



## **McGill School of Environment (Graduate)**



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This publication provides guidance to prospects, applicants, students, faculty and staff.

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- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at [https://banweb.mcgill.ca/pban1/bwckschd.p\\_disp\\_dyn\\_sched](https://banweb.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched) for the most up-to-date information on whether a course is offered.
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**Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.**

*Publication Information*

Published by

**Enrolment Services**

McGill University  
3415 McTavish Street  
Montreal, Quebec, H3A 1Y1  
Canada

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## 1 Dean's Welcome

To Graduate Students and Postdoctoral Fellows:

I am extremely pleased to welcome you to McGill University. With over 250 doctoral and master's degree programs, McGill is committed to providing world-class graduate education and postdoctoral training in a full range of academic disciplines and professions. Graduate and Postdoctoral Studies (GPS) provides strategic leadership and works in collaboration with the Faculties and other administrative and academic units to deliver the very highest level of teaching and research across the University. GPS is responsible for the admission and registration of graduate students, disbursing graduate fellowships, supporting postdoctoral fellows, and facilitating the graduation process, including the examination of theses.

As a student-centred research institution, McGill places singular importance upon the quality of graduate education and postdoctoral training. As Associate Provost (Graduate Education), as well as Dean of Graduate and Postdoctoral Studies, I work closely with the central administration, Faculties, graduate students, professors, researchers, postdoctoral fellows, and staff to enhance the graduate and postdoctoral experience and provide a supportive, stimulating, and enriching academic environment.

McGill is ranked as one of Canada's most intensive research universities and among the world's top 25. We recognize that these successes come not only from our outstanding faculty members, but also from the quality of our graduate students and postdoctoral fellows - a community into which we are very happy to welcome you.

I invite you to join us in advancing this heritage of excellence at McGill.

*Martin Kreiswirth, Ph.D.*

*Associate Provost (Graduate Education)*

*Dean, Graduate and Postdoctoral Studies*

## 2 Graduate and Postdoctoral Studies

### 2.1 Administrative Officers

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	<b>Associate Provost (Graduate Education) and Dean (Graduate and Postdoctoral Studies)</b>
Heather Durham; M.Sc.(W. Ont.), Ph.D.(Alta.)	<b>Associate Dean (Graduate and Postdoctoral Studies) (until Sept. 2011)</b>
Meyer Nahon; B.Sc.(Qu.), M.Sc.(Tor.), Ph.D.(McG.), Eng.	<b>Associate Dean (Graduate and Postdoctoral Studies)</b>
Lisa deMena Travis; B.A.(Yale), Ph.D.(MIT)	<b>Associate Dean (Graduate and Postdoctoral Studies) (as of Sept. 2011)</b>
Shari Baum; B.A.(C'neil), M.Sc.(Vermont), Ph.D.(Brown)	<b>Associate Dean (Graduate and Postdoctoral Studies)</b>
Charlotte E. Légaré; B.Sc.(Montr.), M.Sc.(Sher.), M.B.A.(McG.)	<b>Director (Graduate and Postdoctoral Affairs)</b>
Lissa B. Matyas; B.F.A., M.Sc.(C'dia)	<b>Director (Recruitment and Retention)</b>

### 2.2 Location

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

Telephone: 514-398-3990

Fax: 514-398-1626

Email: [servicepoint@mcgill.ca](mailto:servicepoint@mcgill.ca)

Website: [www.mcgill.ca/gps](http://www.mcgill.ca/gps)



**Note:** For inquiries regarding specific Graduate programs, please contact the appropriate department.

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### **2.3 General Statement Concerning Higher Degrees**

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



**Arts**

: *Political Science*

: *Psychology*

: *Russian and Slavic Studies*

: *Social Studies of Medicine*

: *Social Work*

: *Sociology*

**Dentistry**

: *Dentistry*

**Desautels Faculty of Management**

: *Desautels Faculty of Management*

## Medicine

: *Microbiology and Immunology*

: *Neuroscience (Inte*

**Graduate Certificates are offered in:**

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

All graduate regulations apply to graduate diploma and certificate candidates.

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**4.2 Master's Degrees**

Two categories of programs lead to higher degrees at McGill University, master's programs, and doctoral programs.

**The following master's degrees are offered (see below for more Prerequisites:**  
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## **Master of Architecture Degrees**

M.Arch. programs offered:

M.Arch. (professional degree) (Non-Thesis) in Design Studio and Design Studio – Directed Research

M.Arch. (post-professional degree) (Non-Thesis); specializations in Architectural History and Theory, Cultural Mediations and Technology, Urban Design and Housing

## **Master of Arts Degrees**

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

Anthropology (Thesis and Non-Thesis); options in Development Studies, Environment, Gender and Women's Studies, Medical Anthropology

Art History (Non-Thesis); option in Gender and Women's Studies (Non-Thesis)

Classics (Thesis and Non-Thesis)

Communication Studies (Thesis and Non-Thesis); option in Gender and Women's Studies

Economics (Thesis and Non-Thesis); options in Development Studies (Non-Thesis) and Social Statistics (Non-Thesis)

Education (Thesis and Non-Thesis)

Educational Psychology (Thesis and Non-Thesis)  
 Educational Leadership (Thesis, Non-Thesis, and Non-Thesis Coursework); option in Gender and Women's Studies (Thesis and Non-Thesis)  
 Kinesiology and Physical Education (Thesis and Non-Thesis)  
 Second Language Education (Thesis and Non-Thesis); option in Gender and Women's Studies (Thesis and Non-Thesis)  
 Teaching and Learning (MATL) (Non-Thesis)

The M.Ed. may be taken in the following area:

Educational Psychology

The M.Sc. may be taken in the following area:

Kinesiology and Physical Education (Thesis and Non-Thesis)

### **Master's Degree in Engineering**

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

Aerospace Engineering (Project)  
 Biomedical Engineering; option in Bioinformatics  
 Chemical Engineering (Thesis and Project); option in Environmental Engineering (Project)  
 Civil Engineering and Applied Mechanics (Thesis and Project); option in Environmental Engineering (Project)  
 Electrical Engineering (Thesis and Project); option in Computational Science and Engineering  
 Mechanical Engineering (Thesis and Project); option in Computational Science and Engineering  
 Mining and Materials Engineering (Thesis and Non-Thesis); options in Environmental Engineering (Non-Thesis), Mining (Non-Thesis), and Metals and Materials (Non-Thesis)

Other degrees:

Master of Management (M.M.) is offered in Manufacturing Management (see Department of Mechanical Engineering and Faculty of Management).  
 Master of Science (M.Sc.) is offered in Chemical Engineering, Civil Engineering, Mechanical Engineering, and Mining and Materials.

### **Master's Degrees in Law**

The degree of Master of Laws is offered in:

Law (Thesis and Non-Thesis); options in Bioethics, Comparative Law (Thesis and Non-Thesis), Environment (Thesis and Non-Thesis), and European Studies  
 Air and Space Law (Thesis and Non-Thesis)

### **Master of Library and Information Studies Degree**

The Graduate School of Library and Information Studies offers a postgraduate professional program in librarianship. Two years of full-time study or the equivalent are required.

### **Master's Degrees in Music**

Programs leading to the degrees of Master of Arts and Master of Music are offered in the Faculty of Music.

The M.A. may be taken in:

Music Technology  
 Musicology (Thesis and Non-Thesis); option in Gender and Women's Studies  
 Music Education (Thesis and Non-Thesis)  
 Theory (Thesis and Non-Thesis); option in Gender and Women's Studies

The M.Mus. may be taken in:

Composition  
 Performance (various options) (Non-Thesis)  
 Sound Recording (Non-Thesis)

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

### **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.

### **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.

### **Master of Science Degrees**

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

Agricultural Economics  
Animal Science  
Atmospheric and Oceanic Science; options in Computational Science and Engineering, and Environment  
Biochemistry; options in Bioinformatics, and Chemical Biology  
Biology; options in Bioinformatics, Environment, and Neotropical Environment  
Bioresource Engineering; options in Environment, Integrated Water Resource Management (Non-Thesis), and Neotropical Environment  
Cell Biology and Anatomy  
Chemical Engineering  
Chemistry; option in Chemical Biology  
Civil Engineering and Applied Mechanics  
Communication Sciences and Disorders  
Computer Science (Thesis and Non-Thesis); options in Bioinformatics, and Computational Science and Engineering  
Dental Science (Thesis and Non-Thesis); option in Oral and Maxillofacial Surgery  
Earth and Planetary Sciences; option in Environment  
Entomology; options in Environment, and Neotropical Environment  
Epidemiology and Biostatistics (Thesis and Non-Thesis); option in Environment (Non-Thesis)  
Food Science and Agricultural Chemistry (Thesis and Non-Thesis)  
Geography; options in Environment, and Neotropical Environment  
Genetic Counselling (Non-Thesis)  
Human Genetics; option in Bioinformatics  
Human Nutrition  
Kinesiology and Physical Education (Thesis and Non-Thesis)  
Mathematics and Statistics (Thesis and Non-Thesis); options in Bioinformatics, and Computational Science and Engineering  
Mechanical Engineering  
Medical Radiation Physics  
Medicine, Experimental; options in Bioethics, Environment, and Family Medicine  
Microbiology and Immunology  
Microbiology (Macdonald Campus); option in Environment  
Mining and Materials Engineering  
Neuroscience  
Nursing  
Otolaryngology  
Parasitology; options in Bioinformatics, and Environment  
Pathology  
Pharmacology and Therapeutics; option in Chemical Biology  
Physics  
Physiology; option in Bioinformatics  
Plant Science; options in Bioinformatics, Environment, and Neotropical Environment  
Psychiatry  
Psychology  
Rehabilitation Sciences (Thesis and Non-Thesis)  
Renewable Resources; options in Environment, Environmental Assessment (Non-Thesis), and Neotropical Environment  
Surgery, Experimental

### **Master of Science, Applied, Degrees**

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Communication Sciences and Disorders

Human Nutrition

Nursing

Occupational Health

Occupational Therapy

Plant Science

Physical Therapy

Other degrees:

Master of Science, Applied (OT)

Master of Science, Applied (PT)

**Master of Social Work Degrees**

The M.S.W. degree (Thesis and Non-Thesis oT)

Biology; options in Bioinformatics, Developmental Biology, Environment, and Neotropical Environment  
Biomedical Engineering; option in Bioinformatics  
Bioresource Engineering; options in Environment, and Neotropical Environment  
Chemical Engineering  
Chemistry; option in Chemical Biology  
Civil Engineering and Applied Mechanics  
Classics  
Communication Studies; option in Gender and Women's Studies  
Communication Sciences and Disorders; option in Language Acquisition  
Computer Science; option in Bioinformatics  
Counselling Psychology  
Earth and Planetary Sciences; option in Environment  
Economics  
Educational Psychology  
Educational Studies; option in Gender and Women's Studies  
Electrical Engineering  
English  
Entomology; options in Environment, and Neotropical Environment  
Epidemiology and Biostatistics  
Food Science and Agricultural Chemistry  
French; option in Gender and Women's Studies  
Geography; options in Environment, Gender and Women's Studies, and Neotropical Environment  
German  
Hispanic Studies  
History  
Human Genetics; option in Bioinformatics  
Human Nutrition  
Information Studies  
Islamic Studies; option in Gender and Women's Studies  
Linguistics; option in Language Acquisition  
Management  
Mathematics and Statistics; option in Bioinformatics





### **Language Requirements – Master's Degrees**

Most master's degree programs do not include language requirements, but candidates who intend to proceed to a doctoral degree should take note of any language requirements and are strongly advised to take the examinations in at least one language while working for the master's degree.

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## **5.2 Doctoral Degrees**

### **Residence Requirements – Doctoral**

Refers to the numbers 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.

Candidates entering Ph.D. 1 must follow a program of at least three years residency at the University; this is a minimum requirement, and there is no guarantee that the work of the degree can be completed in this time, but students are expected to complete within the maximum specified period. Only exceptional candidates holding a bachelor's degree will be considered for direct admission to Ph.D. 1 level.

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

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### 5.3 Ad Hoc Programs

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

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

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

In very rare circumstances, an applicant who wishes to engage in master's (Thesis option only) or Ph.D. studies of an interdisciplinary nature involving joint supervision by two departments, each of which is authorized by the *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to offer its own graduate programs, may be admitted to an *Ad Personam* program. The regulations are fully described in a document available from GPS.

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### 5.5 Coursework for Graduate Programs, Diplomas, and Certificates

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

English and French language courses offered by the French Language Centre (Faculty of Arts) or the School of Continuing Studies may not be taken for coursework credits toward a graduate program.

All substitutions for coursework in graduate programs, diplomas, and certificates must be approved by GPS.

Courses taken at other institutions to be part of the requirements of a program of studies must be approved by GPS before registration. Double counting is not permitted.

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## 6 General Admission for Graduate Studies



**Note:** The following admission requirements and application procedures are the minimum standard for applicants to McGill's Graduate and Postdoctoral Studies programs. Some graduate units may require additional qualifications or a higher minimum CGPA; prospective students are strongly urged to consult the unit concerned regarding specific requirements set for their program of interest.

Website: [www.mcgill.ca/gradapplicants](http://www.mcgill.ca/gradapplicants)

Email: [servicepoint@mcgill.ca](mailto:servicepoint@mcgill.ca)

**Deadline: Admission to graduate studies operates on a rolling basis; complete applications and their supporting documentation must reach departmental offices on or before the date for guaranteed consideration specified by the department. To be considered for entrance fellowships, where available, applicants must verify the deadlines with individual departments. Meeting minimum admission standards does not guarantee admission.**

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### 6.1 Application for Admission

Application information and the online application form are available at [www.mcgill.ca/gradapplicants/apply](http://www.mcgill.ca/gradapplicants/apply). Applicants (with some exceptions) are required to ask two instructors familiar with their work 5.675 90.075 Tm(www)Tj1 0 0 1 312.72 376.12 Tm(Englio0.4y7t-ilo171.8.1 e127 cm1 00 1 )Tj1 0 Fse1 0 1 404.205 326.

that all documents submitted to McGill University in support of an application to be admitted, including, but not limited to transcripts, diplomas, letters of reference and test scores, become the property of McGill University and will not be returned to the applicant or issuing institution under any circumstance.

A **non-refundable** fee of \$100 in Canadian funds **must** accompany each application, otherwise **it cannot be submitted**. This sum must be paid by credit card and is non-refundable when submitting the online application form. Candidates for Special, V

- Has lived and attended university, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

Applicants who do not meet any of the above-listed conditions must demonstrate proficiency in English using *one* of the following options:

- TOEFL (Test of English as a Foreign Language): minimum acceptable scores are

Competency in English		
iBT (Internet-based test)	PBT (paper-based test)	CBT (computer-based test)*
86 overall, (no less than 20 in each of the four component scores)	550	* The CBT is no longer being offered and CBT results are no longer considered valid, or being reported by ETS.
N.B. an institutional version of the TOEFL is not acceptable.		

- IELTS (International English Language Testing System): a band score of 6.5 or greater.
- MELAB (Michigan English Language Assessment Battery): a mark of 85% or higher.
- University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of "B" (Good) or higher.
- University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of "C"

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## **6.8 Admission to an Ad Personam Joint Program**

*Ad Personam* joint graduate programs are restricted to master's Thesis option and Ph.D. programs. Students shall be admitted and registered by one department, to be known as the "first department". Approv



- i. Appointments may not exceed your registration eligibility status.
- ii. In order to be registered as a Postdoc, you must be assured of financial support other than from personal means during your stay at McGill University, equivalent to the minimal stipend requirement set by the University in accordance with guidelines issued by federal and provincial research granting agencies. There are no provisions for paid parental 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 template Letter of Agreement on the web at [www.mcgill.ca/gps/postdocs](http://www.mcgill.ca/gps/postdocs) and supporting document – commitments for Postdoctoral Scholars and Supervisors at [www.mcgill.ca/files/gps/Commitments\\_of\\_Postdoctoral\\_Scholars\\_and\\_Supervisors\\_July\\_09.pdf](http://www.mcgill.ca/files/gps/Commitments_of_Postdoctoral_Scholars_and_Supervisors_July_09.pdf)). This should stipulate, for example, the purpose of the postdoctoral appointment (research training and the advancement of knowledge), the duration of the fellowship/financial support, the modality of pay, the work space, travel funds, and expectations and compensation for teaching and student research supervision. Leaves from postdoctoral education must comply with the Graduate and Postdoctoral Studies Policies for Vacation, Parental/Familial, and Health Leave (see Graduate and Postdoctoral Studies General Information [section 8.3: Vacation Policy for Graduate Students and Postdocs](#) and [section 9.6: Health and Parental/Familial Leave of Absence Policy](#)). Any breach of these conditions may result in grievance procedures or the termination of the postdoctoral appointment.
- iv. Postdocs with full responsibility for teaching a course should be compensated over and above their fellowship at the standard rate paid to lecturers by their department.
- v. The amount of research, teaching, or other tasks that Postdocs engage in over and above postdoctoral activities should conform to the regulations for Postdocs specified by the Canadian research council of their discipline. This applies to all Postdocs, including those whose funding does not come from the Canadian research councils.

**4. Privileges**

- i. Postdocs have the same pertinent rights as the o(vice5n93 Tm(ostdocs)TTm(e po the re)TjF2 8.1 Tf(les/ 1 353.1756115508 Tm(e theHbo)bookhe wnts and R as theo



- to uphold and transmit to their Postdocs the highest professional standards of research and/or scholarship;
- to provide research guidance;
- to meet regularly with their Postdocs;
- to provide feedback on research submitted by the Postdocs;
- to clarify expectations regarding intellectual property rights in accordance with the University’s policy;
- to provide mentorship for career development;
- to prepare, sign, and adhere to a Letter of Agreement for Postdoctoral Education.

vi. Some examples of responsibilities of Postdocs are:

- to inform themselves of and adhere to the University’s policies and/or regulations for Postdocs for leaves, for research, and for student conduct as outlined in the *Handbook on Student Rights and Responsibilities* and the *General Information, Regulations and Research Guidelines* Calendar of Graduate and Postdoctoral Studies;
- to submit a complete file for registration to Graduate and Postdoctoral Studies;
- to sign and adhere to their Letter of Agreement for Postdoctoral Education;
- to communicate regularly with their supervisor;
- to inform their supervisor of their absences.

vii. Some examples of the responsibilities of the University are:

- to register Postdocs;
- to provide an appeal mechanism in cases of conflict;
- to provide documented policies and procedures to Postdocs;
- to provide Postdocs with the necessary information on McGill University student services.

*Approved by Senate, April 2000*

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### **8.3 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 total of fifteen (15) working days in the year. Funded students and Postdocs with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly.

*Council of FGSR April 23, 1999*

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### **8.4 Leave of Absence for Health and Parental/Familial Reasons**

**Category 1:** An individual who has completed requirements for the Doctoral degree or medical specialty, but the degree/certification has not yet been awarded. The individual will subsequently be eligible for registration as a Postdoctoral Fellow.

**Category 2:** An individual who is not eligible for Postdoctoral Registration according to the MELS definition, but is a recipient of an external postdoctoral award from a recognized Canadian funding agency.

**Category 3:** An individual who holds a professional degree (or equivalent) in a regulated health profession (as defined under CIHR-eligible health profession) and is enrolled in a program of postgraduate medical education at another institution. The individual wishes to conduct the research stage or elective component of his/her program of study at McGill University under the supervision of a McGill professor. The individual will be engaged in full-time research with well-defined objectives, responsibilities, and methods of reporting. The application must be accompanied by a letter of permission from the home institution (signed by the Department Chair, Dean or equivalent) confirming registration in their program and stating the expected duration of the research stage. Individuals who are expecting to spend more than one year are encouraged to obtain formal training (Master's or Ph.D.) through application to a relevant graduate program.

**Category 4:** An individual with a regulated health professional degree (as defined under CIHR-eligible health profession), but not a Ph.D. or equivalent or medical specialty training, but who fulfils criteria for funding on a tri-council operating grant or by a CIHR fellowship (up to maximum of five years post-degree).



**Note:** individuals who are not Canadian citizens or permanent residents must inquire about eligibility for a work permit.

### General Conditions

- the maximum duration is three years;
- must be engaged in full-time research;
- must provide copies of official transcripts/diploma;
- must have the approval of a McGill professor to supervise the research and of the Unit;
- must have adequate proficiency in English, but is not required to provide official proof of English competency to Graduate and Postdoctoral Studies;
- must comply with regulations and procedures governing research ethics and safety and obtain the necessary training;
- will be provided access to McGill libraries, email, and required training in research ethics and safety. Any other University services must be purchased (e.g., access to athletic facilities);
- must arrange for basic health insurance coverage prior to arrival at McGill and may be required to provide proof of coverage.

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## 9 Graduate Studies Guidelines and Policies

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Studies Guidelines and Policies* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.



**Note:** The University Exam Regulations governed by the : *University Student Assessment Policy* (adopted by Senate in February 2011) are being updated for Fall 2011 and will be available at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations). The revised Regulations will be published in the *University Regulations and Resources* section of the 2012-2013 *Programs, Courses and University Regulations* publication. This “Note” applies to all subsections under this topic Graduate Studies Guidelines and Policies.

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### 9.1 Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision

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

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

#### 1. Assignment of Advisers, 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. Certain non-tenure track professors appointed in the Faculty of Medicine may be eligible to supervise or co-supervise graduate students with the approval of the unit and Graduate and Postdoctoral Studies. 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 toward 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 aw

- 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.

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy paper, comprehensive evaluation, thesis proposal, etc. The Calendar of Graduate and Postdoctoral Studies (GPS) includes the following statement:

A comprehensive examination or its equivalent is usually held near the end of Ph.D. 2. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details at the commencement of their programs.

It is recognized that expectations for the Ph.D. comprehensive will vary according to the needs of the discipline. It is important to make it clear to doctoral candidates what the expectations and procedures are for their Ph.D. comprehensive, and to maintain consistency within a given program.

### **1. General Policy**

At the beginning of the relevant academic year, units must provide doctoral students with a written description of the Ph.D. comprehensive, covering the following issues: objectives and content, format, timing, assessment, grading and reporting, failures. (See below for details.)

2. All units that have a Ph.D. comprehensive must adopt an administrative course number for it, usually XXXX 701. One of the following forms of grading must be adopted and used consistently within the program: Pass/Fail or letter grades. ("Mixed" modes of grading are not permitted, i.e., some students within a program reported on a Pass/Fail basis and others by means of letter grades.)

### **Specific Issues**

#### **Objectives and Content**

Units must specify the objectives of the Ph.D. comprehensive. Objectives may include assessing any of the following (or a combination), with a view to determining whether the student demonstrates the necessary research skills and academic achievements to be permitted to continue in the Ph.D. program. (This list is not intended to be exhaustive.)

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

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

#### **Format**

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

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

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

#### **Timing**

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

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

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

**Assessment, Grading and Reporting** (e itefoTf1 0 0 1 67.52 174.28 7oTf1 .)TjA247.18 1522.sessmNr8d 300.0arvA fTj/F4 8.1 Tfo Tms.52 174.28 7oTf1 .

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

In the case of oral exams, units may wish to consider the following: ensure that there is a reasonably detailed written assessment of the student's performance; tape the oral examination; allow the student to select a faculty member to act as a neutral observer; have one faculty member serve as a neutral chair (equivalent to a Pro-Dean); have an "outside" committee member; have the oral examination open to other students and faculty members.

### **Plagiarism**

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/students/srr/honest](http://www.mcgill.ca/students/srr/honest) for more information).

Plagiarism in a Ph.D. comprehensiv

At the time the request for a reread is made, the student should have already met with the faculty member responsible for the course to review the mark, or made a reasonable attempt to do so. Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. Assignments can only be reread if, together, they account for more than 20% of the course grade.

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

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

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

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

2. The request for a formal reread must be made by the student in writing to Graduate and Postdoctoral Studies and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee (\$35 for an exam, \$35 for a paper, \$35 for one or more assignments, to a maximum of \$105 per course) will be charged directly to the student's fee account after the result of the reread is received. No fee will be charged if there is a change upwards in the letter grade for the course.
3. Administration of the reread is handled by Graduate and Postdoctoral Studies, not by the department. GPS will contact the department to obtain the work to be reread, a list of potential readers, and details of the marking. The list of potential readers must be approved by the Department Chair or Graduate Program Director. The Chair or Director must, as well, vouch for the impartiality of these readers. All communication with the second reader is conducted by GPS.

The second reader is given the original assignment, with marginalia, corrections, summary comments and mark intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.

4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirement of the Charter of Students' Rights that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.
5. The second reader should support his or her assessment with a brief memorandum to Graduate and Postdoctoral Studies. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.

In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. In the event that members of the group are not in agreement, the written request should indicate which students are requesting the reread and which students do not wish for a reread. In such cases, the outcome of the reread (whether positive or negative) will affect only the students in favour of the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.

6. The new grade resulting from the review will be communicated to the student in a letter from Graduate and Postdoctoral Studies, with a copy to the academic unit.

*Prepared by the Committee on Graduate Programs, Supervision and Teaching*

*Approved by Council of the Faculty of Graduate Studies and Research, May 12th 1995*

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

A leave of absence may be granted by Graduate and Postdoctoral Studies 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 GPS.

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 GPS 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 a

All requests for a leave of absence for health reasons should be accompanied by the following:

- a duly completed *Leave of Absence/Non-Resident Request Form* available from [www.mcgill.ca/gps/staff/registration](http://www.mcgill.ca/gps/staff/registration);
- a written request from the student;
- a Minerva form to drop all courses for all relevant terms;
- a medical certificate.

To be acceptable, the medical certificate must contain a least the following items:

- the student's name, as well as complete contact information for the physician;
- a clear statement by the physician justifying the student's inability to perform his/her academic duties, with start and end dates;
- if the request is submitted during a term for which the leave is requested, a clear explanation as to why the health conditions in question did not prevent the normal performance of academic duties at the beginning of the semester.

No retroactive requests for leave of absence will be considered.

It remains the student's responsibility to verify their administrative situation, in particular, as it pertains to term and course registration.

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## 9.7 Failure Policy

Please refer to *University Regulations and Resources > Graduate > Regulations > : Failure Policy* for information regarding the policy and procedures to follow in cases of failure.

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## 9.8 Guideline on Hours of Work

In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hours per week.

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## Research Policy and Guidelines, Patents, Postdocs, Associates,



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## **10.5 Guidelines for Research with Animal Subjects**

Please refer to the guidelines for research involving animal subjects available at:

Macdonald Campus  
Rowles House  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellevue, QC H9X 3V9  
Canada  
Telephone: 514-398-7559  
Fax: 514-398-7846

*Coordinator - C. Zhu*  
Telephone: 514-398-2827  
Fax: 514-398-1643  
Email: [grad.mse@mcgill.ca](mailto:grad.mse@mcgill.ca)  
Website: [www.mcgill.ca/mse](http://www.mcgill.ca/mse)

### **11.1.2 About Environment**

Resolving environmental issues requires a dialogue between pure and applied sciences and the social sciences and humanities. The degradation of the biological and biophysical environment has roots in the structure of human societies while solutions to environmental problems impact on human livelihoods.

A number of academic departments and institutes at McGill promote graduate-level research and training on environmental topics and have faculty members whose main research interest falls in this domain. As such, environmental research is widespread throughout the McGill community. The Environment Option provides a vehicle whereby discipline-based graduate programs can easily and effectively incorporate collaborations from at least one other discipline into their research.

#### **Goals of the Option**

To provide thesis or non-thesis students in existing graduate programs with an understanding of how knowledge is transferred into action with regard to the environment; to develop an appreciation of the role of scientific, political, socioeconomic, and ethical judgments in influencing that process.

To provide a forum whereby graduate students in environment throughout the University bring their disciplinary perspectives together and enrich each other's learning through structured courses, formal seminars, and informal discussions and networking.

Students admitted into the Environment Option will be supervised or co-supervised by an accredited McGill faculty member. Their advisory committee will include at least one individual from outside the home department. It is expected that the thesis, dissertation, or project as well as the final seminar presentation will contain an environmental component and will include a discussion of the applied implications of the research findings. Together with the courses common to the Environment Option, specific course requirements for each program are giv

## Entomology

M.Sc., see : *Master of Science (M.Sc.); Entomology (Thesis) — Environment (46 credits)*

Ph.D., see : *Doctor of Philosophy (Ph.D.); Entomology — Environment*

## Epidemiology

M.Sc., see : *Master of Science (M.Sc.); of Public Health (Non-Thesis) — Environment (52 credits)*

## Geography

M.A., see : *Master of Arts (M.A.); Geography (Thesis) — Environment (45 credits)*

M.Sc., see : *Master of Science (M.Sc.); Geography (Thesis) — Environment (45 credits)*

Ph.D., see : *Doctor of Philosophy (Ph.D.); Geography — Environment*

## Law

LL.M., see : *Master of Laws (LL.M.); Law (Thesis); Environment (45 credits)*

LL.M. (Non-Thesis), see : *Master of Laws (LL.M.); Law (Non-Thesis); Environment (45 credits)*

## Medicine, Experimental

M.Sc., see : *Master of Science (M.Sc.); Experimental Medicine (Thesis) — Environment (45 credits)*

Ph.D., see : *Doctor of Philosophy (Ph.D.); Experimental Medicine — Environment*

## Microbiology

M.Sc., see : *Master of Science (M.Sc.); Microbiology (Thesis) — Environment (46 credits)*

Ph.D., see : *Doctor of Philosophy (Ph.D.); Microbiology — Environment*

## Parasitology

M.Sc., see : *Master of Science (M.Sc.); Parasitology (Thesis) — Environment (46 credits)*

Ph.D., see : *Doctor of Philosophy (Ph.D.); Parasitology — Environment*

## Philosophy

Ph.D., see : *Doctor of Philosophy (Ph.D.); Philosophy — Environment*

## Plant Science

M.Sc., see : *Master of Science (M.Sc.); Plant Science (Thesis) — Environment (48 credits)*

Ph.D., see : *Doctor of Philosophy (Ph.D.); Plant Science — Environment*

## Renewable Resources

M.Sc., see : *Master of Science (M.Sc.); Renewable Resources (Thesis) — Environment (46 credits)*

Ph.D., see : *Doctor of Philosophy (Ph.D.); Renewable Resources — Environment*

### 11.1.3 Environment Admission Requirements and Application Procedures

### Assistant Professors

J. Rhemtulla; B.Sc.(McG.), M.Sc.(Alta.), Ph.D.(Wisc.-Madison) (*joint appt. with Geography*)

I. Vaccaro; B.A.(Barcelona), D.E.A.(Paris), M.A., Ph.D.(Wash.) (*joint appt. with Anthropology*)

### Faculty Lecturers

G. McCourt; B.Sc., M.Sc.(Alta.), M.Sc.(McG.)

J. Marshall; B.A.(McG.), M.A.(Tor.), Ph.D.(McG.)

K. Roulet; B.Sc.(Trent), M.Sc.(Guelph)

### Associate Members

*Agricultural Economics*: P. Thomassin

*Animal Science*: S. Kimmins

*Anthropology*: J. Galaty

*Atmospheric and Oceanic Sciences*: P. Ariya

*Biology*: L. Chapman, A. Gonzalez, M. Lechowicz, M. Loreau, C. Potvin

*Bioresource Engineering*: J. Adamowski, S. Barrington, G. Clark, M. Lefsrud, C. Madramootoo

*Brace Centre*: C. Madramootoo

*Chemical Engineering*: N. Tufenkji, V. Yargeau

*Civil Engineering and Applied Mechanics*: S. Gaskin, M. Hatzopoulou, V.T.V. Nguyen, J. Nicell

*Earth and Planetary Sciences*: J. Paquette

*Economics*: R. Cairns, C. Green, T. Naylor

*Electrical and Computer Engineering*: G. Joos

*Epidemiology*: M. Goldberg

*Geography*: G. Chmura, O. Coomes, T. Meredith, T. Moore, W.H. Pollard, N. Ramankutty, N. Roulet, I. Strachan

*History*: D. Studnicki-Gizbert

*Law, Faculty of*: J. Glenn, R. Janda

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