



**University Regulations and Resources (Graduate  
and Postdoctoral Studies)**

**Programs, Courses and University Regulations**

**2023-2024**



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## 1 Regulations

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Regulations* section of this publication contains important details required by you during your studies at McGill and should be periodically consulted, along with other sections and related publications.

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### 1.1 Authorization, Acknowledgement, and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

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### 1.2 Categories of Students

You must inform yourself of University rules and re

In doctoral programs, students must be registered on a full-time basis for one more year after completion of the residency (i.e., Ph.D. 4 year) before continuing as Additional Session students until completion of the program. It is expected that, at this stage, all the coursework and comprehensive examinations will have been completed and students will be engaged in thesis preparation.

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as Non-Thesis Extension students and pay fees accordingly. For example, a student who has registered for a last course such as a project but has not completed it, must register as Non-Thesis Extension status until graduation. Students in a Non-Thesis Extension session who are not registered for at least 12 credits per term, are not considered engaged in full-time studies.

### 1.2.5 Thesis Evaluation Students

Students who have completed the residency requirements for their graduate thesis program and who have submitted their initial thesis to Graduate and Postdoctoral Studies by the April 15, August 15, or December 15 initial thesis submission deadlines must register on *Minerva* in order for their registration status to be updated to "Thesis Evaluation". All students are required to stay registered and pay the associated fees up until the term of graduation. The registration status will be updated to "Thesis Evaluation" for all subsequent terms until the term of the final thesis submission. Students in thesis programs whose initial thesis and final thesis submissions are in the same term will not require a "Thesis Evaluation" status.

"Thesis Evaluation" students are considered to be:

- registered at the University in a full-time status;
- eligible for University services;
- eligible for funding;
- eligible for a T2202 tax slip crediting the months for which they are registered and any ancillary fees charged.

Students in "Thesis Evaluation" status are not permitted to register for courses. Students who still need to take courses to fulfill the program requirements after submitting their initial thesis will remain registered in additional session status and pay associated fees.

### 1.2.6 Qualifying Students

Students admitted to a Qualifying program are known as .751 Tm(1.2.6)Tj/ admitted to a Qualify1L.751 Tm(1.2.6)TAmh,1 admittelfil1m(1.2.6)Tj/s.041 Tm(The)T3ent

- the student is engaged in collaborativ

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning your eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at [mcgill.ca/students/iut](http://mcgill.ca/students/iut). You may find additional information posted on your faculty website.

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## 1.3 Registration

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Registration* 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.

### 1.3.1 Registration for Fall and Winter Terms (Including Additional Session and Non-Thesis Extension Students)

All returning and new graduate students must register online at [mcgill.ca/minerva](http://mcgill.ca/minerva). It is your responsibility to obtain departmental approval before registering on Minerva.

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

#### Returning Students:

Returning students register via [Minerva](http://Minerva) between May 24, 2023 and August 14, 2023.

#### Newly-Admitted Students:

New students entering in **September 2023** register via [Minerva](http://Minerva) between July 4, 2023 and August 14, 2023.

New students entering in **January 2024** register via [Minerva](http://Minerva) between December 5, 2023 and January 4, 2024.



**Note:** If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will, however, be charged a late registration fee. **To avoid the late registration fee, students must access [Minerva](http://Minerva) and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 179) and Winter (CRN 190) terms.** New and readmitted students entering in January 2023 only need to register for REGN RCGR in the Winter (CRN 190) term.

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

You 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.

### 1.3.2 Fee Policies Related to Registration

Refer to [University Regulations & Resources > Graduate > section 8: Fees](#); particular attention should be paid to [section 8.8: Fees and Withdrawal from the University](#).

### 1.3.3 Summer Registration

Detailed summer registration information will be available in the middle of March in individual departments and at [mcgill.ca/gps/students/registration/dates](http://mcgill.ca/gps/students/registration/dates).

#### Course Registration

Students taking summer courses register on [Minerva](http://Minerva) respecting Graduate and Postdoctoral Studies deadlines.

#### Summer Term of Residency

Students in thesis programs who wish to register for a Summer term **to count as part of their residency requirements** must advise their department in March and complete the appropriate Summer Registration Form in April. Newly admitted students beginning their graduate thesis program in a Summer Term of Residency can get a 100% refund (less \$200 minimum or registration deposit if applicable) up to and including the May 15 withdrawal date. Students in thesis programs, who are continuing in their programs at the end of the Winter term, are expected to devote the summer to research and are considered "Continuing Students."

### 1.3.4 Courses Taken as an Admission Requirement

Non-credit general interest or language courses cannot be added directly by you. You may register for these courses in person at the SCS [Client Services Desk](#), where the course(s) will be added to their record as “**Extra**” to their program and course fees will be charged.

## **Courses T**

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.

#### 1.3.10.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, September 19, 2023

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

- Single-term courses: Tuesday, October 24, 2023
- Multi-term courses that begin in Fall term (**refund for the Winter portion of the course only**): Tuesday, January 16, 2024

#### 1.3.10.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, January 23, 2024

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

- Single-term courses: Tuesday, February 27, 2024
- Multi-term courses that begin in Winter term (**refund for the Summer or later portion of the course only**): May 15, 2024\*

\* If you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term course change period by contacting your faculty Student Affairs Office.

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your faculty Student Affairs Office.



**Note:**

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, a



**Note for Health Sciences:** Withdrawal (W) deadline dates are listed at [mcgill.ca/importantdates](http://mcgill.ca/importantdates). The health profession programs described in this eCalendar are highly structured and students should consult their adviser or Student Affairs Office to determine what course changes, if any, are allowed.

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. (Note 1 is not applicable to Medicine, Dentistry, and Nursing. For information, you should refer to your Faculty/School section in this publication).
2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty, provided that you do so within the appropriate withdrawal deadlines for the term (see deadlines above). Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 8.8: Fees and Withdrawal from the University](#).



**Note for Ingram School of Nursing:** To withdraw from any courses after the withdrawal (without refund) deadline, you need to obtain permission from your Program Director. To do so, submit a formal request by email to the Ingram School of Nursing [Student Affairs Office](#) along with proper documentation to support this request.



**Note for School of Physical and Occupational Therapy:** The Physical Therapy and Occupational Therapy programs are highly structured and you must receive the approval of the Program Director to determine what course changes, if any, are allowed. You can consult the [Student Affairs Office](#) for information on policies and procedures.

If you are blocked from withdrawing from a required course on Minerva, and have permission to do so, you must contact the [Student Affairs Office](#), who will provide you with the proper forms.



**Note for M.D.,C.M. program:** Course changes are not permitted and Tj1 0 0 1 114.101 5W,577.7 Tm14.2324re changes, if an [oved leave of absence](#) from the program.

### 1.3.11 Withdrawal from a Degree Program

You are withdrawn from the program if you have failed two courses for your program, or you failed the comprehensive examination. You may be withdrawn from the program if your progress is not satisfactory. Please see [section 2.2: Failur](#)

Class schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult the class schedule at the time of registration, and again before classes begin, to ensure that changes in the schedule have not caused conflicts in your schedule.

Once you have selected some courses from the class schedule, try *Visual Schedule Builder* (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g., Mon-Wed-Fri, Tues-Thurs, Monday only, etc.). You may verify these details at [mcgill.ca/importantdates/key-dates](http://mcgill.ca/importantdates/key-dates).



**Note for Health Sciences:** For information, you should refer to your Faculty/School section in this publication.



**Note for Medicine:** This section is not applicable to M.D.,C.M. students; see [mcgill.ca/ugme](http://mcgill.ca/ugme).

#### 1.4.2 Course Numbering

Each McGill course is assigned a unique seven-character course “number”.

**The first four characters** (subject code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at [mcgill.ca/student-records/transcripts/key](http://mcgill.ca/student-records/transcripts/key)

**Corequisite:** Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

**Credits:** The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to [University Regulations & Resources > Undergraduate > Student Records > : Credit System](#).

#### 1.4.4.1 Course Nomenclature in Program Descriptions

**Required Courses:** Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate level), unless the student receives exemptions. Students have no choices among required courses.

**Complementary Courses:** Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number

- Deadline for University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, September 19, 2023**
- Deadline for University withdrawal without refund: **Tuesday, October 24, 2023**

### 1.5.2.2 Winter Term

From January 1 to January 16, 2024 a *drop* of all courses constitutes a University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After January 16 and until the deadlines indicated below, you may *withdraw* from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, January 23, 2024**
- Deadline for University withdrawal without refund: **Tuesday, February 27, 2024**



**Note:** The deadline to withdraw from a multi-term (spanned; D1/D2) course with partial refund is the Winter **add/drop** deadline.



**Note for the Faculty of Agricultural and Environmental Sciences:** If you wish to withdraw after the deadlines indicated above, please contact the Faculty Advisor in the Student Affairs Office for further information.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. Requests are made through [Service Point](#). However, it is important that you also consult a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](http://mcgill.ca/students/advising).



**Note for the Faculties of Education, Management, and Music:** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. You should contact your Student Affairs Office ([mcgill.ca/students/advising/advisordirectory](http://mcgill.ca/students/advising/advisordirectory)) for further information.



**Note for the Faculty of Law:** In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.

**Note for Graduate and Postdoctoral Studies:** A University Withdrawal Request form is required by the withdrawal deadlines and is available at [mcgill.ca/student-records/forms](http://mcgill.ca/student-records/forms). Students who do not register in a giv

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. If you are registered in a thesis program in Additional Session status, you will be charged Additional Session fees in the Summer term. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for “summer studies” should not be confused with summer term of residency in a graduate program. For more information, see [section 1.3.3: Summer Registration](#) .**

Many summer courses have limited enrolment and students are advised to register early. Graduate students intending to register for restricted undergraduate courses must complete a *Request for Registration/Course Changes* web form available at [mcgill.ca/student-records/forms](http://mcgill.ca/student-records/forms), and the course will be added by Enrolment Services if there is space available.

Please consult the Class Schedule for specific information on course dates and times, available at [mcgill.ca/students/courses](http://mcgill.ca/students/courses).

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department concerned at the same time that the thesis is submitted to Graduate and Postdoctoral Studies. A thesis for the master's degree, while not necessarily requiring an exhaustive review of work in the particular field of study, must show familiarity with previous work in the field and must demonstrate the ability to carry out research, organize results, and defend the approach and conclusions in a scholarly manner according to disciplinary norms. The thesis must be written in compliance with norms for academic and scholarly expression and for publication in the public domain. The thesis will not normally exceed 100 pages; in some disciplines, shorter texts are preferred. Guidelines and deadlines are available at [mcgill.ca/gps/thesis/thesis-guidelines](http://mcgill.ca/gps/thesis/thesis-guidelines).

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

Many 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.

### **1.7.2 Doctoral Degrees**

#### **Residency Requirements – Doctoral**

Refers to a period of time, measured in terms or years, necessary for completion of the program. You are not permitted to graduate until you have fulfilled the residency requirement (and paid the corresponding fees) in your program.

Only exceptional candidates holding a bachelor's degree will be considered for direct admission to Ph.D. 1 level.

Candidates entering Ph.D. 1 must follow a program of at least three years' residency (end of Ph.D. 3). This is a minimum requirement, and there is no guarantee that the work of the degree can be completed in this time. Students are expected to complete their degree within the maximum specified period.

A student who has obtained a master's degree at McGill University or at an approved institution in a relevant subject and is proceeding to a Ph.D. degree will, on the recommendation of the department, be admitted to Ph.D. 2; in this case, the residency requirement for the program is two years.

It is required that candidates spend the greater part of each summer working on their theses, and those who do not do so are unlikely to complete a satisfactory thesis in the prescribed minimum time (see : [Vacation Policy for Postdocs](#)).

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

As a rule, no more than one-third of the McGill program formal coursework can be credited with courses from another university.

#### **Comprehensive Examinations – Doctoral**

Doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy papers, comprehensive evaluations, thesis proposals, etc. The results of this examination determine whether or not students will be permitted to continue in their program. The methods adopted for examination and evaluation and the areas to be e

All substitutions for course

## Other Course Grades:

**IP — in progress;** (Master's Thesis Courses Only)

**P — pass;** Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not calculated in TGPA or CGPA.

**HH — to be continued;** the use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.

**J — unexcused absence (failed);** the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.

**K — incomplete;** deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (*Signed K contract required*)

**KF — incomplete/failed;** failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement; calculated as a failure in TGPA and CGPA.

**KK — completion requirement waived.** Not calculated in TGPA or CGPA. This is used in exceptional cases only, with the approval of the Assistant Registrar, Records. Not calculated in TGPA or CGPA.

**KE or K\* — further extension** granted with the approval of the Assistant Registrar, Records (maximum two years). (*Signed K contract required*)

**L — deferred;** for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. Deferrals will not be granted for reasons such as early plane bookings. The "L" grade must be cleared as soon as possible (maximum four months). A dated medical certificate or appropriate document recommending a deferral must be submitted to *Service Point* with a departmental recommendation for a deferral **before or immediately after** the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is assigned. By commencing to write any examination, the student waives the right to plead medical causes for deferral or permission to write a supplemental examination, unless the medical problem occurs in the course of the examination and is documented by examination authorities.

**LE or L\* — further deferral;** permitted to defer examination for more than the normal period.

**NA or && — grade not yet available.**

**NR — no grade reported** by the instructor (recorded by the Registrar).

**Q — course continued in next term;** (applicable only to courses taken pre-Fall 2002).

**Satisfactory/Unsatisfactory** **K0 not y**Thiso more ned K contr

You must request option 2 by the faculty deadlines as indicated in [University Regulations & Resources](#) > [Undergraduate](#) > [Examinations: General Information](#) > [Final Examinations](#) > : [Final Examinations: Deferred Examinations](#).

You must request option 3 by the faculty deadlines as indicated at [mcgill.ca/exams](http://mcgill.ca/exams).

If you wish to appeal a J grade, you should write to your Associate Dean or Director.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](http://mcgill.ca/students/advising).



**Note for Graduate and Postdoctoral Studies:** Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the [Associate Dean of Graduate and Postdoctoral Studies](#).

## 1.8.2 Transcript of Academic Record

The proceeding sections contain information on transcripts and other details regarding academic records.

### 1.8.2.1 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the “Access Act”). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, personal information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain personal information by completing an [Opposition Form](#).

After having reviewed the information relating to access to personal information at the time of application, you will be asked to agree that the Univ

In addition to the abov

**Note for Graduate and Postdoctoral Studies:** You should direct any questions or problems with your record to your [Gr](#)



**Note for Medicine, Dentistry, and Nursing:** The Degree Evaluation tool is not used in the Faculties of Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and the Ingram School of Nursing.

#### **1.8.4 Changes to Student Records after Normal Deadlines**

##### **1.8.4.1 Student Record Changes**

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing

### **1.9.2 Thesis Submission (Initial and Final Thesis Submission)**

Theses may be submitted at any time during the year. However, for each of the three annual dates for conferring degrees/convocation, there are *deadlines* for initial submission (when the thesis is sent out to examiners for evaluation) and for the final thesis submission: April 15, August 15, and December 15. Please note that some units enforce earlier submission deadlines than those listed by Graduate and Postdoctoral Studies, so it is important that students verify these dates with their unit.

A thesis is a public document and once the final thesis has been submitted for the degree, it exists in the public domain in the eScholarship database. To temporarily withhold (embargo) a thesis, please consult the [GPS website](#).

### **1.9.3 Master's Thesis Examiner**

For a master's thesis, the examiner must be a scholar of established reputation and competence in the field of the thesis research. The examiner may be from inside or outside the University. Units may nominate a member from within the unit, as long as there is no conflict of interest with the student.

### **1.9.4 Doctoral Thesis External Examiner**

The doctoral external examiner must be a scholar of established reputation and competence in the field of the thesis research. They must be from outside the University and must hold a doctorate or equivalent. The external examiner must be at arm's length from the candidate and have no other conflict of interest.

### **1.9.5 Doctoral Thesis Internal Examiner**

The doctoral internal examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. The internal examiner also ensures that the written thesis meets the standards of McGill University. Normally, the internal examiner is a McGill faculty member (but not the supervisor) affiliated with the student's Unit, but they may also be nominated from other units at McGill.

### **1.9.6 Conflict of Interest**

A nominated examiner must be without conflict of interest to ev



## PASSED

- If the committee feels that the thesis and the responses to questions raised in the defence meet appropriate academic standards for the granting of the Ph.D. degree, the student will be judged to have passed the defence.
- If the committee determines that minor revisions (i.e., stylistic or editorial changes) are necessary for the thesis to fulfill the academic standards necessary for partial fulfilment of the Ph.D. degree, the Pro-Dean must delegate one member of the committee, usually the supervisor, to ensure that the student carries out the required changes.

## NOT PASSED

If the committee determines that the thesis or oral defence does not meet appropriate academic standards for the Ph.D. degree and would require, for example, major revisions to the text and/or additional study, it must then decide between the following three "Not Passed" outcomes:

- **Thesis not passed:** The oral defence is satisfactory but the *thesis* does not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to submit a revised version of the thesis within six (6) months to the oral defence committee who will then evaluate the revised thesis without another oral defence.
- **Oral defence not passed:** The thesis is satisfactory but the *oral defence* does not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to conduct another oral defence within six (6) months without the submission of a revised thesis.
- **Thesis and oral defence not passed:** Both the *thesis* and *oral defence* do not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to submit a revised version of the thesis within six (6) months to the oral defence committee, who will then evaluate the revised thesis and conduct another oral defence.



**Note:** If the student has a previous "Not Passed" decision on an initial thesis or Oral Defence, a second "Not Passed" decision will result in withdrawal from the University.

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## 1.10 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at [mcgill.ca/students/srr/honest/students](http://mcgill.ca/students/srr/honest/students). There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* at [mcgill.ca/students/srr/publications](http://mcgill.ca/students/srr/publications).

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 17 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described in the *Student Rights and Responsibilities*.



**Note:** All newly-admitted undergraduate and graduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through *Minerva* > *Student Menu* > *Academic Integrity Tutorial* or a registration "hold" will be placed on their record. Prior to Fall 2018, undergraduate students completed the tutorial in myCourses via the course AAAA 100, but as of Fall 2018 the tutorial must be completed in Minerva. For more information, see [mcgill.ca/students/srr/honest/students/test](http://mcgill.ca/students/srr/honest/students/test).

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## 1.11 Identification and Personal Information

The following sections include information regarding McGill ID cards, updating your personal information, and more.

### 1.11.1 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to: .ut36 258.512 Tmw4.4oB06 427.67 Tm(1k17b0at 59i9nder)Tj1students m

- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Records](#) website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the [Find the AAM](#) list on the [Security Services website](#).



**Note for Continuing Studies:** You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the [Client Services office](#) of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

#### 1.11.1.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at [mcgill.ca/student-records/personal-information/id](http://mcgill.ca/student-records/personal-information/id).

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the Downtown Campus ID Centre: [mcgill.ca/student-records/personal-information/id](http://mcgill.ca/student-records/personal-information/id).

#### 1.11.1.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.

Information on when the ID Centre is open can be found [here](#).

### 1.11.2 Legal Name and Gender

#### 1.11.2.1 Legal Name

Your legal name is the name that will appear on your degree, diploma, or certificate upon graduation, and on your e-bills, tax receipts, and official transcript. It is also used by the Government of Quebec to create a [Permanent Code](#).

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:

1. Canadian birth certificate, copy of an act of birth, or citizenship certificate
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Canadian Immigration Study or Work Permit
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (**Note:** If you possess Canadian citizenship, a Canadian citizenship card or certificate is required as a Canadian passport is not acceptable)
- 6.

### **1.11.2.2 Legal Gender**

To update your legal gender you need to:

If you need to change important personal information that requires the University to verify official documents—such as a name change, gender, or a correction of your birth date—refer to the instructions at [mcgill.ca/student-records/personal-information/name-gender](https://mcgill.ca/student-records/personal-information/name-gender). Macdonald Campus students can request changes in person at the *Macdonald Campus Student Affairs Office*, Laird Hall, Room 106.



**Note for Continuing Studies:** If you need to change important personal information that requires the University to verify official documents, such as a change to your name, gender, citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, nat Sherb1r47h

**Winter term:** November 16

**Summer term:** March 16

Once a student has declared their location for a given term, they cannot use Minerva to update the information for that term if it should change. To make a change to the declaration:

- Students in a **Continuing Studies** program should call 514 398-6200 or email [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca).
- All other students should contact Service Point at [mcgill.ca/servicepoint/contact](http://mcgill.ca/servicepoint/contact).

Students will be asked to support their application for a change in location with appropriate documentation which can include, for example, Quebec Medicare Card, Quebec Driver's License, rental agreement, mail addressed to them at a Quebec address, etc. If the change of location occurs by the last day of classes in the Fall/Winter terms, and August 15th for the Spring/Summer terms, then the change will affect that term. After these dates, a student must wait for the opening of the new term to make the new self-declaration for the new term. If the proof cannot be provided by the last day of classes for the term of the requested change, then Enrolment Services reserves the right to refuse the application.

Where it is determined that a student has falsely declared themselves to be in Quebec, then the University reserves the right to re-assess tuition at the deregulated rates for their program and — in addition — the student would be subject to the rules contained in the Code of Student Conduct and Disciplinary Procedures.

## 1.12 Submitting Legal Documents

McGill requires documentation from you to confirm your legal status. The following sections describe the documents needed for your specific situation and how you should proceed.

### 1.12.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide and when they are required, refer to [section 1.12.2: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) on *Minerva*. Select *Student Menu* > *Student Accounts Menu* > *View your Tuition and Legal Status*.



**Note for Medicine and Health Sciences:** Once admitted to the Faculty, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see [mcgill.ca/medadmissions/applying/elements](http://mcgill.ca/medadmissions/applying/elements).

### 1.12.2 What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

#### Quebec and Canadian Out-of-Province Students

- |   |  |
|---|--|
| You have applied to McGill directly from CEGEP or you already have a student record at McGill | <ul style="list-style-type: none"> <li>• <b>Usually</b> no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your <i>Minerva</i> account to verify that your status is updated correctly (Select <i>Student Menu</i> &gt; <i>Student Accounts Menu</i> &gt; <i>View your Tuition and Legal Status</i>)</li> </ul>   |
| You have applied to McGill from another Quebec university                                     | <ul style="list-style-type: none"> <li>• Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>• Additionally, for Quebec residency status, <b>usually</b> no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your <i>Minerva</i> account to verify that your status is correct</li> </ul> |
| You were born in Quebec   | <ul style="list-style-type: none"> <li>• Quebec <b>birth certificate</b> (<i>Note 4</i>)</li> </ul>  |

## Quebec and Canadian Out-of-Province Students

You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec

- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)

You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec

- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)
- Attestation of Residency in Quebec Form (*Note 5*)
- **Other supporting documents**, depending on which situation you checked on the above Attestation of Residency Form

## International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- You may need a Visitor's Permit or *eTA* issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Immigration and Citizenship](#) website
- Photo page of your passport
- Permanent Code Data Form (*Notes 1 and 5*)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (*Note 3*)
- Permanent Code Data Form (*Notes 1 and 5*)



**Note 1:** Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



**Note 2:** Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



**Note 3:** If you are a refugee, your Convention Refugee Status document is required instead of a Study Permit.



**Note 4:** Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birthplace as being within the province of Quebec as proof that you are eligible for Quebec residency.



**Note 5:** You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at [mcgill.ca/legaldocuments/forms](https://mcgill.ca/legaldocuments/forms).

### 1.12.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

1. **French Course Fee Exemptions** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed at [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](https://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions)).
2. **Out-of-Province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](https://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions)):
  - Students in a Ph.D. program
  - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows

- Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect
- 3. International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at [mcgill.ca/legaldocuments/exemption](http://mcgill.ca/legaldocuments/exemption)):
- Citizens of France
  - Citizens of certain countries with an agreement with the Government of Quebec
  - Diplomatic, consular, or other representatives of international organizations
  - Convention refugees
  - Students awaiting permanent residency in Canada and holding an eligible CSQ
  - Students whose spouse holds, or unmarried students whose parent holds a Temporary Work Permit in Canada
  - Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

Note that this information may be subject to change.

### 1.12.3 Has McGill Received Your Documents?

#### 1.12.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5-10 business days to process them and update your status accordingly.

- Check your tuition fee and legal status on the *Minerva* Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.



**Note:** Ensure that you select the correct term when viewing your status.

- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see [mcgill.ca/student-accounts](http://mcgill.ca/student-accounts).

**If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the following semester.**

#### 1.12.3.2 Permanent Code

Your Permanent Code will be created and/or validated by Quebec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- Check your Permanent Code on *Minerva*: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.12.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

### 1.12.4 What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file after the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and in some cases, from obtaining your official transcript.

**International students who have not provided their valid immigration documents to McGill may be de-registered from their courses.**

### 1.12.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID in the filename of each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

Please refer to [mcgill.ca/legaldocuments/how](http://mcgill.ca/legaldocuments/how) for detailed instructions on where/how to submit your documents.

**If there is a problem with your documents, contact:**

Telephone: 514-398-7878

Website: [mcgill.ca/servicepoint/contact-us](http://mcgill.ca/servicepoint/contact-us)

### 1.12.5.1 For the School of Continuing Studies

By Email: [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

In Person (appointment required) or By Mail/Courier:

McGill University  
School of Continuing Studies  
680 Sherbrooke Street West, Suite 1199  
Montreal QC H3A 3R1

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200  
Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca); [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

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## 1.13 Graduation

In order to graduate, you must complete faculty and program requirements in the program you were admitted to and registered in. **It is your responsibility to meet all faculty and program requirements before graduation.**

At the time of graduation from an undergraduate degree, you must be in Satisfactory Standing with a minimum CGPA of 2.00. Some faculties may require a higher CGPA in order to graduate.

You should contact your advisor (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisors, see [mcgill.ca/students/advising/advisordirectory](http://mcgill.ca/students/advising/advisordirectory).

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation “Degree Granted” after approval by the University Senate. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g. grade changes).

• **Fall term graduation** (courses completed by the end of December; transcript will indicate “Degree Granted” in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.

• **Winter term graduation** (courses completed by the end of April; transcript will indicate “Degree Granted” in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.

• **Summer term graduation** (courses completed by the end of August; transcript will indicate “Degree Granted” in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May

For more information on applying to graduate, refer to the [Apply to Graduate](#)

### Minimum Residency Requirement

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty section of this publication.

Students completing a second undergraduate degree at McGill must successfully complete a minimum of 60 McGill credits to obtain their degree. You should check with your Faculty advisor for any conditions applicable to the McGill credits required toward your degree.

Graduate students should refer to their faculty under [Faculties & Schools](#) > [Graduate](#) > [Program Requirements](#) for information on minimum residency requirements for graduate programs. This information is listed for each faculty, and you can also access it through your faculty's graduate pages.



**Note for Continuing Studies:** Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain their certificate. You should check with your advisor for any conditions applicable to the McGill credits required toward your certificate.

### 1.13.1 Apply to Graduate

**Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use [Minerva](#) to apply to graduate** (go to [Student Records](#) > [Apply for Graduation for Your Primary Curriculum](#)). It is your responsibility to inform the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.13: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.



The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to [mcgill.ca/graduation/applying](https://mcgill.ca/graduation/applying).

Once you apply to graduate, you are authorizing the University to:

1. include your name and image in the McGill Convocation programs, web streamed convocation broadcast, and other convocation-related communications
2. to have your ID, name, degree and ceremony provided to the Academic Regalia provider for the purposes of Convocation preparation
3. to have your ID, name, email, degree and ceremony provided to the Convocation Photographer for the purposes of Convocation preparation
4. to have your name, email, degree and confirmation of graduation sent to your professional order, if you are in a professional program (e.g. Engineering OIQ, Nursing OIIQ), for licensing or accreditation purposes

If you want to opt out of your information being sent to any of the above (1, 2, 3, or 4), you must complete an [Opposition Form](#) by March 15 for Spring convocation, and September 15 for Fall convocation.

#### 1.13.1.1 Deadlines

- **Fall term graduation** (courses completed by the end of December; transcript will indicate “Degree Granted” in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.
- **Winter term graduation** (courses completed by the end of April; transcript will indicate “Degree Granted” in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.
- **Summer term graduation** (courses completed by the end of August; transcript will indicate “Degree Granted” in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May.

If you miss one of these deadlines, contact your faculty Student Affairs Office immediately.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty advisor [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](https://mcgill.ca/students/advising).



**Note for Continuing Studies:** The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.



**Note for Graduate and Postdoctoral Studies:** If you miss one of these deadlines, you must follow the procedures at [mcgill.ca/gps/students/registration/graduating](https://mcgill.ca/gps/students/registration/graduating). The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to [Program Requirements > Master's Degrees](#), found under each faculty's *Graduate* section in the McGill [eCalendar](#). Students in a doctoral program should refer to [Regulations Concerning Thesis](#).

**Note for Ph**

### 1.13.3 Replacing a Diploma

#### 1.13.3.1 Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or October/November. **Diplomas are not available prior to your Convocation date.**

#### Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the [ES Services eStore](#).

#### Requesting a diploma following your Convocation ceremony

If you did not attend your Convocation ceremony and need your diploma, you can submit an order and pay for its delivery by courier using the [ES Services eStore](#) or contact [to y](#)

For more information, view the [Policy on the Responsible Use of McGill Information Technology Resources](#) , available on the [Secretariat website](#).



**Note for M.D., C.M., and D.M.D. Programs:** For guidelines regarding the use of social media by M.D., C.M., and D.M.D. students, see [mcgill.ca/ugme/policies-procedures/guidelines-social-media](http://mcgill.ca/ugme/policies-procedures/guidelines-social-media) and [mcgill.ca/thewelloffice](http://mcgill.ca/thewelloffice).

### 1.14.2 Report Security Incidents

Please inform IT Services immediately if you experience or are aware of an IT security incident!

- Contact IT through the [IT Service Desk](#);
- Or by telephone at **514-398-3398** for immediate help;
- For additional information, please see [Reporting IT security incidents](#).

If the incident involves bullying, harassment or other potential risks to the health and safety of individuals, please contact [McGill Security Services](#) at **514-398-3000** in the Downtown Campus or **514-398-7777** at the Macdonald Campus immediately.

### 1.14.3 Use of Cloud Services

McGill's *Cloud Directive* governs your usage of cloud services—programs and apps delivered over the Internet. McGill has approved cloud apps and solutions that are available for your use while at McGill. However, you will need to choose your apps wisely as not all apps are safe, and they will not all adequately protect sensitive data (either your own or McGill's).

To learn ho

### **1.15.2 Health Insurance – International Students**

#### **International Students (Non-Canadians or Non-Permanent Residents of Canada)**

By Senate regulation, all international students (full-time, part-time, half-time,

#### 1.15.4 Special Medical Needs

If you have special medical needs, please book an appointment with the [Student Wellness Hub](#) to discuss how to manage your health while at McGill.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Student Accessibility & Achievement](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Adviser. Academic accommodation planning and support is available to students at the Downtown Campus as well as the Macdonald Campus, and to students in Continuing Studies. Please refer to [mcgill.ca/access-achieve/](http://mcgill.ca/access-achieve/) for more information, or to book an appointment.



**Note for Medicine and Health Sciences:** See the WELL Office at [mcgill.ca/thewelloffice](http://mcgill.ca/thewelloffice).

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## 2.2 Failure Policy

### **Purpose**

This policy specifies conditions under which graduate students will be withdrawn from the University due to unsatisfactory standing resulting from failed courses and/or unsatisfactory Graduate Student Research Progress Tracking Reports.

### **Scope**

This policy pertains to courses and Graduate Student Research Progress Tracking Reports. It does not apply to comprehensive examinations, thesis examinations or doctoral oral defences.

For a failed thesis examination or doctoral oral defence, the [Thesis Examination Failures Policy](#) applies; for a failed 52.925 637.42 Tmu applies; for a f

- 30 days after the academic unit (department) has informed the student of the failure and options for redress, if the student is still in unsatisfactory status, the unit must complete the web form [Withdrawal Recommendation Following a Second Failure](#) to recommend to Management of Academic Records Unit, Enrolment Services that the student must be withdrawn from their program.
- Upon receipt of the recommendation for withdrawal, Enrolment Services will send the student an official withdrawal letter and change the status to Withdrawn on the student's academic record.

#### Requesting an appeal in case of withdrawal due to failure:

A student recommended for withdrawal due to failure has 30 days (from the date of the notification letter) to appeal this decision. It is the student's responsibility to present evidence of their case and provide any supporting documentation, including letters of support from their thesis supervisor and Graduate Program Director, to [associatedeans.gps@mcgill.ca](mailto:associatedeans.gps@mcgill.ca). The appeal and any supporting documents will be reviewed by the Associate Dean, Graduate and Postdoctoral Studies, and the student will be notified of the decision. That decision will be **final**. Students should be aware that appeals are rarely awarded, and only under truly exceptional circumstances.

A student who wishes to submit an appeal must:

- Prepare a detailed letter indicating the reasons for the appeal (addressed to the Graduate Associate Dean);
- Obtain any supporting documents (addressed to the Graduate Associate Dean);
- Submit the letter, together with all supporting documents, to [associatedeans.gps@mcgill.ca](mailto:associatedeans.gps@mcgill.ca), **before** the end of this 30-day period.



**Note:** A student in a graduate program who has failed one course while being a Special Student in graduate studies will have this failure count as a first failure in a related graduate program. Any further failure will require withdrawal from the program of study. A student may not claim medical reasons for a course failure after the fact. In the case of an examination, a dated medical certificate or appropriate document recommending a deferral (see “Other Grades” in [section 1.8.1: Grading and Grade Point Averages \(GPA\)](#) > “L - deferred” and “LE or L\* - further deferral”) must be submitted to Graduate and Postdoctoral Studies with a recommendation from the academic unit (department) for a deferral **before or immediately after** the examination. In particular, such recommendation will not be considered if medical reasons are brought forth after a grade is submitted. Medical reasons declared after the fact will not be considered acceptable grounds of appeal of withdrawal under the [Failure Policy](#).

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## 2.3 Graduate Student Research Progress Tracking

### 1. Research Progress Reporting for Doctoral Students

1.1. At least annually, there must be a progress tracking meeting at which objectives for the upcoming year are established and prior progress recorded and evaluated on the Graduate Student Research Progress Tracking Form (available at [mcgill.ca/gps/students/progress-tracking](http://mcgill.ca/gps/students/progress-tracking)). For doctoral students whose committees have been formed, a member of the supervisory committee must also attend. If a committee member is unavailable, a representative from the academic unit may exceptionally attend in lieu of a committee member.

1.2. 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 successful completion, and any deadlines relating to these phases.

1.3 Units may also use the Graduate Student Research Progress Tracking Form for master's students in thesis and non-thesis research programs if this is a unit-wide practice.

### 2. Procedures

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the **objectives** box on page 1 of the form. Those attending the meeting—the student, the supervisor, and a member of the supervisory committee (or exceptionally, a representative from the academic unit if a committee member is not available)—must sign the form on page 3.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee (or exceptionally, a representative from the academic unit if a committee member is not available) must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record their accomplishments and progress for the year by completing the **progress** box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or exceptionally, a representative from the academic unit if a committee member is not available) on page 2 of the form. It is strongly recommended that this section .117 T18.38 Tm(es. Prior to these

2.7. The progress tracking forms must be uploaded to the student's record on myProgress.

2.8. The Graduate Program Director must review and sign all Progress Tracking Reports. If the Graduate Program Director is signing as the supervisor, committee member, or as a unit representati





**Note:** Where materials have been graded by a TA and the student wants a reconsideration of the grade, the faculty member responsible for the course is expected to review the materials and the appropriateness of the grade. This is true even if the materials in question have already been discussed by the TA with the student.

## **II. Verification**

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

## **III. Rereads**

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

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

Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. An essay/paper, assignment, or lab report must account for more than 20% of the course grade to be eligible for a reread.

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 their intention to request a reread by writing to *Graduate and Postdoctoral Studies* within 5 working days of receiving the graded work. This intention must be confirmed within 30 days of the posting of the final marks for the course.

**Note:** Material that has been 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 e

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- A Leave of Absence may have an impact on a student's fee status once they re-enroll after their approved leave. For more information, refer to the [Break in Enrolment](#) section on the Student Accounts webpage.
- Research supervisors are not obligated to remunerate students and postdocs on leave.
- In order to be covered by the graduate supplemental health insurance and/or international health insurance during a leave, The [Post Graduate Student Society](#) (PGSS) and/or [International Student Services](#) must be contacted to make arrangements. Additional student society fees must be paid in order to be considered as a member and to be eligible for the insurance plans. For information about the PGSS supplemental health and dental coverage, click [here](#) . For information about international health insurance, click [here](#) .
- A postdoc requesting a personal health or parental lea

All doctoral programs at McGill require candidates to pass a comprehensive examination, such as a qualifying examination, a preliminary examination, a candidacy paper, a comprehensive evaluation, a thesis proposal, etc. 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 must be specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of the Unit to make this information widely available and for students to inform themselves of these details.

### **Objectives and Content**

The purpose of comprehensive examinations is to determine whether the student demonstrates the necessary research skills and academic achievements to continue in the Ph.D. program. Permissible objectives may only include assessing foundational knowledge of the discipline (retrospective comprehensive) and/or ability to conduct independent and original research (prospective comprehensive). As such, comprehensive examinations must not reexamine graduate course content completed at McGill. Units must consult *GPS guidelines* for retrospective and prospective exams when establishing their comprehensives.

The content of the comprehensive must be consistent with the stated objectives and should be appropriately circumscribed. At least 3 months prior to the examination, 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**

Units must provide doctoral students with a written description of the Ph.D. comprehensive process, detailing objectives and content, format, timing, assessment, grading and reporting, and failures (and procedures for repeats).

The format of the comprehensive must be consistent for all students within a given program. The following list gives some of the more common formats, which are often combined:

- written examination
- take-home examination
- synthesis of relevant research in the field
- written research proposal and/or thesis proposal
- oral examination or defence

### **Timing**

Units must clearly specify when the comprehensive must be taken and how this fits into the program milestones, e.g., whether all coursework must have been completed prior to undertaking the comprehensive and/or whether the comprehensive is the final step before thesis research and writing.

Scheduling of the comprehensive must be specified by the unit and the comprehensive exam must be completed by the end of PhD3. Students must be informed of the date of the exam with sufficient time to prepare for it.

### **Assessment**

Assessment parameters must be made clear to the student in advance of the examination. This includes information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, it must be made clear how the committee is appointed and who sits on it, and how the evaluation is to be carried out (consensus or vote).

Where there is more than one component to the examination (e.g., an oral exam plus a written exam), it must be made clear to the student how these components are factored into the final grade. For example, it must be clearly specified whether each component counts equally, whether the assessment is global, and whether failure of one part of the comprehensive examination (or of one question) results in overall failure.

All Ph.D. comprehensives must be represented by an administrative course number, usually XXXX 701. Grading of this course must be Pass/Fail. A Pass is required for students to continue in the program.

### **Feedback**

The assessment and reasons for the decision, including identifying specific strengths and weaknesses, must be provided to the student in writing within 2 weeks of the examination. There must be sufficient detail to allow the student to understand the decision.

In the case of oral examinations, the student must be given feedback on presentation, logical exposition, ability to answer questions, etc. To help ensure that assessments can be put in context, units may choose to make a record of the examination (including audio or video recording) and/or to have a neutral observer, chair, or outside committee member, or to make the oral presentation open to members of the academic unit. If recorded, an unedited copy of the recording must be forwarded to the student within 2 weeks of the examination.

### **Failures**

In the event that the student is judged to have failed the comprehensive, units must allow, without prejudice, one repeat of the comprehensive (in whole or in part) within a minimum of four months and a maximum of six months. After the first failure, a grade of HH (which designates “continuing”) will be recorded on the student’s transcript.

The student must be informed in a face-to-face meeting and in writing by the department that they have failed the comprehensive. At this meeting and in the written document, the student must be informed of conditions relating to a repeat of the examination, including the nature of the re-examination and committee membership, as well as the deadline for retaking the exam. Units have the right to specify further requirements in the event of failure, e.g., requiring students to take an additional course or courses in areas where they have shown weakness on the comprehensive.

If the student does not repeat the exam by the deadline specified by the unit, the HH will be converted into F and the student will be withdrawn from the university. In the event that the repeat comprehensive is passed, the grade of HH will be converted to a Pass and the student will be allowed to continue in the program.

### **Appeals**

A student withdrawn due to failure of their comprehensive exam has 30 days to appeal this decision. They must follow the steps specified under *Requesting an appeal in case of withdrawal due to failure* in the [Failure Policy](#).

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<b>Faculty of Agricultural and Environmental Sciences</b>	<b>Degrees Available</b>
: <i>Agricultural Economics</i>	M.Sc.
: <i>Animal Science</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Bioresource Engineering</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Biotechnology</i>	M.Sc.A., Graduate Certificate
: <i>Food Science and Agricultural Chemistry</i>	M.Sc., Ph.D.
: <i>Human Nutrition</i>	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
: <i>Natural Resource Sciences</i>	M.Sc., Ph.D.
: <i>Parasitology</i>	M.Sc., Ph.D.
: <i>Plant Science</i>	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
<b>Faculty of Arts</b>	<b>Degrees Available</b>
: <i>Anthropology</i>	M.A., Ph.D.
: <i>Art History</i>	M.A., Ph.D.
Classics – see : <i>History and Classical Studies</i>	N/A
: <i>Communication Studies</i>	M.A., Ph.D.
: <i>East Asian Studies</i>	M.A. ( <i>Ad Hoc</i> ), Ph.D. ( <i>Ad Hoc</i> )
: <i>Economics</i>	M.A., Ph.D.
: <i>English</i>	M.A., Ph.D.
: <i>French Language and Literature</i>	M.A., Ph.D.
: <i>Geography</i>	M.A., Ph.D.
: <i>History and Classical Studies</i>	M.A., Ph.D.
: <i>Information Studies</i>	M.I.St., Ph.D., Graduate Certificate
: <i>International Development</i>	N/A
: <i>Islamic Studies</i>	M.A., Ph.D.
: <i>Jewish Studies</i>	M.A., Ph.D. ( <i>Ad Hoc</i> )
: <i>Languages, Literatures, and Cultures</i>	M.A., M.A. ( <i>Ad Hoc</i> ), Ph.D., Ph.D. ( <i>Ad Hoc</i> )
: <i>Linguistics</i>	M.A., Ph.D.
: <i>Mathematics and Statistics</i>	M.A., Ph.D.
: <i>Philosophy</i>	M.A., Ph.D.
: <i>Political Science</i>	M.A., Ph.D.
: <i>Public Policy</i>	M.P.P.
: <i>Psychology</i>	M.A., Ph.D.
: <i>Quebec Studies / Études sur le Québec</i>	N/A
: <i>Religious Studies</i>	M.A., S.T.M., Ph.D.
: <i>Social Studies of Medicine</i>	N/A
: <i>Social Work</i>	M.Sc.A., M.S.W., M.S.W. & B.C.L./J.D., Ph.D.
: <i>Sociology</i>	M.A., Ph.D.
<b>Faculty of Dental Medicine and Oral Health Sciences</b>	<b>Degrees Available</b>
: <i>Faculty of Dental Medicine and Oral Health Sciences</i>	M.Sc. Ph.D.
<b>Faculty of Education</b>	<b>Degrees Available</b>
: <i>Educational and Counselling Psychology</i>	M.A., M.Ed., Ph.D., Graduate Diploma
: <i>Integrated Studies in Education</i>	M.A., Ph.D., Graduate Certificate



**Faculty of Medicine and Health Sciences****Degrees Available***: Surgery, Experimental*

M.Sc., Ph.D., Graduate Certificate, Graduate Diploma

**Schulich School of Music****Degrees Available***: Schulich School of Music*

M.A., M.Mus., D.Mus., Ph.D., Graduate Artist Diploma, Graduate Certificate, Graduate Diploma, Post-Graduate Artist Diploma

**Ingram School of Nursing****Degrees Available***: Nursing*

M.Sc.A., Ph.D., Graduate Certificate, Graduate Diploma

**School of Physical and Occupational Therapy****Degrees Available***: About the School of Physical and Occupational Therapy*

M.Sc., M.Sc.A., Ph.D., Graduate Certificate

**Faculty of Science****Degrees Available***: Atmospheric and Oceanic Sciences*

M.Sc., Ph.D.



Degree		Prerequisites
		Applicants to the Performance program are required to pass auditions in their speciality. See : <i>Schulich School of Music</i> .
Master of Sacred Theology	S.T.M.	B.A. with specialization in religious studies or theology. See : <i>Religious Studies Admission Requirements and Application Procedures</i> .
Master of Science	M.Sc.	Bachelor of Science in the subject selected for graduate work. See appropriate unit.
Master of Science, Applied	M.Sc.A.	A bachelor's degree in the subject selected for graduate work. See appropriate unit.
Master of Social Work	M.S.W.	Bachelor's degree in Social Work including courses in statistics and social science research methods. See : <i>Social Work Admission Requirements and Application Procedures</i> .
Master of Social Work with Bachelor of Civil Law and Bachelor of Laws	M.S.W. with B.C.L./LL.B.	See : <i>Social Work Admission Requirements and Application Procedures</i> .
Master of Urbal	M.U.P.	Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political





**Master of Science (M.Sc.)****Integrated Water Resource Management (Non-Thesis)**

Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Ci	Thesis	N/A

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**Master of Social Work (M.S.W.)**

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Degree		Prerequisites
Doctor of Civil Law	D.C.L.	B.C.L. or LL.B. and usually LL.M. See : <a href="#">Law</a> .
Doctor of Music	D.Mus.	M.A. in Composition (D.Mus. in Composition) or a master's degree in Performance, and professional and teaching experience (D.Mus. in Performance). See : <a href="#">Schulich School of Music</a> .
Doctor of Philosophy	Ph.D.	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 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.
Joint Doctor of Philosophy	Ph.D.	Joint Ph.D.s are offered in co-operation with other universities.
<i>Ad Hoc</i> Doctor of Philosophy	Ph.D. ( <i>Ad Hoc</i> )	Some departments offer the possibility of directly entering a Ph.D. program on an <i>ad hoc</i> basis, or, with the permission of the supervisor and the approval of the Graduate Program Director, exceptional students may transfer from the master's program to the <i>ad hoc</i> Ph.D. program.

### 3.3.1 Doctoral Degree Programs and Specializations

Offered by F







**Graduate Diplomas**

Music Performance

Surgical Innovation

**Graduate Certificates**

Air and Space Law

Library and Information Studies

Bioinformatics

Neonatal Nurse Practitioner

Pé

Applications and uploaded supporting documents must be submitted according to individual academic unit specifications and deadlines; see [mcgill.ca/gradapplicants/programs](http://mcgill.ca/gradapplicants/programs). Many programs have rolling admissions, evaluating applications as they are submitted and making early admissions offers. International students are advised to apply well in advance of the application deadlines as immigration procedures may be lengthy.

The admission decision is based on the recommendation of the graduate academic unit. Depending on the academic level and strength of the application, and any special circumstances, the application may be verified by the Graduate Admissions Unit in Enrolment Services and/or reviewed by the Graduate Admissions Committee. All offers of admission are approved by Graduate and Postdoctoral Studies (GPS) and bear the signature of the Dean of GPS.

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## 4.2 Admission Requirements (Minimum Requirements to be Considered for Admission)



**Note:** The following admission requirements denote the minimum standard for applicants. Some graduate academic units may require additional qualifications or a higher minimum CGPA; applicants are strongly urged to consult the academic unit concerned regarding specific requirements.

Applicants should be graduates of institutions with recognized accreditation and hold degrees from such institutions.

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 out of 4.0 for the last two years of full-time study. High grades are expected in courses considered by the academic unit to be preparatory to the graduate program. Some academic units impose additional or higher requirements.

See [mcgill.ca/gr](http://mcgill.ca/gr)

#### 4.4.1 Document Checklist Terms

The following terms appear on the Document Checklist in the online application system and are items or documents that you may be required to upload as part of your application for admission. Please ensure that your use of certain terms conforms to the following definitions:

**Audition:** a trial performance where a performer demonstrates their suitability or skill.

**Curriculum Vitae:** an overview of the applicant's experience and other qualifications, including employment, academic credentials, publications, contributions, and significant achievements.

**GMAT:** Graduate Management Aptitude Test (see [section 4.5: Admission Tests](#) below)

**GRE:** Graduate Records Examination (see [section 4.5: Admission Tests](#) below)

**Interview:** a conversation between the applicant and a McGill representative, using a structured, standardized approach to allow for comparison and analysis of responses from all applicants interviewed; in person, via telephone, Skype, etc.

**Personal Statement:** an essay in which the applicant describes their reasons for applying to graduate studies and indicating qualifications, qualities, or circumstances the applicant feels to be significant; usually provides information about educational and professional goals and discusses the applicant's interest in the desired field of study.

**Portfolio:** a collection of the applicant's best work to date, selected by them, and intended to show their mastery of a given style or variety of styles; different samples of their artistic work.

**Recording:** an unedited recording (audio or video), either of the applicant performing at least two contrasting pieces (minimum 20 minutes), or a video statement (content as described by the academic unit).

**Research Proposal:** a detailed description of the proposed program of research, including proposed Thesis Supervisor(s); describes the research background, significance, methodology, and references; may include expected results; may include a detailed curriculum vitae.

**TOEFL:** Test of English as a Foreign Language (see [section 4.6: Competency in English](#) below).

**Writing Sample:** a recent sample of the applicant's written work, on any topic (not necessarily within the desired field of graduate study) and not necessarily previously submitted for evaluation or publication.

**Written Work:** a sample of the applicant's written work, drawn from essays, papers or other work previously submitted for academic evaluation or publication, and falling within the desired field of graduate study.

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#### 4.5 Admission Tests

Some academic units require the taking of various tests for admissions purposes. Consult the Program page for unit-specific requirements.

##### CASPer

The CASPer test is an individual online test that assesses for non-academic attributes or people skills. For further information, see [takecasper.com/about-casper/](https://takecasper.com/about-casper/).

##### Graduate Record Examination (GRE)

The Graduate Record Examination (GRE) (Educational Testing Service, Princeton, NJ 08540) consists of a relatively advanced test in the candidates' specialty, and a general test of their attainments in 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. Refer to [www.ets.org/gre](http://www.ets.org/gre) for further information. Only some academic units require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the advanced test are advised to ensure that official test results are sent to McGill directly by the testing service.

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly toward graduate study in the subject selected. In such cases, the academic unit has the right to insist on a report from the GRE or some similar test. High standing in this examination will not by itself guarantee admission.

##### Graduate Management Admissions Test (GMAT)

Applicants to graduate programs in Management must ensure that official results are released to McGill by the Graduate Management Admission Council (GMAC). The test is a standardized assessment offered by the GMAC to help business schools assess candidates for admission. For further information, see [www.mba.com/exams/gmat](http://www.mba.com/exams/gmat).

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#### 4.6 Competency in English

Applicants to graduate studies must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin.

Normally, applicants meeting any one of the following conditions are **not** required to submit proof of proficiency in English:

1. Mother tongue (language first learned and still used on a daily basis) is English.

2. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America (anglophone or francophone).
3. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction.
4. 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:

1. **TOEFL** (Test of English as a Foreign Language): minimum acceptable scores are: **iBT (Internet-based test)**: 86 overall, and no less than 20 in each of the four component scores.



**Note:** an institutional version of the TOEFL is not acceptable.

2. **IELTS** (International English Language Testing System): a band score of 6.5 or greater.
3. **McGill Certificate of Proficiency in English** or **McGill Certificate of Proficiency – English for Professional Communication**: Certificate of Proficiency awarded.

In each case, applicants must ensure that official test results are sent to McGill directly by the testing service. Applications cannot be considered if test results are not available. These scores are general minima; some academic units may set higher requirements.

Revised – March 2021

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## 4.7 Application Dates and Deadlines

Application opening dates are set by Enrolment Services in consultation with Graduate and Postdoctoral Studies (GPS), while application deadlines are set by the academic unit and may be revised at any time. Applicants must verify all deadlines and documentation requirements well in advance on the appropriate McGill departmental website; please consult the list at [mcgill.ca/gps/contact/graduate-program](http://mcgill.ca/gps/contact/graduate-program).

Information on application deadlines is available at [mcgill.ca/gradapplicants/how-apply/application-steps/application-deadlines](http://mcgill.ca/gradapplicants/how-apply/application-steps/application-deadlines).

Admission to graduate studies is competitive; accordingly, late and/or incomplete applications are considered only as time and space permit.

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## 4.8 Admission to a Qualifying Program

Some applicants whose degree and academic standing make them very good candidates for admission to graduate studies, but who are considered inadequately prepared in the subject selected, may be admitted to a Qualifying program for a master's. The undergraduate-level courses to be taken in a Qualifying program will be prescribed by the academic unit concerned.

Qualifying students are registered in graduate studies, **but not as candidates for a degree**. Only one Qualifying year (i.e., two full-time terms) is permitted.

In all cases, after the completion of a Qualifying year or term, an applicant interested in commencing a degree program must apply for admission by the application deadlines. Successful completion of the work in the Qualifying program (B- in all courses) does not automatically entitle the student to proceed toward a degree. Qualifying year students must apply for admission to the program for which they seek qualification.

In cases where an academic unit recommends a change of registration from Qualifying program (Fall) to Master's Degree First Year (Winter), **students must apply to the degree program by the academic unit's Winter application deadline**. A Qualifying year applicant admitted to a Winter term as the first term of studies must apply for admission for a Fall term as their second term of studies.

Students who are ineligible for a Qualifying program may apply to the appropriate undergraduate faculty for admission as regular or Special Students, and seek admission to graduate studies at a later date. The normal admission requirements must be met and the usual procedures followed.

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## 4.9 Admission as a Special Student

Candidates wishing to take one or two courses at the graduate level, but who do not wish to pursue a degree, can submit an application to be considered as a Special student. Special students must hold a recognized undergraduate degree, and must meet the admission requirements to the program for which they are being considered.

Special students must register for at least one 600-level course, or higher, but can simultaneously register for undergraduate courses, normally with permission from the department. Special students cannot register for more than two terms, and can complete a maximum of six credits per semester, up to a maximum of twelve credits in one year. Under no circumstances are Special students eligible to obtain a degree.

### 4.9.1 Admission to a Second Degree Program

A candidate with a given higher degree may apply for admission to a second degree program at the same level but **in a different subject**. The normal admission requirements must be met and all the usual procedures followed.

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#### **4.10 Admission to Two Degree Programs**

Students may, with special permission granted by the Graduate Admissions Committee (composed of the Dean and Associate Deans of Graduate and Postdoctoral Studies) and in consultation with the Graduate Admissions Unit of Enrolment Services, be admitted to two degree programs or to tw

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## 6.9 Postdoctoral Fellows

Please see [mcgill.ca/gps/postdocs](http://mcgill.ca/gps/postdocs).

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## 7 Student Services and Information

McGill offers a full range of student services and resources that support your life, learning, personal, and academic achievements.

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### 7.1 Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown Campus, Service Point will address a wide variety of students' needs.

Some of the many services offered at Service Point for undergraduate and graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards and exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition and fees information
- pick-up of alternative U.S. Loans

Arts or Science students will also be able to inquire about:

- course and program registration
- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see [mcgill.ca/student-services/](http://mcgill.ca/student-services/).

For more information about Service Point, see [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint).

#### 7.1.1 Location

3415 McTavish Street (at Sherbrooke)  
Montreal QC H3A 0C8  
Telephone: 514-398-7878  
Opening hours: please refer to [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint)  
Email: please refer to [mcgill.ca/servicepoint/contact-us](http://mcgill.ca/servicepoint/contact-us)

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## 7.2 Student Rights and Responsibilities

*Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the Secretariat. It contains re

### 7.2.1 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community, and the broader local community.

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 2100  
Montreal QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990  
Email: [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)  
Website: [mcgill.ca/deanofstudents](http://mcgill.ca/deanofstudents)

### 7.2.2 Office of the Executive Director, Services for Students

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal QC H3A 0G3

For information, contact:

Telephone: 514-398-8238  
Website: [mcgill.ca/studentsservices](http://mcgill.ca/studentsservices)

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department.

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## 7.3 Student Services – Downtown Campus

Unless otherwise indicated, all **Student Services** on the Downtown Campus are located in the William and Mary Brown Student Services Building:

Brown Student Services Building, Suite 4100  
3600 McTavish Street  
Montreal QC H3A 0G3  
Email: [student.services@mcgill.ca](mailto:student.services@mcgill.ca)  
General Information: 514-398-8238  
Website: [mcgill.ca/studentsservices](http://mcgill.ca/studentsservices)

A list of services available is given below. For further information, see the [Student Services website](#). This list also includes services offered by McGill offices external to the Student Services office.

- [section 7.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 7.3.2: Career Planning Service \(CaPS\)](#)
- [section 7.3.3: First Peoples' House](#)
- [section 7.3.4: International Student Services \(ISS\)](#)
- [section 7.3.5: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 7.3.6: Office for Sexual Violence Response, Support, and Education](#)
- [section 7.3.7: Student Accessibility & Achievement](#)
- [section 7.3.8: Office of Sustainability](#)
- [section 7.3.9: Scholarships and Student Aid Office](#)
- [section 7.3.10: Student Wellness Hub](#)

### 7.3.1 Campus Life & Engagement (CL&E)

Supports all students, new and returning, and connects them to resources and opportunities that will enhance their student experience.



Brown Student Services Building  
3600 G vices Building

Website: [mcgill.ca/osvrse](http://mcgill.ca/osvrse)

### 7.3.7 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to **undergraduate, graduate, and postdoctoral** students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6009

Email: [access.achieve@mcgill.ca](mailto:access.achieve@mcgill.ca)

Exam Centre

Redpath Library Building, 3459 McTavish St., Suite RS-56

Telephone: 514-398-2480

Email:

Centennial Centre, Room 124  
Telephone: 514-398-7992  
Website: [mcgill.ca/macdonald-studentservices/health-wellness](http://mcgill.ca/macdonald-studentservices/health-wellness)

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## 7.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. A complete list of Student Services can be found at [mcgill.ca/studentservices/services](http://mcgill.ca/studentservices/services). All **Student Services** at Macdonald Campus are located in the Centennial Centre, unless otherwise noted:

Centennial Centre, Room 124  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellevue QC H9X 3V9  
Telephone: 514-398-7992  
Email: [stuserv.macdonald@mcgill.ca](mailto:stuserv.macdonald@mcgill.ca)  
Website: [mcgill.ca/macdonald-studentservices](http://mcgill.ca/macdonald-studentservices)

A list of services available is given below. For detailed information, please visit [our website](#) and the main [Student Services website](#).

- [section 7.4.1: Career Planning Service \(CaPS\)](#)
- [section 7.4.2: International Student Services \(ISS\)](#)
- [section 7.4.3: Student Accessibility & Achievement](#)
- [section 7.4.4: Student Wellness Hub](#)
- [section 7.4.5: Scholarships and Student Aid](#)
- [section 7.4.6: Other Services](#)

### 7.4.1 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, workshops, and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [mcgill.ca/caps](http://mcgill.ca/caps)  
myFuture: [caps.myfuture.mcgill.ca](http://caps.myfuture.mcgill.ca)

### 7.4.2 International Student Services (ISS)

Offers support to international students; orientation and transition programs, and immigration and health insurance information.

Telephone: 514-398-4349  
Website: [mcgill.ca/internationalstudents](http://mcgill.ca/internationalstudents)

### 7.4.3 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services and programs, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Appointments can be arranged with an Access Services Adviser at Macdonald Campus.

Macdonald Campus  
Telephone: 514-398-7992 (Mac)  
Website: [mcgill.ca/access-achieve/](http://mcgill.ca/access-achieve/)

Main Office - Downtown  
1010 Sherbrooke St. W., Suite 410  
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#### 7.4.4 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisers, local wellness advisers, dietitians, psychiatrists (by referral only), sexologists, and lab technicians. In addition, information, support, and programming are available through the Student Wellness Hub's Healthy Living Annex.

Macdonald Campus Clinic  
Centennial Centre, room 124  
Telephone: 514-398-6017  
Website: [mcgill.ca/wellness-hub](http://mcgill.ca/wellness-hub)

Downtown Campus  
Brown Student Services Building, 3rd floor  
Telephone: 514-398-6017  
Email: [hub.clinic@mcgill.ca](mailto:hub.clinic@mcgill.ca)  
Website: [mcgill.ca/wellness-hub/](http://mcgill.ca/wellness-hub/)

#### 7.4.5 Scholarships and Student Aid

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Telephone: 514-398-6013  
Website: [mcgill.ca/studentaid](http://mcgill.ca/studentaid)

#### 7.4.6 Other Services

The following resources available to students are external to the Student Services office.

##### Office of Sustainability

McGill's Office of Sustainability, located in the Downtown campus, sends representatives to Macdonald campus every month to support McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Telephone: 514-398-2268  
Email: [sustainability@mcgill.ca](mailto:sustainability@mcgill.ca)  
Website: [mcgill.ca/sustainability](http://mcgill.ca/sustainability)

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### 7.5 Residential Facilities

McGill residences offer you a variety of accommodations that reflect the diversity of our student population on both the Downtown and Macdonald campuses.

#### Mission statement

To continuously develop a safe home and nurturing community for our students through the following means:

- Keeping the value of respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability
- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

#### 7.5.1 Graduate Housing – Downtown

Student Housing and Dining Service Centre  
University Hall

3473 University Street  
Montreal QC H3A 2A8  
Telephone: 514-398-6368  
Email: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)  
Website: [mcgill.ca/shhs](http://mcgill.ca/shhs)

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available. Only a limited number of graduate spaces are available. Out of 160 spaces, approximately 70 become vacant annually. Availability is on a first-come, first-served basis, and you must be admitted or recommended for admission to be considered. To apply, indicate “Yes” in the housing request area of your McGill application and check Minerva for updates in your housing status. For more information, consult the Student Housing and Dining Service Centre’s [website](#).

Move-in weekend is **August 20 and 21, 2022**, and the lease term is from **September 1, 2022 to July 31, 2023**.

#### 7.5.1.1 Single-Occupancy Apartments

Graduate housing includes a seven-story apartment block and three small apartment buildings. All are located within a short walking distance of the main campus.

Each apartment has its own bathroom and kitchen with refrigerator, stove, dining table, and chairs. Other furnishings include: a single-sized bed and mattress, desk and study chair, dresser, bookshelf, night table, and vertical blinds (furnishings may vary depending on room size). Electricity, hot water, heating, and Internet are included in the rent.

#### 7.5.1.2 Shared-Facilities Housing

There is a variety of graduate housing options with shared facilities. For example, students can live in a former coach house of one of the largest mansions in Montreal’s “Golden Square Mile,” or in a number of brownstone mansions featuring wood paneling, decorative moldings, and elaborate ornamental fireplaces. This type of housing offers graduate students the privacy of their own bedroom along with the benefits of communal living such as large kitchens and common rooms where housemates gather to dine and watch TV.

McGill offers all-female, all-male, and co-ed graduate accommodation.

### 7.5.2 University Residences – Macdonald Campus

Campus Housing Office  
P.O. Box 188  
Macdonald Campus of McGill University  
Sainte-Anne-de-Bellevue QC H9X 3V9  
Telephone: 514-398-7716  
Email: [residences.macdonald@mcgill.ca](mailto:residences.macdonald@mcgill.ca)  
Website: [mcgill.ca/students/housing/residence-options/macdonald](http://mcgill.ca/students/housing/residence-options/macdonald)

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. Included in the room rent is high-speed Internet service.
- The **EcoResidence** accommodates 100 students. This residence will appeal to students who enjoy independent living in self-contained fully furnished apartments of two or six single-bedroom units. Units are split-level with large, airy, common living areas.

#### 7.5.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a residence lease.

At the time of publishing, all fees for the new academic year were not available. We recommend consulting the fee sheet which will be available on the Macdonald residence website at [mcgill.ca/students/housing/fees-applying/mac-fees](http://mcgill.ca/students/housing/fees-applying/mac-fees) for the most up-to-date pricing.

There is no meal plan offered on the Macdonald Campus. Students may, however, load their oneCard to purchase meals; refer to

### 7.5.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 22, 2023 to April 30, 2024**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the [Campus Housing Office](#); an additional fee will be charged if permission is granted.

You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on campus, or registered for summer courses.

In exceptional circumstances, international students or students coming from a distance may be admitted early. Permission from the Campus Housing Office must be obtained prior to arrival. Floor Fellows may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.

### 7.5.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common lounging areas such as the **Eco-Niche** CC Lobby, and when available, the **Ceilidh**. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. **Twigs Café** is located on the ground floor between the Macdonald-Stewart Building and Barton Library.



**Note:** Non-resident students cannot stay overnight in any residence without permission from the Campus Housing Office.

**Student P**

McGill Sports Complex  
475 Pine Avenue West  
Telephone: 514-398-7000  
Email: [perry.karnofsky@mcgill.ca](mailto:perry.karnofsky@mcgill.ca) (recreational sports) or [lisen.moore@mcgill.ca](mailto:lisen.moore@mcgill.ca) (varsity sports)  
Website: [mcgillathletics.ca](http://mcgillathletics.ca)  
Facebook: [www.facebook.com/mcgillathleticsandrecreation](http://www.facebook.com/mcgillathleticsandrecreation)  
Twitter: [www.twitter.com/McGillAthletics](http://www.twitter.com/McGillAthletics)

### 7.6.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include:

- gym
- fitness centre
- arena
- tennis courts
- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space
- Mac Paddle Shack

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses. Sporting equipment (x-country skis, snowshoes, stand up paddle boards, kayaks, canoes, Frisbees, balls, etc.) is available for loan or rent.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex  
Telephone: 514-398-7789  
Website: [macdonaldcampusathletics.ca](http://macdonaldcampusathletics.ca)  
Facebook: [www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts](http://www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts)

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## 7.7 Ombudsperson for Students

The Office of the Ombudsperson for students of

- Networking and leadership development clubs
- Political and social activism clubs
- Religion and cultural clubs

An overview of extra-curricular acti





### 8.2.1 Guest Access on Minerva

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts, and e-payment.

The [mcgill.ca/student-accounts/parents-and-sponsors/guest-access](http://mcgill.ca/student-accounts/parents-and-sponsors/guest-access) web page describes how to set up this access. You must provide certain information about the individual to whom you wish to grant access to your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can revoke guest access privileges at any time.

Note that [Service Point](#) staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an “Alternate Student Billing” email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification, which includes the balance due on the account.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

### 8.2.2 Payment Procedures

Please see the Student Accounts website at [mcgill.ca/student-accounts/your-account/payment](http://mcgill.ca/student-accounts/your-account/payment) for the various methods of payment available to students and their guests.

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## 8.3 Tuition Fees

**Tuition rates are subject to change each academic year.** Please access *Tuition and fees* at [mcgill.ca/student-accounts/tuition-fees](http://mcgill.ca/student-accounts/tuition-fees). The annual rates of tuition and fees are updated as soon as they are known.



**Note:** Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University’s evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#) or [SCS Client Services](#) (School of Continuing Studies students only) to discuss what documentation is still outstanding to support their situation. These offices will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*. Students in one of these online programs will be notified by email that the Minerva form for the upcoming term is open and can be accessed for completion. Students studying within the province will be subject to the rates established by the government for in-province students. Students who are located outside Quebec while studying, will be subject to deregulated tuition rates.

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

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see [mcgill.ca/legaldocuments](http://mcgill.ca/legaldocuments) for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).

### 8.3.2 International Exemption Fees

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec tuition rate (certain categories may be assessed at the Canadian tuition rate). These categories, and the required supporting documentation for each of them, may be viewed at [mcgill.ca/legaldocuments](http://mcgill.ca/legaldocuments). Further information reg1 0 0 1 356.496u(vifi.201 Tm(ass, aducd to qforal Ex)Tj1 0 0 1 144.838 23qh8nD(Ex)T522 te)Tj1 0 0 1

### **8.3.4 Staff Dependent Waivers**

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may find further information, including instructions on how to complete and submit the application form, at [mcgill.ca/hr/employee-relations/policies-procedures](http://mcgill.ca/hr/employee-relations/policies-procedures).

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at [mcgill.ca/hr/employee-relations/policies-procedures](http://mcgill.ca/hr/employee-relations/policies-procedures).

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## **8.4 Documentation**

For more information on documentation, see [University Regulations & Resources](#) > [Graduate](#) > [Regulations](#) > [section 1.12.1: Why Does McGill Collect Legal Documents from You?](#).

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## **8.5 Compulsory Fees**

Rates are updated and available on the Student Accounts website, [mcgill.ca/student-accounts/tuition-fees](http://mcgill.ca/student-accounts/tuition-fees), as soon as they become available.

attend their convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see [mcgill.ca/student-records/transcripts](http://mcgill.ca/student-records/transcripts) for further information.

**Copyright Fee** – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

**General Administrative Charge** – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administr](http://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administr)

## 8.8.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may request a refund if you have a credit balance of over \$2.00. Students with awards may be subject to a waiting period for their refund until the end of course add/drop, as most awards require full-time registration. For directions on requesting your refund online in Minerva, see [mcgill.ca/student-accounts/your-account/requesting-refund](http://mcgill.ca/student-accounts/your-account/requesting-refund).



**Note:** We strongly recommend that you supply direct deposit banking information via *Minerva* (Canadian banks only); otherwise, a refund charge will apply.

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## 8.9 Other Policies Related to Fees

The following sections describe other fee-related policies that may apply to your account.

### 8.9.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas. Other financial holds can affect access to non-registration functions, for example Meal Plan Top-Ups.

**Interest:** Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2–3 days). The rate is evaluated each Spring, and then it is set for the following academic year. See [mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue](http://mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue) for more information.



**Note:** You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register you as a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

#### 8.9.1.1 Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your previous term account balance or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the **Student Aid Office** to discuss the possibility of obtaining financial aid:

Brown Student Services Building  
3600 rue McTavish, Room 3200  
Montreal QC H3A 0G3

Telephone: 514-398-6013  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [mcgill.ca/studentaid](http://mcgill.ca/studentaid)

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

#### 8.9.1.2 Information for Students Who Are No Longer Registered



## 8.10.2 Students Receiving McGill Funding

Student funding may be paid directly to your student fee account or directly deposited to your bank. Please verify the payment schedule and the method of payment on *Minerva's* Financial Aid/Award menu if you are expecting a fellowship/award.

Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

Please note that credit balances in student fee accounts that result from payment from fellowships/awards are refundable only after the official course "course withdrawal with full refund" deadline for each term.

## 8.10.3 External Scholarships

Students may also receive external scholarships from other organizations, outside agencies, parents' employers or community groups. These awards are typically sent directly to the University. Such students should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to the student's account as soon as the student is registered, with the second instalment credited the first working day in January. If the student does not meet the requirements of the scholarship, the funds will be returned to the external body.

Students may need an anticipated scholarship to reduce their balance owing for a given term. If so, email [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca) with "**External Scholarships**" in the subject line, at least one week before the fee deadline as stated on the e-bill, and indicate the amount, currency (Canadian or US dollars) and agency or company issuing the scholarship. A fee deferral for the expected amount will reduce the amount owed. The deferral will expire by the end of September for the Fall term or January for the Winter term. Interest will be assessed at the prevailing rate on outstanding amounts beyond the deferral deadline.

## 8.10.4 Tuition and Fees – Payment Deferral

Students with no outstanding tuition or fees from a prior term may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the university, government, or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied to the fees covered by the deferral. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the Student Accounts website at [mcgill.ca/student-accounts/awards-assistance/tuition-fees-payment-deferral](http://mcgill.ca/student-accounts/awards-assistance/tuition-fees-payment-deferral).

Students may apply for a fee deferral via the "Defer Payment of Tuition and Fees" form through the Financial Aid/Award menu on *Minerva*, selecting the category applicable to their situation. All applicants will be verified to ensure they have self reported their situation accurately.

The *Minerva* application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account.



**Note:** Students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrative and certain academic fees, and health and dental insurance. Charges not covered by the tuition deferral include, but are not limited to, housing charges, meal plans, printing charges, or any other amounts owing that are not considered registration charges. Interest on outstanding already-billed amounts will continue to be charged on a monthly basis excluding amounts covered by the student aid tuition deferral.

Students are reminded that tuition and student housing fees havncludin tuition and applic

Students who have completed the residency requirements for their program but have not yet completed the program requirements are required to be registered in a supplementary term until graduation. Where a student is in a thesis program, this is called “Additional Session” and fees will be charged each term that they are registered, including the Summer. Students required to register in a Thesis Evaluation term upon initial submission of the thesis will be charged only society and administrative fees in each term that they must be registered. Where a student is in a non-thesis program, this is called “Non-Thesis Extension” and fees will be charged in each term that they are registered. Please refer to *Program Requirements* > [section 1.7.1: Master's Degrees](#) and [section 1.7.2: Doctoral Degrees](#), found in the *Graduatem(al De)Tj1 0 0 Ite real De*



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### 9.3 Online Course Materials and Lecture Recordings

Sign in to [myCourses](#) for your online assignments, reading materials, and syllabus. Many course lectures are recorded for streaming playback on demand.

[Zoom](#) is the cloud-based tool used for attending remote classes when on-campus classes are not available.

See the [Teaching & Learning Services website](#) for more information.

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### 9.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to [mcgill.ca/minerva](http://mcgill.ca/minerva) and log in with your McGill username and password or with your McGill ID and Minerva PIN. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
-

ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The Library's website ([mcgill.ca/library](http://mcgill.ca/library)) is the portal to all our resources and services for your learning and research needs. There are thousands of [databases available](#) that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your [subject guide](#) to get started. In addition, unique scholarly materials from the [Rar](#)

Inquiries: [graphos@mcgill.ca](mailto:graphos@mcgill.ca)

MWC Tutorial Service

Website: [mcgill.ca/mwc/tutorial-service](http://mcgill.ca/mwc/tutorial-service)

Inquiries: [mailto:mwctutorial@mcgill.ca](mailto:mailto:mwctutorial@mcgill.ca)

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### 10.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, as well as certain Montreal-based organizations. Archived media include:

- textual records
- photographs
- audio tapes
- film
- video
- plans
- University publications
- artifacts

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

The MUA Reading Room is open Monday to Friday, from 10:00 a.m. to 6:00 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives

McLennan Library Building, 4th Floor

3459 rue McTavish

Montreal QC H3A 0C9

Telephone: 514-398-4711

Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)

Website: [mcgill.ca/library/branches/mua](http://mcgill.ca/library/branches/mua)

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### 10.4 Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features a world cultures gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West

Telephone: 514-398-4086

Email: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)

Website: [mcgill.ca/redpath](http://mcgill.ca/redpath)

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### 10.5 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 18,845 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 15,800 objects from across Canada; and the renowned Notman

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Photographic Archives, which contain over 1,300,000 historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's [website](#) features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Café and boutique.

Researchers are welcome by appointment.

690 Sherbrooke Street West  
Telephone: 514-398-7100  
Email: [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)  
Website: [musee-mccord.qc.ca](http://musee-mccord.qc.ca)

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## 10.6 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald Campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914  
Website: [mcgill.ca/historicalcollections/departmental/lyman](http://mcgill.ca/historicalcollections/departmental/lyman)

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## 10.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**.

Since then, the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to pro

academic staff; and two are elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor.

**Members**

Stephen Halperin; B.C.L./LL.B.(McG.)  
 Fred Headon; B.A.(Winn.), B.C.L./LL.B.(McG.)  
 Inez Jabalpurwala; B.A., M.A., M.B.A., M.M.(McG.)  
 Pierre Matuszewski; B.A.(Laval), M.B.A.(McG.)  
 Ram Panda; M.Eng., M.B.A.(McG.)  
 Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.  
 Adrienne Piggott  
 Diletta Prando  
 Samira Sakhia; B.Com., M.B.A.(McG.)  
 Jonathan Sigler; B.S., M.S.  
 Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)  
 Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

**11.5.2.2 Student Representatives****Student Representatives**

1 representative of the Students' Society of McGill  
 1 representative of the Post-Graduate Students' Society of McGill  
 Observers ("voice but no vote"):  
 1 representative of the McGill Association of Continuing Education Students  
 1 representative of the Macdonald Campus Students' Society

**11.6 Governance: Members of Senate****11.6.1 Ex-Officio****Ex-Officio**

The Chancellor  
 The Chair of the Board of Governors  
 The Principal and Vice-Chancellor  
 The Provost, Deputy Provost, and the vice-principals  
 The deans of faculties  
 The Dean of Continuing Studies  
 The Dean of Graduate and Postdoctoral Studies  
 The Dean of Students  
 The Dean/Director of Libraries  
 The University Registrar and Executive Director of Enrolment Services  
 The Director of Teaching and Learning Services

**11.6.2 Elected Members****Elected Members**

65 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff





## 11.7.1 Deans, Directors of Schools and Libraries

### 11.7.1.1 Deans

#### Deans

Anja Geitmann

Mary Hunter (*interim*)

Carola Weil

Elham Emami

Dilson Rassier

James Nicell

Josephine Nalbantoglu

Robert Leckey

**Agricultural and Environmental Sciences**

**Arts**

**Continuing Studies**

**Dental Medicine and Oral Health Sciences**

**Education**

**Engineering**

**Graduate and Postdoctoral Studies**

**Law**

**Libraries**

