Thesis and non-thesis)

The M.Mus. may be taken in:

Composition  
 Performance (various options)  
 Sound Recording

Applicants to the Performance program are required to pass auditions in their speciality.

Prerequisites:

Bachelor of Music or Bachelor of Arts with concentration in the area selected for graduate study. See Music.

Mathematics (Thesis and non-thesis)  
 Computational Science and Engineering  
 Mechanical Engineering  
 Medical Radiation Physics  
 Medicine, Experimental  
 Bioethics  
 Microbiology and Immunology  
 Microbiology (Macdonald Campus)  
 Mining and Metallurgical Engineering  
 Neurological Sciences  
 Nursing  
 Otolaryngology  
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#### Master's Degrees in Nursing

Two types of Master's degrees are offered: Master of Science (Applied) and Master of Science (with thesis). These two-year programs are designed to prepare clinicians and researchers for the expanding function of nursing within the health care delivery system.

Prerequisites:

Preparation in nursing comparable to the Bachelor's degree offered at McGill and accomplishment and development as a nurse. A current nursing registration is required. Non-nurses holding a bachelor's degree comparable to a B.Sc. or B.A. program offered at McGill may be admitted to a Qualifying Program. See Nursing.

#### Master's Degrees in Religious Studies

A program leading to the degree of Sanctae Theologiae Magister (S.T.M.) is given in the Faculty of Religious Studies. This degree is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.

Prerequisites:

B.A. with specialization in religious studies or theology. See Religious Studies.

#### Master of Science Degree

Programs leading to the degree of Master of Science are provided in the following areas:

Agricultural Economics  
 Agricultural and Biosystems Engineering  
     Neotropical Environment  
 Anatomy and Cell Biology  
 Animal Science  
 Atmospheric and Oceanic Sciences  
     Computational Science and Engineering  
 Biochemistry  
     Chemical Biology  
 Biology  
     Neotropical Environment  
 Chemical Engineering  
 Chemistry  
     Chemical Biology  
 Civil Engineering and Applied Mechanics  
 Communication Sciences and Disorders  
 Computer Science (Thesis and non-thesis)  
     Computational Science and Engineering  
 Dental Science  
     Oral and Maxillofacial Surgery  
 Earth and Planetary Sciences  
 Entomology  
 Epidemiology and Biostatistics (Thesis and non-thesis)  
 Food Science and Agricultural Chemistry  
 Geography  
     Neotropical Environment  
 Genetic Counselling (Non-thesis)  
 Human Genetics  
 Human Nutrition  
 Kinesiology and Physical Education (Thesis and non-thesis)

Management, Political Science, Social Work, Sociology or Urban Planning, with adequate knowledge of quantitative techniques. See Urban Planning.

### 3.4 Doctoral Degrees Offered

#### Doctor of Civil Law Degree

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

Prerequisites:

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

#### Doctor of Music Degree

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

#### Doctor of Philosophy Degree

Programs leading to the degree of Doctor of Philosophy are offered in the following areas:

Agricultural and Biosystems Engineering  
Anatomy and Cell Biology  
Animal Science  
Anthropology  
Architecture  
Art History  
Atmospheric and Oceanic Sciences  
Biochemistry  
Biology  
Biomedical Engineering  
Chemical Engineering  
Chemistry  
Civil Engineering and Applied Mechanics  
Classics  
Communications  
Communication Sciences and Disorders  
Computer Science  
Counselling Psychology  
Earth and Planetary Sciences  
Economics  
Educational Psychology  
Electrical Engineering  
English  
Entomology  
Epidemiology and Biostatistics  
Food Science and Agricultural Chemistry  
French  
Geography  
German  
Hispanic Studies (Spanish)  
History  
Human Genetics  
Human Nutrition  
Islamic Studies  
Linguistics  
Management  
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 and Therapeutics  
Philosophy  
Physics  
Physiology  
Plant Science  
Political Science  
Psychology  
Rehabilitation Science  
Religious Studies  
Renewable Resources  
Russian  
Social Work  
Sociology  
Surgery, Experimental

The following joint Ph.D. programs are offered:

Nursing (McGill/Université de Montréal)  
Management (McGill/Concordia/H.E.C./UQAM)  
Social Work (McGill/Université de Montréal)

Prerequisites:

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

## 4 Program Requirements

### 4.1 Master's Degrees

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

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

- The following Master's Thesis programs have a minimum residence requirement of **three full-time terms**: M.Arch., M.A., M.C.L., M.Eng., LL.M., M.Mus. (**except** M.Mus. in Sound Recording), M.Sc., M.S.W.
- The following Master's programs have a **minimum** residence requirement of **four full-time terms**: M.L.I.S., M.Mus. in Sound Recording, M.U.P., M.A. (78 credits - Educational Psychology).
- The residence requirement for the Master's program in Education (M.Ed.), Library and Information Studies (M.L.I.S.), Religious Studies (S.T.M.), and students in part-time programs is determined on a per course basis. Residence requirements are fulfilled when students complete all course requirements in their respective programs.
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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 (GPSO) on the Nomination of Examiners form in accordance with the Calendar of Dates at the same time as the thesis is submitted.**

The list of examiners must be approved by the Department Chair, the supervisor 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 Graduate and Postdoctoral Studies Office. Under no circumstances should any student or department contact the external examiners. Guidelines and deadlines are available at [www.mcgill.ca/gps](http://www.mcgill.ca/gps).

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

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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 Record Examination or some similar test. High standing in this examination will not by itself guarantee admission. The Miller Analogies Test may be used similarly. Some departments of the Faculty of Education also require the taking of various tests.

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

## 5.3 Competency in English

Non-Canadian applicants to graduate studies whose mother tongue is not English and who have not completed an undergraduate degree from a recognized institution where English is the language of instruction must submit documented proof of competency in oral and written English. **Before acceptance**, appropriate exam results must be submitted directly from the TOEFL or IELTS Office. An institutional version of the TOEFL is not acceptable. Examples of appropriate exam results are: TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (or 213 on computer-based test), or IELTS (International English Language Testing Systems) with a minimum overall band of 6.5. Permanent Residents may be required to submit a TOEFL score. Applications will not be considered if a TOEFL or IELTS test result is not available.

## 5.4 Admission Requirements

Applicants should be graduates of a university of recognized reputation and hold a Bachelor's degree equivalent to a McGill degree in a subject closely related to the one selected for graduate work. This implies that about one-third of all undergraduate courses should have been devoted to the subject itself and another third to cognate subjects.

The applicant must present evidence of academic achievement: a minimum standing equivalent to a Cumulative Grade Point Average (CGPA) of 3.0 out of a possible 4.0 or a CGPA of 3.2/4.0 for the last two full-time academic years. High grades are expected in courses considered by the department to be preparatory to the graduate program.

Some departments impose additional requirements and even though the applicant may appear to satisfy the general requirements, the department may require the applicant to take additional courses.

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ment. The student shall undertake research under the joint supervision of both departments.

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

It is expected that half-time students will spend 50% of their time

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

*In exceptional cases*, admission to an *Ad Hoc* program (thesis) may be considered. Before the Graduate and Postdoctoral Studies Office will authorize the admission of a student into an *Ad Hoc* program, it must receive a favourable report from a departmental committee constituted to examine the program in question.

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

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

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### **5.11 Reinstatement and Admission of Former Students**

Students who have not been registered for a period of up to two years but who have not officially withdrawn from the University by submitting a signed Withdrawal Form to the Graduate and Postdoctoral Studies Office are eligible to be considered for reinstatement into their programs. The student's department must recommend, in writing, that the student be reinstated, stipulating any conditions for reinstatement that it deems appropriate. The final decision rests with the GPSO. Normally, the GPSO will approve the departmental recommendation. If the student's department chooses not to recommend reinstatement, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The Associate Dean's decision can be appealed to the Graduate Committee on Student Standing.

Reinstatement fees will be charged in addition to the fees due for the academic session into which the student has been reinstated. The amount of the reinstatement fees is the tuition portion of fees owed for all unregistered terms, up to a maximum of two years just prior to the term of reinstatement.

If an individual has not registered for a period of more than two years, their student file will be closed. These individuals and those who have formally withdrawn may be considered for admission. Applicants' admission applications will be considered as part of the current admission cycle, in competition with other people applying during that cycle and in accordance with current graduate admission procedures and policies.

Implementation: This procedure takes effect as of January 2004.

Revised Council of February 9, 2004.

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## **6 Regulations**

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### **6.1 Categories of Students**

#### **6.1.1 Full-time Students**

Full-time students are students with a registration status of full-time and paying full-time fees. Full-time Master's, Diploma and Certificate candidates must show a minimum of 12 credits per term on their record.

#### **6.1.2 Half-time Students (Thesis programs)**

In some departments, students are permitted to proceed towards a degree on a half-time basis, i.e., students are permitted to register half-time instead of full-time during sessions of residence.

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 Inter-University Transfer forms. These forms are available on-line at [www.mcgill.ca/students-information/transfers](http://www.mcgill.ca/students-information/transfers). 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. McGill University and Université de Montréal participate in an exchange (graduate) with the University of British Columbia and the University of Toronto.

As a rule, graduate students should not register for courses through Inter-university Transfers (IUT) during the last semester before graduation. There are considerable delays in receiving official transcripts which delay the degree audit process and graduation. If special departmental permission is given for such a course to be taken in the last semester, there will be no extension given for the grade submission deadline.

#### **6.1.8 Visiting Research Students**

Graduate students registered in a degree program at another university who wish to come to McGill to do **research only** may do so after acceptance by the GPSO. The department recommending admission must specify "**Visiting Research**" on the Decision Form. Visiting Research students are charged additional session fee rates and they may not register for courses.

#### **6.1.9 Non-Resident Status**

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

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

**Note:** Once the IUT application is approved by both the home and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. The method of registration of the host university will vary (e.g., web, in-person, phone etc.) The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution.

## 6.2 Registration

### 6.2.1 Registration for Fall and Winter Terms (including additional session and non-thesis extension students)

All returning and new graduate students must register on-line at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva), after completing a Minerva Course Selection Form and obtaining departmental approval.

Courses may be added until the end of the course change period without penalty.

#### Returning Students:

Returning students register via Minerva between Thursday, March 25 and Monday, August 2.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGNRCGR (the Registration Confirmation course) in both the Fall (CRN 3530) and Winter (CRN 3522) terms.**

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

#### Newly-Admitted Students:

New students entering in September 2004 register on Minerva between Tuesday, August 3 and Wednesday, September 1.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGNRCGR (the Registration Confirmation course) in both the Fall (CRN 3530) and Winter (CRN 3522) terms.**

New students entering in January 2005 register by Minerva between Friday, December 3 and Monday, January 3.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and register for REGNRCGR (the Registration Confirmation course) in the Winter (CRN 3522) term.**

**Students** must register (and pay fees) annually up to and including the term of graduation. Outstanding tuition fees must be paid **before** graduation. A graduate student registered in the Winter term who graduates in February will have their Winter registration and fees cancelled at the end of February.

**Exception:** A registered student in 2003-04, who has completed the residency in a thesis program, and who meets the August 31 thesis submission deadline to the GPSO (Thesis Office), does not need to register for the 2004-05 academic year. The student should not expect to graduate in Fall 2004, but **must graduate by Fall 2005 graduation at the latest**. Otherwise the student must be reinstated and will be charged retroactive registration fees for all unregistered sessions/terms up to and including the term in which they graduate. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, IN WRITING, to delete their registration at the time of their theses submission.

If the thesis is submitted after August 31, and the student graduates in February of the next year, he/she must register for the Fall

term and pay fees. The last term of registration will show the graduation narrative, i.e., Fall for February graduation, Winter for May/June graduation and Summer for October Graduation. If the thesis is submitted after August 31, and the student graduates in May/June of the next year, he/she must register for Fall and Winter terms and pay fees.

### 6.2.2 Fee Policies Related D 0.248-9.75 TD 0.2876 Tc -8 TD 0.216 Tu termregistre con4 nuTD 0768 Terms and pay f7d at the 381onfi



courses taken in the summer. **Registration for "summer studies" should not be confused with registration for a Summer term which has been discussed previously in section 6.2.3 "Summer Registration".**

Many summer courses have limited enrolment and students are advised to register for such courses as early as possible. Graduate students intending to register for restricted undergraduate courses **MUST COME IN PERSON** to the Graduate and Postdoctoral Studies Office 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](http://www.mcgill.ca/summer).

## 6.5 Change of Course

**Students who wish to add or drop courses from their programs after initial registration must do so via Minerva by the deadlines. Instructions and information on deadlines are available on the Web at [www.mcgill.ca/student-records](http://www.mcgill.ca/student-records) or from individual departments.** Neither notifying the course instructor nor discontinuing class attendance will suffice. Students paying tuition on a per course basis only, will receive appropriate refunds if they drop courses within the time limits specified in section 9.8.1 "Fee Refund Deadlines".

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.

## 6.6 Regulations Concerning Withdrawal

### 6.6.1 Course Withdrawal

Following the Course Change deadline there is a one-week period 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) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

#### Courses that begin in the Fall Term

Deadline for withdrawal (grade of 'W') with refund: September 19, 2004

Deadlines for withdrawal (grade of 'W') without refund:

- Single-term courses: October 10, 2004
- Multi-term courses: January 16, 2005

#### Courses that begin in the Winter Term

Deadline for withdrawal (grade of 'W') with refund: January 23, 2005

Deadline for withdrawal (grade of 'W') without refund:

- Single term courses: February 13, 2005
- Multi-term courses: May 15, 2005\*

\*Please note that students in multi-term courses with course numbers ending in N1 and N2 (begin in the winter, skip the summer, are completed in the subsequent Fall Term) may withdraw after May 15 and until the end of the Fall Term course change period by contacting GPSO.

#### Note:

- 1 The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal is entered on Minerva is the official date of withdrawal, even if the student stopped attending lectures earlier.
- 2 Fee refunds, if any, will be in accordance with section 9.8 "Fees and Withdrawal from the University".

### 6.6.2 University Withdrawal

Students who wish to withdraw from the University must complete a withdrawal form available in the student's department or at GPSO. The completed form must be submitted to GPSO.

### Student's responsibility

The responsibility for initiating University withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which the request for withdrawal is submitted to the Graduate and Postdoctoral Studies Office is the official date of withdrawal, even if the student stopped attending lectures earlier.

### Deadlines for University Withdrawal

All students who have accessed Minerva to register must officially withdraw within deadlines if they decide not to attend the Term(s) for which they have registered. See Withdrawal (W --) deadline dates in the Calendar of Dates.

### Consequences of University Withdrawal

Fee refunds, if any, for the term in which the student withdraws will be in accordance with section 9.8 "Fees and Withdrawal from the University".

Upon withdrawal, students are required to return their ID card to the University as stated in section 6.16 "Identification (ID) Cards". Students who withdraw from the University and wish to re-enroll in a subsequent term must follow the procedures for admission, see section 5.11 "Reinstatement and Admission of Former Students".

Students who withdraw during the Fall Term are considered withdrawn from the entire academic year, regardless of whether Winter Term courses are dropped. If they wish to return for the Winter Term, they must follow the procedures for admission.

## 6.7 Grading and Grade Point Averages (GPA)

### Classification of Marks:

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Beginning in the Fall term of 2002 all verification forms, transcripts and other documents show only letter grades for all subsequent terms.

Grades A through B- are termed satisfactory passes, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students must obtain grades of B- or better in courses used to fulfill program requirements.

Grades	Grade Points	Numerical Scale of Marks
A	4.0	85 - 100%
A-	3.7	80 - 84%
B+	3.3	75 - 79%
B	3.0	70 - 74%
B-	2.7	65 - 69%
F (Fail)	0	0 - 64%

Letter grades are assigned grade points according to the table shown above. A student's academic standing will be determined 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 even after the course is repeated or if a supplemental examination is taken.





The Code may also be obtained from the Office of the Dean of Students in the Brown Student Services Building.

McGill University values academic integrity, which is fundamental to achieving our mission of the advancement of learning. Therefore, all students must understand the issues associated with **academic integrity** (see [www.mcgill.ca/integrity/](http://www.mcgill.ca/integrity/) for more information).

Plagiarism in a thesis or a Ph.D. Comprehensive Examination contravenes McGill University's academic goals and standards. Consequently, any student found guilty of plagiarism under the Code of Student Conduct and Disciplinary Procedures (see the Handbook on Students Rights and Responsibilities available at [www.mcgill.ca/secretariat/documents/](http://www.mcgill.ca/secretariat/documents/)) in a thesis or a Ph.D. Comprehensive Examination may face very serious penalties, even

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

**Note:** This is the name that will appear on the student's diploma or certificate on graduation, and on the student's transcript.

### 6.18 Verification of Name

Students should verify the accuracy of their name on McGill's student records via Minerva and make any necessary corrections to formatting, e.g., upper/lower case letters, accents and spacing.

Students **cannot change the name** on their record via Minerva. Requests for such changes must be made by presenting official documents (see section 6.17 "Legal Name") in person at the Admissions, Recruitment and Registrar's Office.

### 6.19 E-mail Communication

E-mail is one of the official means of communication between McGill University and its students. All students are assigned a Uniform E-mail Address (UEA). They should view and verify their UEA on Minerva, under the Personal Information menu. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.

It is a violation for any user of official McGill e-mail addresses to impersonate a University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Computer User Conduct" and relevant federal and provincial legislation.

More information about e-mail procedures is available at [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). E-mail support is provided by ICS Customer Support. Please refer to see section 10.2 "Computing Facilities".

### 6.20 Updating Personal Information

It is important that all students keep their official records up to date, especially their mailing or student billing address as these are used by the University year round. If all addresses on file are invalid or incomplete, a student's mail will be held. Once the addresses are updated, future mail will be sent.

Students should update their addresses and/or telephone number using Minerva.

Students who are away from campus and do not have access to the Internet may make the changes by writing to the Student Affairs Office or to the Admissions, Recruitment and Registrar's Office. A written request must include the student's signature.

Changes requiring verification of official documents, e.g., change of name or citizenship or correction of birth date, must be reported to the Admissions, Recruitment and Registrar's Office as soon as possible. Such changes can only be made in person.

## 7 Student Services and Information

### 7.1 Fellowships, Awards and Assistantships

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

Telephone: (514) 398-3990

Fax: (514) 398-2626

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

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

The Fellowships and Awards Section of the Graduate and Postdoctoral Studies Office provides information on many sources of support for Canadian and non-Canadian students, both new to McGill and continuing. Further information on these and other sources of funding can be found various publications on the Fellowships and Awards web pages. The Graduate Fellowships and Awards Calendar lists all internal awards as well as numerous external awards. "Making Ends Meet" is a guide to successful strategies for funding graduate studies. The Tomlinson Fellowships are awarded to the most outstanding applicants at the following levels: Master's programs in disciplines housed in the Faculty of Science, doctoral programs in any discipline, and postdoctoral research in any discipline.

Applications for Tomlinson Postdoctoral Fellowships must reach the proposed academic department by the first Monday in November – please consult the Website for application guidelines and forms.

Tomlinson Master's and Doctoral Fellowships, as well as other entrance fellowships are awarded on the basis of the application for admission, upon nomination by academic departments – please contact the proposed academic department directly for further information. To be considered for a Tomlinson Master's or Doctoral Fellowship, the application for admission must reach the proposed academic department by the first Monday in January (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 2004 for funding in 2005-06) – please consult the Website for application guidelines and forms.

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.

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 authorities as well as the Student Aid Office. Information on governmental student aid and links to sites can be found on McGill's Financial Aid Website at [www.mcgill.ca/stuserv/aid/aid.htm](http://www.mcgill.ca/stuserv/aid/aid.htm).

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

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

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

#### McGill Financial Aid

The Student Aid Office also administers the University's need-based financial aid program, which includes short term loans to cover emergency situations, limited bursary assistance, and a Work Study program. All applicants for aid must first apply for the maximum government assistance for which they may be eligible. Applications should be directed to:







### 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 and Adjunct Professors may co-supervise. Professors (Special Category) may supervise or co-supervise students. In the case of supervision, the academic unit in question must ensure continuity of appropriate supervision of their graduate students.

### 2. Program

- i. Early in their program, students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Where relevant, students should also be informed early in their program of language requirements or comprehensive examinations. The guidelines, criteria and procedures for comprehensive examinations must be explicit and consistently applied in each program. Academic units should consider the rationale for language and comprehensive examinations and how they relate to the objectives of the graduate program.
- iv. Every effort should be taken to ensure that students choose, as soon as possible, realistic and appropriate areas of research commensurate with degree requirements.
- v. **There must be clear procedures established in every unit by which students receive guidance and constructive criticism on their progress on a regular basis through the program (e.g., regular meetings and/or E-mail communication with supervisors and committees, attendance at research seminars, semester or annual reviews of student progress). In addition to regular meetings between the student and supervisor or advisory/thesis committee, each unit must establish a procedure to provide feedback to thesis students regarding their research progress. At least annually, there must be a meeting between the student, supervisor and advisory/thesis committee or, in the case where there is no such advisory/thesis committee, there must be a meeting between the supervisor and a departmental representative, at which objectives for the upcoming year are established and the prior year's research progress recorded and evaluated. A written record of such meetings must include the signature of the student, supervisor, and the advisory/thesis committee member or a departmental representative, and this record must be retained in the student's departmental file. (The Graduate Student Research Objectives Report Form, the Graduate Student Research Progress Record, and the Graduate Student Research Progress Report Form are to be utilized to keep a record of these meetings.) In the case where the student does not make expected progress, the advisory or**

**thesis committee or, in the case where there is no such advisory or thesis committee, the student, supervisor and a departmental representative must meet at least once per semester for the subsequent twelve months to review progress and if appropriate to set new objectives. On the occasion of a second unsatisfactory progress report, the student may be required to withdraw from the program of study.**

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

### 3. Responsibilities

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

- i. Each unit should consider the availability of student support, research facilities, space and availability of potential supervisors in determining the number of students admitted into the program.
- ii. Some examples of the responsibilities of the graduate program director are to be knowledgeable about program require-

- ii. Graduate supervision should be recognized as an integral part of the academic responsibility of an academic unit and should be considered in the allocation of workload, as should the teaching of graduate courses.
- 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.*

## **8.2 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/](http://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. **Research progress tracking forms for Academic Units** is available at [www.mcgill.ca/gps/policies/revisions/](http://www.mcgill.ca/gps/policies/revisions/).

herent 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 Letter of Agreement for Postdoctoral Education should be drawn up and signed by the Postdoc, the supervisor, and the department head or delegate (see sample Letter of Agreement on the Web at

**8.4 Vacation Policy for Graduate Students and Postdocs**

Graduate students and Postdocs should normally be entitled to vacation leave equivalent to university holidays and an additional 0.5 weeks of leave per year.



## 8.7 Health and Parental/Familial Leave of Absence Policy

A leave of absence may be granted by the Graduate and Postdoctoral Studies Office for maternity or parenting (interpreted according to McGill's "Parental Leave Policy" for non-academic staff) reasons or for health reasons.

Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to the GPSO.

During a **leave of absence for parental or familial reasons**, a student will not be eligible to take courses but he/she may request and expect guidance on thesis and research work and will have free access to the University's academic facilities. Library services will continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath). In special circumstances, familial leave may be considered by the GPSO for a student when a close family member is ill.

During a **leave of absence for health reasons**, a student will not be eligible to request guidance on thesis and research work or to take courses. He/she will not have access to the University's academic facilities but Library services will normally continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath).

A medical certificate must accompany such leave requests.

(Council of FGSR - March 1999)

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

## 8.8 Failure Policy

Please refer to section 6.8 "Failure Policy", for information regarding the policy and procedures to follow in cases of failure.

# 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 2004.)**

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

## 9.1 Fee Information Booklet

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

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

## 9.2 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2004 session fees become accessible as of August 1st.

## 9.3 Tuition Fees

The University will charge the following tuition fees in 2004-05.

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

### Quebec Students

The 2004-05 tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit or \$1,668.30 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate; see section 9.4.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency" for details.

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

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and all interest charges at fees stated in the Quebec Canadian calendar for 2005 will not be waived.

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In accordance with provincial government requirements, stu-

- Record of Permanent Resident status in Canada (i.e. IMM1000 document/IMM 5292 and PR card - both sides) **and**
- b. if the information was not already provided at the time of application to McGill, a signed Permanent Code form available at [www.mcgill.ca/student-records/fees/permcode](http://www.mcgill.ca/student-records/fees/permcode), indicating the names of the student's father and mother, or a Permanent Code. Students can check if McGill has received their Permanent Code, after they have accepted the University offer of admission by viewing their unofficial transcript on Minerva. If the University has the Permanent Code on file it will be displayed at the top of the unofficial transcript, below their McGill ID.

#### 9.4.3 Residents of Quebec

New students who are citizens or Permanent Residents of Canada, and who qualify for the Quebec rate of tuition fees, must also provide proof of Québec residency in addition to the documents listed in the above section. There are two ways of establishing Québec residency status:

1. **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:
  - a. Student was born in Québec. **Documents:** Quebec birth or baptismal certificate (issued prior to Jan. 1st, 1994) with place of birth clearly shown, valid Canadian passport indicating Quebec as place of birth;
  - b. Student obtained Landed Immigrant status by virtue of a Certificate of Selection of Québec (CSQ). **Documents:** CSQ document, written confirmation from Immigration Quebec that a CSQ was issued;
  - c. 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. Document:** final Quebec high school transcript;
  - d. Student was approved for a Quebec loan for the current academic year. Document: Quebec loan certificate;
  - e. Student is a member of an aboriginal community of Quebec. Document: letter from a band council official, band membership card.
2. **With** an "Attestation of Residency in Quebec" form (available at [www.mcgill.ca/student-records/fees/poc](http://www.mcgill.ca/student-records/fees/poc)) where the student must qualify for one of the situations indicated on the form and send it, signed and dated, along with **all** the documents requested on the attestation. A copy of the guidelines (in French) as established by the Ministry of Education of Quebec (MEQ) may be obtained from their Website at the following address: [www.meq.gouv.qc.ca/ens-sup/FTP/rq-guide.pdf](http://www.meq.gouv.qc.ca/ens-sup/FTP/rq-guide.pdf). Students can check on Minerva to verify that their documents have been processed. Please allow approximately 15 working days to record receipt of your documentation.

#### 9.4.4 International Students

New students who are international students must provide:

- a. one of the following:
  - Study permit issued by Immigration Canada and Certificate of Acceptation of Québec (CAQ)
  - Convention Refugee status document

**and**

- b. if the information was not already provided at the time of application to McGill, a signed Permanent Code form available at [www.mcgill.ca/student-records/fees/permcode](http://www.mcgill.ca/student-records/fees/permcode), indicating the names of the student's father and mother, or a Permanent Code. Students can check if McGill has received their Permanent Code, after they have accepted the University's offer of admission by viewing their unofficial transcript on Minerva. If the University has the Permanent Code on file it will be displayed at the top of the unofficial transcript, below their McGill ID.

Mail or fax copies of documents prior to arrival on campus. The student's McGill ID number and contact information must show clearly on all documentation, and be mailed or faxed prior to arrival on campus. If McGill has not received this information prior

to arrival, ID cards will not be issued and the student will be assessed international fees.

Mail or fax to:

Admissions, Recruitment and Registrar's Office, James Administration Bldg., Government Reporting Unit,  
845 Sherbrooke Street West, 2nd floor  
Montréal, QC, H3A 2T5  
Canada

Fax: (514) 398-8939

For questions, **please e-mail [que-can@mcgill.ca](mailto:que-can@mcgill.ca)** or phone (514) 398-2224.

#### 9.4.5 No Retroactivity

The Student Accounts Office will send students a fee statement based on the citizenship information and documentation on file at the time the statement is issued. If the appropriate proof required to support a citizenship or Quebec residency status is not received by the fee deadline indicated on the statement, students will be billed at the international rate of tuition. Late payment and interest charges may be incurred on the unpaid balance. Students who submit their proof of status after the payment deadline indicated will have the international supplement waived, but will be responsible for the late payment and interest charged to their account. Students should note that all documentation must be received by the end of the last day of classes of a current term to take e







**CERTAIN SPECIAL PROGRAMS CHARGE DIFFERENTIAL FEE**

## 10 Libraries and Computing Facilities

### 10.1 Libraries

All registered students have access to the McGill University Library system. This comprises 14 libraries, one reading room, the Division of Rare Books and Special Collections, and a number of affiliated collections in various specialized departments. MUSE, the on-line catalogue, is available in the libraries and remotely to search for print and electronic resources in the McGill Libraries. The Library Website can be accessed at [www.library.mcgill.ca](http://www.library.mcgill.ca).

The acquisition of digitized information as a growing adjunct to traditional collections and the digitization of unique McGill collections form two important features of the virtual McGill Library. McGill Libraries' electronic databases may be queried on computer workstations in any library or – in many instances – searched from remote computers. The Library has around 600 databases currently available, including numeric databases and indexing and abstracting services. The Library also subscribes to approximately 10,000 full-text journals, both from publishers such as Oxford University Press, Elsevier Science-Direct, Wiley InterScience, Kluwer On-line, and Blackwell Synergy and from journal vendors and aggregators such as JSTOR, Project MUSE, Dow Jones Interactive, Lexis-Nexis, and IEEE. The numbers are rapidly growing.

The Humanities and Social Sciences Area Library located in the McLennan and Redpath Library Buildings is the largest library. There are separate libraries for law, health sciences, and physical sciences and engineering, as well as specialized libraries in various fields. In addition, the Macdonald Campus Library (agriculture, food science and environmental sciences) is located 20 km from the Downtown Campus.

Students registered for Master's and Ph.D. programs may obtain borrowing privileges for most Canadian university libraries upon presentation of their McGill University identification card when it clearly indicates their status, and a CREPUQ introduction card, available from the Office of the Director of Libraries.

### 10.2 Computing Facilities

#### 10.2.1 IST Customer Services (ICS)

McGill ICS provides technical support for the following student services: E-mail, Dialup Access Service (DAS), Virtual Private Network (VPN), REZ Voice and Data Service (post-installation), Wireless Network and WebCT.

They may be reached on-line via the Virtual Help Desk at [www.mcgill.ca/ics/vhd](http://www.mcgill.ca/ics/vhd) or by phone at (514) 398-3398, or in person at Burnside Hall in room 112.

#### 10.2.2 Network and Communications Services (NCS)

McGill NCS provides data services including access to Local Area Networks (LANs), the Internet, e-mail, McGill central systems, and the McGill University Website - all from virtually anywhere on campus (wired or wireless) and remotely. They also provide voice service (with long distance and voice mail) to students in McGill Residences. The Website at [www.mcgill.ca/ncs](http://www.mcgill.ca/ncs) lists products and services offered by McGill NCS.

#### 10.2.3 WebCT

WebCT is McGill's on-line course management system.

WebCT is used in a large number of McGill courses. Currently most of them are taught in a hybrid fashion with WebCT serving as

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 be used and research should be conducted with due consideration for all University policies on research ethics. In addition to this Policy, these latter include policies set out in existing university regulations or guidelines, such as the Regulations on Research Policy, Policy on Intellectual Property, Regulations Governing Conflicts of Interest in Proprietary Research, the Policy on Ethical Conduct of Research involving Human Subjects, and the Guidelines for Research with Animal Subjects.

The primary responsibility for the selection and conduct of research rests with the individuals performing the research. In the case of collaborative or team research, the research director or principal investigator is obliged to ensure that the members of the research team or group are aware of the contents of this Policy and of other applicable ethical norms governing the conduct of the research. In such cases, the research director or principal investigator should take all reasonable measures to ensure that the provisions of this Policy are complied with by the members of the research team. In the case of research conducted by students for academic credit, the instructor, supervisor or research director, as the case may be, in a.270d2ch projects shouby studase f thor hunder

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## 6. Duties Where Research with Human and Animal Subjects is Concerned

### (a) Human Subjects

All research involving human subjects must be conducted in a 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 Research Involving Human Subjects and the University.

### (b) Animal Research

All animal research must be conducted in compliance with the guidelines of the Canadian Council on Animal Care (CCAC) and the University.

## 7. Collaborative Research

### (a) Attribution of Authorship and Copyright Ownership

Research collaborators should establish as early as possible, how the attribution of authorship and how the allocation of copyright are to be divided between them.

#### (i) Attribution of Authorship:

In the absence of an agreement between the researchers, the following rules governing the attribution of authorship apply:

- authorship is attributed to all those persons who have made significant scholarly contributions to the work and who share responsibility and accountability for the results;
- an administrative relationship to the investigation does not of itself qualify a person for co-authorship;
- the order of the names in a publication is decided according to the quality of the contribution, the extent of the responsibility and accountability for the results, and the custom of the discipline.
- the attribution of authorship is not affected by whether researchers were paid for their contributions or by their employment status;

#### (ii) Duties of the Principal Author:

In the absence of an agreement between the researchers, where there are co-authors, the following further rules apply:

- the author who submits a manuscript for publication accepts the responsibility of having included as co-authors all persons who are entitled to co-authorship, and none who are inappropriate;
- the submitting author should send each co-author a draft copy of the manuscript and should make a reasonable attempt to obtain consent to co-authorship, including the order of names; and
- other contributions should be indicated in a footnote or an "Acknowledgements" section, in accordance with the standards of the discipline and the publisher.

#### (iii) Ownership of copyright:

In the absence of an agreement between the researchers, the allocation of copyright is governed by university policy and the law.

### (b) Student-Professor Collaborations

The rules in (a) apply to the case where the collaborators are professor and student. Further to those rules, a student should be granted due prominence on a list of co-authors of any multiple-authored article that is based primarily on the student's own dissertation/thesis, according to the practice in the discipline.

### (c) University-Private Sector Research

Reference is made to existing university regulations in "Regulations, Policy and Guidelines: A Handbook for Academic Staff", Chapter 6 "Regulations on Research Policy", Chapter 8 "Policy on Intellectual Property" and Chapter 9 "Regulations Governing Conflicts of Interest in Proprietary Research".

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

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

## 8. Data

### (a) Definition of Data

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

### (b) Authorship and Copyright Data

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

### (c) Gathering of Data

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

### (d) Availability of Data

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

### (e) Maintenance of Data

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

## 9. Disputes Between Co-Researchers

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

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

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

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

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

If the dispute is between individuals working under a principal investigator(s), the principal investigator shall investigate and attempt to resolve the matter. If the principal investigator is involved in the dispute, the Head(s) [i.e., Chair(s), Director(s), etc.] of the Department(s) or academic unit(s) concerned shall investigate and attempt to resolve the matter. If any party involved in the dispute should object to the investigation of a Head, or if a Head is directly involved in the dispute or allegation of misconduct, the Dean of the appropriate Faculty, School or academic unit and/or the Vice-Principal (Research) shall be informed and shall either investigate the dispute and attempt to resolve it or nominate a senior academic staff member, acceptable to the parties, to act as investigator, who shall attempt to resolve the matter.

## 10. Disciplinary Action and Grievance

Any allegation of misconduct under this Policy made against a non-student member of the University, shall be dealt with in accordance with the disciplinary procedures generally applicable to that person. For the purposes of those procedures, misconduct under this Policy is a matter subject to discipline pursuant to those procedures. Any allegation of misconduct under this Policy made against a student shall be dealt with in accordance with the proce-

dures established under the Senate Code on Student Conduct and Disciplinary Procedures, and, for the purposes of that Code, misconduct under this Policy is an academic offence.

*Approved by Senate, March 22, 1995.*

*Approved by Board of Governors, May 29, 1995*

## 11.2 Regulations on Research Policy

### Preamble

Research in the University is relevant for the general benefits of society, as well as for specific intellectual purposes. It should be used to increase knowledge in ways that do not harm society. Furthermore, all teaching in the University should have a base in the creative experience of scholarly and scientific inquiry.

The University recognizes that research flourishes only in a climate of academic freedom. Since the conditions for good research in our many disciplines are quite different, individual investigators are normally expected to assume direct responsibility for the intellectual and ethical quality of the work. A serious responsibility rests on the individual members of the Community who are best equipped through special knowledge to remain aware of the consequences of their research activity; the researcher must balance the possibility of harmful application against potential benefits.

The present Regulations cover all research activity.

A gift is a voluntary transfer of property without valuable consideration or benefit of any kind to the donor, or to anyone designated by the donor. While a donor cannot impose obligations upon the University, the gift may be restricted as to its use. It may lead to the issuance of an official donation receipt for income tax purposes, at the request of the donor.

A research contract is an agreement between a sponsor and the University in which the University and researcher(s) agree to perform a specified research project and which generally confers upon the sponsor rights to the results of that project. Title to any intellectual property arising is negotiated. The University will normally be compensated for the assignment of licences or other options. A default on the part of the University or researcher to perform the obligations undertaken may give rise to a liability for contractual breach. A research contract is a business transaction, hence all direct and indirect costs of the University, including the salaries of researchers, may be charged to the sponsor. To the extent that the Dean of the Faculty considers the research activity to be beyond the scope of normal research duties, researchers may earn honoraria apart from regular salary, under the terms of the research contract. Such remuneration and research activity should conform to the University policies on consulting.

A research grant given in aid of research through the University is financial support for a researcher, conducting research in a particular subject area, without formal detailed stipulation as to the direction of such research. The research conducted forms part of the staff member's regular research duties and is not normally the object of any additional compensation to the researcher. Title to the results of the research activity, including intellectual property, licensing or other related options is not vested in the grantor. A research grant does not generate enforceable obligations except as to the management of the funds for grant purposes and, where applicable, according to the grantor's guidelines or policies. A research grant has no limitations on publication and no requirements as to deliverables other than reporting and financial stipulations. A research grant usually covers direct costs, while indirect costs should be recovered whenever possible.

### Regulations

1. The University does not allow its staff or students to be engaged in secret research on University premises or using University facilities.
2. Certain kinds of research data in the custody of governments and other agencies are restricted in order to protect the privacy of individuals or private corporations. If the restriction is not such as to prevent the eventual use of the research undertaken by students or staff members for theses or publications, these restrictions are permissible. Such restrictions, as they relate to the use of research undertaken by students or staff members

for theses or publications, should not exceed the delays set out in Regulation 3.

3. The University shall not accept requests from outside bodies for delays in publication in excess of one year. The Vice-Principal (Research), however, shall have the right to agree to requests for delays up to two years in exceptional cases, for example, when patents are pending or intended. In the case of theses, the student shall agree in writing to such a delay before the request is considered.
4. All research contracts shall be negotiated by one of the University's Research units reporting to the Vice-Principal (Research), in association with the principal investigator.
5. Neither the name of the University nor that of any member of staff shall be used for publicity in connection with a research contract without the prior written approval of the Vice-Principal (Research).
6. Titles to intellectual property arising out of a contract, the obligations and abilities of different parties to seek patents, and the payment of associated royalties, shall be defined by the terms of the contract signed by the University, following negotiation by the Office of Technology Transfer.
7. Existing University Regulations on Conflicts of Interest in Proprietary Research shall apply to research arising out of research contracts.
8. No one may use University premises, or publications under its control or jurisdiction, to recruit in any manner a member of the University community as a participant in medical testing or in clinical trials involving human subjects related to non-University research projects.
9. A research director or principal investigator shall not employ a relative, whether by blood, marriage, or union, in a position funded by his or her research grant, contract, or otherwise under his or her jurisdiction, without prior written approval of the Vice-Principal (Research) 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) 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) 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 to approve these contracts.
12. The Vice-Principal (Research) shall report to Senate, two years from their date of implementation, with respect to the general workings of the procedures and provide a summary of the decisions made.

*Received by Senate, February 26, 1986, Minute 59*

*Approved by the Board of Governors, March 17, 1986, Minute 6053*

*Amendments Approved:*

*Board of Governors, September 15, 1986, Minute 6108 (Art. 8)*

*Board of Governors, October 20, 1986, Minute 6128 (Art. 9)*

*Amendments received by Senate, February 10, 1988, Minute 84 (Art. 10, 11 & 12)*

*Amendments approved:*

*Board of Governors, February 15, 1988, Minute 6323 (Art. 10, 11, & 12)*

### 11.3 Policy on Student Involvement in Research

The following policy relates specifically to undergraduate and graduate students who are engaged in research as part of their university programs. Some sections also apply to those cases where an investigator enlists the services of an inexperienced person as assistant, technician, trainee, etc. in connection with a research project.

#### Health and Safety

- 1) It is the responsibility of the investigator to implement all possible measures that will ensure the health and safety of his/her research colleagues. Such measures include:
  - a) Strict adherence to the safety procedures set forth in the regulations of the building in which the research is being carried out.
  - b) Careful training of all new personnel in the correct usage of equipment and materials.
  - c) Provision of adequate protective clothing, first aid kits, etc. and their regular inspection.
  - d) Clear precautionary labelling of containers of hazardous materials.
- 2) Students, especially undergraduates, tend to have only temporary involvement with a research project and may be absent during routine safety drills. Particularly attention should be given to the instruction of each beginning student. Solitary work in a laboratory containing potential hazards should be strongly discouraged. Research projects shall avoid a requirement for solitary after-hours work.
- 3) Where research projects involve the use of specially hazardous materials (e.g. radioactive, carcinogenic or poisonous chemicals) departments shall ensure that students have signed a statement that they have received and read appropriate health and safety information and shall forward such statements to the Building Director. [Refer to McGill University Manual of Radiation Safety, June 1984.]
- 4) In cases of emergency, both staff and students are required to follow instructions issued by the Building Director or delegate.

#### Academic Considerations

- 1) When a student assists in a research project, a clear distinction should be made between work for which the student is paid, and research training which contributes to the student's academic program.
- 2) As a general rule, paid work should not be considered eligible for credit towards an undergraduate course. In some departments, different arrangements have traditionally been held; in such departments open discussion should ensure that one policy is applied uniformly throughout the department and disseminated to students.
- 3) When a graduate student is assigned a salary or partial support by the investigator (e.g. from an operating grant or similar fund controlled by the investigator) a clear agreement should be made as to the duties expected of the student in conjunction with the investigator's own research project vis-à-vis the work contributing to the student's thesis.

#### Secrecy

- 1) When a student begins working with an investigator who may be funded in whole or in part by contracts, consulting agreements or grants from outside agencies, a clear agreement should be made at the outset as to the accessibility of research findings for publication.
 

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

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

#### Proprietary Research\*

\*Section 8, 9 & 10 of the Regulations Governing Conflict of Interest in Proprietary Research, November 1985.

- 1) 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.
- 2) Members intending to acquire an economic interest in an enterprise shall inform all students who may be affected by their actions at the earliest possible date. Students shall immediately be free to seek the advice of the departmental Chair, the Dean of the Faculty, or the Dean of Graduate and Postdoctoral Studies.
- 3) Where students are employed by such enterprise, the member having an interest therein shall ensure that students who have already done substantial work under their academic supervisor shall be able to continue in their chosen area of research. Where it is possible to differentiate between the project of the thesis student and that of the enterprise in such a way that the student may continue the thesis project unhampered, the Dean of Graduate and Postdoctoral Studies shall arrange for the appointment of a co-supervisor unconnected with the enterprise.

#### Responsibilities of the Student

Academic freedom brings responsibilities to students and staff alike. Students should realise that the good name and research reputation of the University and its professors rests in large measure upon the quality of research done by its students. Students, as members of the University, have the responsibility to follow the principles set out in the University Research Policy and in the regulations of the Graduate and Postdoctoral Studies Office.

#### Responsibilities of the University

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

### 11.4 Guidelines for Research Involving Human Subjects

All research projects involving the use of human subjects conducted at or under the auspices of McGill University require ethics review and approval by a McGill Research Ethics Board (REB) or an REB of a McGill affiliated hospital or an REB recognized by a formal agreement with the University, before the research may begin. There are five University Research Ethics boards: Faculty of Medicine, Faculty of Agricultural and Environmental Sciences, Faculty of Education, and two University committees (REB I and REB II). The following excerpt from the Tri-Council Policy Statement: *Ethical Conduct of Research Involving Humans* indicates the range of research projects or instances that should be



reviewed by the REB: whether the research is conducted by staff or by students; whether the research is funded or not; whether the funding is internal or external; whether the subjects are from inside or outside the institution; whether the subjects are paid or unpaid; whether the research is conducted inside or outside Canada; whether the research is conducted inside or outside the institution; whether the research is conducted in person or remotely (e.g., by mail, electronic mail, World Wide Web, fax or telephone); whether the information is collected directly from subjects or from existing records not in the public domain; whether the research is to be published or not; whether the focus of the research is the subject; whether the research is observational, experimental, correlational or descriptive; whether a similar project has been approved elsewhere or not; whether the research is a pilot study or a fully developed project; whether the research is to acquire basic or applied knowledge; and whether the research is primarily for teaching or training purposes or whether the primary purpose is the acquisition of knowledge. There are five University Research Ethics Boards: Faculty of Medicine, Faculty of Agricultural and Environmental Sciences, Faculty of Education, and two University committees (REB I and REB II).

The following excerpt from the Tri-Council Policy Statement indicates the range of research projects or instances that should be reviewed by the REB:

whether the research is conducted by staff or by students;  
 whether the research is funded or not;  
 whether the funding is internal or external;  
 whether the subjects are from inside or outside the institution;  
 whether the subjects are paid or unpaid;  
 whether the research is conducted inside or outside Canada;  
 whether the research is conducted inside or outside the institution;  
 whether the research is conducted in person or remotely (e.g., by mail, electronic mail, World Wide Web, fax or telephone);  
 whether the information is collected directly from subjects or from existing records not in the public domain;  
 whether the research is to be published or not;  
 whether the focus of the research is the subject;  
 whether the research is observational, experimental, co-relational or descriptive;  
 whether a similar project has been approved elsewhere or not;  
 whether the research is a pilot study or a fully developed project;  
 whether the research is to acquire basic or applied knowledge; and  
 whether the research is primarily for teaching or training purposes or whether the primary purpose is the acquisition of knowledge.

Ethics approval must be renewed on an annual basis. All McGill members must be familiar with the McGill Policy on the Ethical Conduct of Research Involving Human Subjects which articulates the administrative structures, procedures and requirements for the ethical review of human subject research at McGill University. This document and further information on McGill Research Ethics Boards and their submission requirements can be found at [www.mcgill.ca/rgo/ethics/human](http://www.mcgill.ca/rgo/ethics/human). For further information please contact the Research Ethics Officer at (514) 398-6831.

## 11.5 Guidelines for Research with Animal Subjects

### A. Policies

#### 1. The University Animal Care Committee (UACC)

The University Animal Care Committee is the University body responsible for ensuring the humane care and use of animals in research and teaching. The UACC is responsible for ensuring University-wide understanding of, and compliance with, the applicable requirements concerning the procurement, care and use of animals at McGill University and its affiliated institutions.

The University Animal Care Committee reports to the Vice-Principal (Research).

The major responsibilities of this committee are:

- a) to ensure that all animal care and use at the University and affiliated institutions is carried out in accordance with the policies and guidelines of the Canadian Council on Animal Care and McGill University.

- b) to establish policies and procedures to ensure that no research, teaching or testing involving animals (including field studies) commences without prior approval by a Facility Animal Care Committee. Animal use protocols are reviewed and approved by Facility Animal Care Committees on an annual basis with particular emphasis on the ethics of animal investigation. All teaching projects, and those categorized as "Pain and Discomfort" 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 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 two months 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. Note that animal use theory and practical training is now mandatory for all personnel involved in a project using live animals.

The Animal Use Protocol form can be obtained at [www.mcgill.ca/gps/rgo/animal/forms](http://www.mcgill.ca/gps/rgo/animal/forms). For further information on forms, training courses, standard operating procedures, policy and regulations, consult the UACC Web site at [www.mcgill.ca/rgo/animal/](http://www.mcgill.ca/rgo/animal/) or, contact the Research Ethics Officer (Animal Studies) at (514) 398-2837.

### C. Animal Resources Centre

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## 11.6 Policy on Intellectual Property

### 1. Principles and Objectives

CONFIDENTIAL - For internal use only. This document is for internal use only. It is not to be distributed outside the organization. It is the property of the organization and is to be kept confidential. It is not to be used for any other purpose. It is to be kept secure and not to be shared with anyone outside the organization. It is to be kept up to date and reviewed regularly. It is to be kept in a secure location and not to be accessible to anyone who does not need to know it. It is to be kept for as long as it is needed and then to be destroyed. It is to be kept in a secure location and not to be accessible to anyone who does not need to know it. It is to be kept for as long as it is needed and then to be destroyed.



- 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), 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.

**6.2 Decision of Inventors:**

Inventors are not obliged to seek commercial development of their work, and the University will respect the decision of the Inventor not to commercialize his or her Invention or Software. Unless the Software is owned by a third party pursuant to section 5.5(a) or (b), or by the University pursuant to section 5.5 (j), Inventors of Software are free to license or distribute it without profit, or to put it in the public domain so that it is easily accessible, as long as their plan to disseminate such Software is in accordance with guidelines developed, and from time to time updated by the Senate Committee on Technology Transfer for that purpose.

**6.3 Preliminary Review of the Decision to Disclose Software. Uput it in Comabtribisclore. Unless t20 7.5 Tfght268**

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ering the distribution of each Inventor's share of the Net Income. The Lead Inventor is responsible for the identification of all Inventors, including students.

**9.4 Founders:**

A Founder of a spin-off company may receive equity (shares or options) over and above his or her share of Net Revenues as an Inventor under this policy.

**9.5**

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opportunity to make representations and shall render a decision within 15 working days of its constitution, unless the parties consent in writing to a longer delay.

**11.9 Advisors:**

A party to the appeal has the right to be assisted by a member of the University community who has agreed to act in an advisory capacity to that party. The advisor shall receive no remuneration for acting as an advisor.

**11.10 No Further Appeal:**

The decision of the Subcommittee shall be final and binding upon all parties.

**11.11 Reports:**

The Intellectual Property Appeals Committee shall report annually to Senate on the administration of the procedures described here.

**12.**





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 available on the Web at [www.mcgill.ca/research-policies/sponsored](http://www.mcgill.ca/research-policies/sponsored) or contact the Office of the Vice-Principal (Research) at (514) 398-3991.

### 11.10 Research Grants Office (RGO)

The Research Grants Office is a centralized office that acts as liaison between McGill researchers and the external granting agencies/sponsors. RGO is responsible for making information on sources of funding available to the research community at large; assisting principal investigators in identifying research funding opportunities; maintaining and expanding the GENIUS database of research expertise at McGill and its affiliated hospitals; assisting faculty in the preparation and transmittal of applications; assuring compliance by the University with sponsors' policies and requirements; interpreting for faculty the regulations of the granting agencies; clarifying University policies and procedures for faculty and sponsors; and negotiating the terms and conditions of awards, whenever required.

The Research Grants Office authorizes the Research and Restricted Funds Office to open, renew and revise all internal and external research grant accounts, after verification that all required information is on file and complies with the University and Agency policies, regulations and procedures. RGO is also responsible for preparing the annual SIRU report on research funding on campus and at the affiliated hospitals for reimbursement of indirect costs from the Quebec Government. The Office is also responsible for producing annual research statistics for the University, granting agencies, government officials, etc.

It also administers all Internal Research Grants Programs of the Office of the Vice-Principal (Research).

Research Grants Office, James Administration Building, 4th Floor,  
Telephone: (514) 398-3996  
Fax: (514) 398-4853  
E-mail: [info.rgo@staff.mcgill.ca](mailto:info.rgo@staff.mcgill.ca)  
Website: [www.mcgill.ca/rgo](http://www.mcgill.ca/rgo)

### 11.11 Office of Technology Transfer (OTT)

The Office of Technology Transfer provides liaison and administrative services to researchers at McGill University and its affiliated hospitals. OTT is charged with the administration and management of research contracts and Intellectual Property, including its early-stage protection and commercialization. OTT actively promotes and supports mutually advantageous commercial and research relations between McGill researchers and industry, government, and other organizations, both nationally and internationally. The Technology Transfer Officers at OTT are highly-educated professionals who are ready to assist McGill researchers with all aspects of technology transfer. Many are Ph.D.'s with extensive backgrounds in both research and the world of business. OTT's services are focused in three major areas.

#### 1. Research Contracts

OTT assists in negotiation and monitoring of contractual arrangements with government, private industry, and non-profit organizations. It assures that existing guidelines, principles, and policies (established by contracting agencies, and the McGill Senate and Board of Governors) are followed. Researchers should contact OTT while drafting their research proposals to ensure that budgetary requests include all legitimate cost items and are consistent with existing overhead rates. Consult the OTT website, particularly "FAQS", "Services", and "University policies".

#### 2. Protection of Intellectual Property

According to McGill's policy, researchers should promptly disclose any invention where commercial potential is contemplated. When a Report of Invention is disclosed to OTT, it conducts an assessment of the invention's commercial value. In consultation with the

researcher, OTT decides whether protection through patent or copyright is warranted. OTT develops a commercialization plan in collaboration with the researcher, indicating all steps involved in the protection process.

#### 3. Commercialization of Intellectual Property

OTT promotes technology transfer and the commercialization of innovations and inventions that have promising potential. It also assists entrepreneurial researchers through licensing and contract arrangements with industry. In carrying out its mandate, OTT follows the procedures outlined in the McGill Intellectual Property Policy.

OTT services are available to researchers (academic, non-academic, and students) in all areas of the University and its affiliated hospitals. The main office is located at 3550 University Street. In addition, field offices are located in the affiliated hospitals and on both campuses.

Telephone: (514) 398-4200  
Website: [www.mcgill.ca/ott](http://www.mcgill.ca/ott)

Fax: (514) 398-1482

### 11.12 Office of International Research (OIR)

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

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

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

OIR approves the submission of grant applications to international funding bodies. In the case of contracts and research agreements, it will ensure the project meets University requirements and regulations and will obtain the necessary signatures. Once an award has been granted and successfully negotiated, OIR will open an account for the project, monitor reporting requirements, and liaise with the funding agency.

Office of International Research, 3550 University Street,  
Telephone: (514) 398-4197 Fax: (514) 398-6878  
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### 11.13 Postdocs

Postdocs are recent M.D. or Ph.D. graduates engaged by a member of the University's academic staff, including Adjunct Professors, to assist him/her in research.

Postdocs must be appointed by their department and registered at the Graduate and Postdoctoral Studies Office in order to have access to university facilities including libraries, computer facilities, etc.

See section 8.3 "Guidelines and Policy for Academic Units on Postdoctoral Education".

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### 11.14 Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies.

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### 11.15 Academic Trainees

Academic Trainees are persons working, for or without remuneration, to perfect their skills.

Academic Trainees are invited by the University to conduct their activities on campus under academic supervision, and are typically from industry or on an exchange.

"Academic Trainee" is not a work or employee classification; rather it is closer to "stagiaire" in French, a person who is carrying out a "practicum". Academic Trainees are not registered as students, postdocs or graduate students at McGill or elsewhere, but are pursuing further training in their field of expertise. They may not be given other duties/positions at McGill during this period.

Academic Trainees must normally provide proof of an existing

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are "stagiaire" de France, is a student from France who has not

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## 13 McGill Macdonald Campus Map



— NOTES —





