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Aug. 31, Wed. THES Registered students in 2004-2005 who have completed the residency in a thesis program and who submit their theses to GPSO (Thesis Office) on or before this date are not required to register for the 2005-2006 academic year. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, in writing, to delete their registration at the time of their thesis submission.

**NOTE** Students should not expect to graduate in Fall 2005, but **must** graduate by Fall 2006 (at the latest), otherwise, they must be reinstated and will be charged retroactive registration fees for all unregistered sessions up to and including the term in which they graduate.

**September 2005**

Sept. 1, Thurs. LEC Lectures begin.

Sept. 1, Thurs. **REG** Deadline for new students to register without a late registration fee for all faculties and for returning students to register with a \$50 late fee (\$20 for Special and Graduate part-time students).

Sept. 2, Fri. ORIENT University Orientation for new graduate students in Thomson House, 3650 McTavish Street, either 10:30 - 11:30 a.m., OR 3:00 - 4:00 p.m., OR 5:00 - 6:00 p.m.

Sept. 2, Fri. to Sept. 13, Tues. **REG** Late registration period with \$100 late registration fee for all faculties; \$40 for Special and Graduate part-time students.

Sept. 5, Mon. HOLB1111 -1.fks;

**December 2005**

Dec. 1, Thurs.	LEC	On this day, lectures will follow the <b>Monday</b> class schedule.
Dec. 2, Fri.	INFO	Last day for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for the fall 2005 term. Documents received by this date will be updated for the following term only.
Dec. 2, Fri.	LEC	Last day of lectures.
Dec. 5, Mon.	INFO	Deadline for all Undergraduate students and Graduate students in all <b>non-thesis</b> programs (certificates, diplomas [excluding Continuing Education] or master's non-thesis) who expect to complete their program requirements at the end of the Fall 2005 term (February 2006 graduation) to apply to graduate on Minerva.
Dec. 5, Mon. to Dec. 20, Tues.	EXAM	Examination period for Fall term courses, and multi-term courses.
Dec. 6, Tues. to Jan. 3, Tues.	REG	Winter term registration period for new students. Individual faculties and departments set their own dates within this period.
Dec. 15, Thurs.	REG	Registration begins for Winter term Continuing Education courses via Minerva.
Dec. 23, Fr504 Tw[Ff		

DATE	ACTIVITY CODE	ACTIVITY
Feb. 20, Mon.	THES	Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2006. Meeting this deadline does not guarantee a Spring graduation.
Feb. 20, Mon. to Feb. 24, Fri.	BREAK	<b>STUDY BREAK</b> (Classes cancelled).
<b>March 2006</b>		
Mar. 1, Wed.	APP	Deadline for applications for September admission to most departments for Graduate Studies. (Many departments have earlier deadlines. Please verify this date with the individual department or on the web at <a href="http://www.mcgill.ca/applying/graduate">www.mcgill.ca/applying/graduate</a> .)
<b>April 2006</b>		
Apr. 10, Mon.	INFO	Last day for students to request fee exemptions from and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Admissions, Recruitment and Registrar's Office for the winter 2006 term. Documents received after this date will be updated for the following term only.
Apr. 10, Mon.	LEC	Last day of lectures for Winter term.
Apr. 11, Tues. to Apr. 28, Fri.	EXAM	Examination period for Winter term and multi-term courses.
Apr. 14, Fri. and Apr. 17, Mon.	HOLIDAY	<b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.
<b>May 2006</b>		
May 15, Mon.	<b>W</b>	Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter term 2006 and end in the Summer term or in the Fall term ( <b>with fee refund for Winter term</b> ).
May 15, Mon.	<b>W--</b>	Deadline for newly admitted students beginning their graduate thesis program in a Summer Term of Residence to withdraw from the University, with fee refund (less deposit or \$100 minimum charge).
May 22, Mon.	HOLIDAY	<b>VICTORIA DAY</b> (Classes cancelled). Administrative offices closed.

DATE	ACTIVITY CODE	A
<b>June 2006</b>		
TBA	CONV	2006 Convocations
June 22, Thurs.	HOLIDAY	<b>Administrative offices closed</b> (for La Fête Nationale du Québec). <b>NOTE</b> <b>Between June 23 and August 11 (inclusive) administrative offices will be closed each Friday. Although the Admissions, Recruitment &amp; Registrar's Office and some administrative offices will be open on Friday, August 18, students are urged to inquire in advance to ensure the office they wish to contact is open on this day.</b>
June 23, Fri.	HOLIDAY	<b>LA FÊTE NATIONALE DU QUÉBEC</b> (observed). Libraries closed. Classes cancelled. Administrative offices closed.
June 29, Thurs.	HOLIDAY	Administrative offices closed (for Canada Day).
June 30, Fri.	HOLIDAY	<b>CANADA DAY</b> (observed). Libraries closed. Classes cancelled. Administrative offices closed.

### 3 Programs Offered

#### 3.1 Graduate Diplomas and Certificates

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

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

##### Graduate Diplomas are offered in:

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

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

##### Graduate Certificates are offered in:

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

All graduate regulations apply to graduate diploma and certificate candidates.

### 3.2 Degrees

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

The following degrees are offered:

- Master of Architecture (M.Arch.)
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Business Administration/Bachelor of Civil Law (M.B.A./B.C.L.)
- Master of Business Administration/Bachelor of Laws



Mechanical Engineering (Thesis and project)  
Aerospace Engineering (Project)  
Computational Science and Engineering (Thesis)  
Mining and Metallurgical Engineering (Thesis and project)  
Environmental Engineering (Project)  
Mining (Project)  
Metals and Materials (Project)

Other degrees:

Master of Management (M.M.) is offered in Manufacturing  
Management (see Department of Mechanical Engineering  
and Faculty of Management).  
Master of Science (M.Sc.) is o

### Master of Science, Applied, Degree

This degree was designed to provide postgraduate training of a professional and vocational character, with less emphasis on theoretical knowledge and research than in Master of Science programs, but with no lower standards either for admission or completion of requirements. Two years of full-time study or equivalent are normally required with an emphasis on course work.

Programs are available in:

- Animal Science
- Bioresource Engineering
- Environmental Engineering
- Neotropical Environment
- Biotechnology
- Chemistry
- Communication Sciences and Disorders
- Human Nutrition
- Microbiology and Immunology
- Nursing
- Occupational Health Sciences
- Pharmacology and Therapeutics
- Plant Science
- Rehabilitation Sciences

Prerequisites:

A Bachelor's degree in the subject selected for graduate work. See appropriate unit.

### Master of Social Work Degree

The M.S.W. degree (thesis and non-thesis options) represents a second level of professional study in which students build competence in a chosen field of practice.

Prerequisites:

Bachelor's degree in Social Work including courses in statistics and social science research methods. See Social Work.

Special program:

Joint M.S.W./Law.

### Master of Urban Planning Degree

The program requires a minimum of two years residence and a three-month internship with a member of a recognized planning association.

Prerequisites:

Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political Science, Social Work, Sociology or Urban Planning, with adequate knowledge of quantitative techniques. See Urban Planning.

Prerequisites:

Master's degree in Performance, and professional and teaching experience. See Music.

### Doctor of Philosophy Degree

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

- Anatomy and Cell Biology
- Animal Science
- Anthropology
- Architecture
- Art History
- Atmospheric and Oceanic Sciences
- Biochemistry
- Biology
- Biomedical Engineering
- Bioresource Engineering
- Chemical Engineering
- Chemistry
- Civil Engineering and Applied Mechanics
- Classics
- Communications
- Communication Sciences and Disorders
- Computer Science
- Counselling Psychology
- Earth and Planetary Sciences
- Economics
- Educational Psychology
- Electrical Engineering
- English
- Entomology
- Epidemiology and Biostatistics
- Food Science and Agricultural Chemistry
- French
- Geography
- German
- Hispanic Studies (Spanish)
- History
- Human Genetics
- Human Nutrition
- Islamic Studies
- Linguistics
- Management
- Mathematics
- Mechanical Engineering
- Medicine, Experimental
- Microbiology and Immunology
- Microbiology (Macdonald Campus)
- Mining and Metallurgical Engineering
- Music
- Neurological Sciences
- Nursing
- Occupational Health Sciences
- Parasitology
- Pathology
- Pharmacology and Therapeutics
- Philosophy
- Physics
- Physiology
- Plant Science
- Political Science
- Psychology
- Rehabilitation Science
- Religious Studies
- Renewable Resources
- Russian
- School/Applied Child Psychology
- Social Work
- Sociology
- Surgery, Experimental

The following joint Ph.D. programs are offered:

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

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## 3.4 Doctoral Degrees Offered

### Doctor of Civil Law Degree

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

Prerequisites:

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

### Doctor of Music Degree

The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of major dimensions together with a written analysis of the work. The composition is presented by the candidate in concert. The regulations set forth for the Ph.D. generally apply also to the D.Mus.

Prerequisite:

M.A. in composition. See Music.

The Doctor of Music degree is also offered in Performance. It is offered to professional musicians who wish to teach at the university level and to develop a specialization in a particular repertoire, approach, or discipline (musicology, music theory, music education and pedagogy, or music technology).

**Prerequisites:**

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

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**3.5 Postdoctoral Research**

See [section 9 "Postdoctoral Research"](#) for information about postdoctoral research at McGill University.

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**4 Program Requirements**

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**4.1 Master's Degrees****4.1.1 Residence Requirements – Master's Degrees**

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

- a) The following Master's programs have a minimum residence requirement of **three full-time terms**: M.Arch, M.A., M.C.L., M.Eng., LL.M., M.Mus. (**except** M.Mus. in Sound Recording), M.Sc., M.S.W., M.Sc.A. (**except** M.Sc.A. in Communication Sciences and Disorders).
- b) The following Master's programs have a **minimum** residence requirement of **four full-time terms**: M.L.I.S., M.Mus. in Sound Recording, M.U.P., M.A. (78 credits - Educational Psychology), M.Sc.A. in Communication Sciences and Disorders.
- c) The residence requirement for the Master's program in Education (M.Ed.), Library and Information Studies (M.L.I.S.), Religious Studies (S.T.M.), and students in part-time programs is determined on a per course basis. Residence requirements are fulfilled when students complete all course requirements in their respective programs.
- d) For Master's programs structured as Course, Project or Non-thesis options where the program is pursued on a part-time basis, residence requirements are normally fulfilled when students complete all course requirements in their respective



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## 5.1 Application for Admission

Two procedures are available to apply for graduate admission: online and paper-based forms. Application information and the online application form are available at [www.mcgill.ca/applying/graduate](http://www.mcgill.ca/applying/graduate). Paper application packages should be obtained from individual departments.

Using either procedure, applicants (with some exceptions) are



### 6.1.3 Part-time Students

Certain degree programs can be followed on part-time basis (e.g., M.Ed., M.Eng. non-thesis option, M.B.A., M.S.W. non-thesis option, and S.T.M.). Students in non-thesis programs (including the C.A. program) as well as Special, Visiting and Qualifying, Certificate and Diploma students, **not taking at least 12 credits per term**, are considered to be part-time. Students may, in some departments, proceed towards the degree on a part-time basis.

Part-time students are reminded that they must complete the degree within the time limitation imposed by the Graduate and Postdoctoral Studies Office.

Part-time students who do not take any courses or drop all courses, during any semester, automatically become non-resident students and are charged fees accordingly.

In cases of part-time and transfer students, all coursework might not be completed during the residency. It must therefore be completed during one or more additional terms (non-thesis extensions).

### 6.1.4 Additional Session (Thesis Programs) and Non-Thesis Extension (Non-Thesis Programs) Students

Students in additional session or non-thesis extension are students with a registration status of additional session (thesis programs) or non-thesis extension (non-thesis programs) and paying fees accordingly. The following are such students:

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

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

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses bu7rn7regit4-0.0005 Tc519 0.0003 Te

Students and Postdocs must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to the GPSO.

Students and Postdocs who have been granted such a leave will have to register for the term(s) in question and their registration will show as "leave of absence" on their record. No tuition fees will be charged for the duration of the authorized leave. Research supervisors are not obligated to remunerate students on leave. A student on leave of absence during the Fall term must register for an active term of study in the Winter term (at least) in order to apply for graduation. A student on leave of absence during the Winter and/or Summer terms must register for an active term of study in the Fall term (at least) in order to apply for graduation.

#### **6.1.11 Medical Residents**

Residents and fellows on staff of teaching hospitals associated with the University are included in the Graduate and Postdoctoral Studies Office statistics. They must apply for admission to be Special Students or for admission to a degree program, a graduate diploma or certificate.

#### **6.1.12 McGill Staff as Graduate Students**

Members of the teaching staff of the University up to and including the rank of lecturer may enrol as candidates for a degree, diploma or certificate. If their teaching duties are designated as full-time, they may only enrol as half-time students.

Professorial members of the academic staff may not enrol in graduate degree and diploma programs. This rule shall apply also to any persons who have been on the professorial staff within the previous 12 months, unless they resign completely from their positions at McGill.

Should persons registered in graduate studies be promoted to professorial rank, they may no longer remain graduate students, unless they resign or are granted a leave of absence from their professorial appointments.

In certain exceptional cases, professorial members of the academic staff may apply to the Graduate and Postdoctoral Studies Council to enter graduate programs in academic units other than their own. The Council may grant permission if it is satisfied that the applicant's teaching unit and proposed unit for graduate study are sufficiently remote that conflict of interest situations will not arise. Permission must be granted before any courses are taken towards the proposed degree.

#### **6.1.13 Quebec Inter-University Transfer Agreement (IUT)**

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

##### **6.1.13.1 McGill Students**

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

v Students wishing [(r9hd(de047 Tw(demic rea.8(dvme8e074 0 g2.763 hi(are 0.0257 cs0.0r)-0.6(o9(mit impos)JTJ159 TDse0005 Tc-0.nege will )JTJ14m6





## 6.3 Course Information

### 6.3.1 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 on the Web at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts).

**The three numbers following the Subject Code** refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs courses at the 300 level and 400 level are normally taken in the student's last two years.
- Courses at the 500 level are intended for graduate students, but may also be open to qualified senior undergraduate students.
- Courses at the 600 and 700 level are intended for graduate students only.

**Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identifies multi-term courses.**

### 6.3.2 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that



Letter grades are assigned grade points according to the table shown above. A student's academic standing will be determined based on the basis of a grade point average (GPA), which is calculated by dividing the sum of the credit times the grade points by the total courses GPA credits. GPA credits are the credits of courses with grades that are assigned grade points.

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

The term grade point average (TGPA) will be the GPA for a given term calculated using all the applicable courses at the same level in that term. The cumulative grade point average (CGPA) will be the GPA calculated using the student's entire record of applicable courses at McGill at the same level effective the Fall 2002 term. If the level is changed (e.g. from Master's to Doctoral), the CGPA will start again. For students with

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**6.9 Language Policy**

The language of instruction at McGill is English. Some courses are offered in French. Every student has a right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

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**6.10 Regulations Concerning Theses**

- h. the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs
- i. the McGill Alumni Association
- j. professional bodies or corporations (e.g., engineers, dentists)
- k. McGill Network and Communications Services for the purposes of listing the student's McGill e-mail address in an on-line e-mail directory.

Students who choose not to authorize the University to disclose personal information to the organizations mentioned above in h,i,j and k must complete and submit an opposition form. The opposition form is available at the Admissions, Recruitment and Registrar's Office.

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## **6.13 Transcripts of Academic Record**

### **6.13.1 Unofficial Transcripts**

Students who require a copy of their student record can view and print their own unofficial transcrip



### 6.16 Identification (ID) Cards

Students registered at McGill are required to present an ID card when writing examinations and when using libraries, Student Services, certain laboratories, and many residences.

An ID card cannot be issued until at least 3 hours after the student has registered. When requesting the card, new students must present Permanent Code information and proof of legal status in Canada (for a list of documents please see [section 6.15 "Documentation"](#)).

*ID cards will not be issued if any of the legal documents are missing.*

Registered students may obtain an ID card at these times and locations:

On the Macdonald Campus, registered students may obtain an ID card from the Student Affairs Office, Room 106, Laird Hall, from Monday, August 22 to Wednesday, August 31 by appointment through the Orientation Schedule. From Thursday, September 1 to 9:00 AM.

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## **7 Student Services and Information**

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SallieMae also offers alternative loans. Their website is [www.salliemae.com](http://www.salliemae.com). Their phone number is (800) 695-3317.

### Deadlines

All applications must be complete and be received by **June 1, 2005** to have funds disbursed for the fall semester fee payment deadline.

All applications must be complete and be received by **November 1, 2005** to have funds disbursed for the winter semester fee payment deadline.

### Disbursement of Loan Funds

Stafford and alternative loans are disbursed in one payment co-payable to the student and the school. Cheques are sent to the Student Aid Office. The cheques must be picked up by the student and taken to the Student Accounts Office for processing.

### Entrance Counselling

All first time borrowers of Stafford loans are required to complete a session of entrance counseling prior to receiving loan funds. Entrance counseling may be completed on the web at [www.mapping-your-future.org](http://www.mapping-your-future.org). Our office will be notified when the entrance counseling has been completed.

### Contact Information

Student Aid Office  
3600 McTavish Street, Room 3200  
Montreal, Quebec  
Canada H3A 1Y2  
Telephone: 514-398-6015  
Fax: 514-398-7352  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

### McGill Financial Aid

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

Student Aid Office, Brown Student Services Building,  
3600 McTavish Street, Montreal, Quebec H3A 1Y2  
Telephone: (514) 398-6013/6014  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

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## 7.3 International Students

All students who are not citizens or Permanent Residents of Canada are required to obtain the necessary Visa and/or Study Permit and CAQ **prior to entering the country. Do not leave home without proper documentation. You cannot change your status from Visitor to Student in Canada.**

**Quebec Acceptance Certificate for Studies** – The process to come to Canada begins with an application for Quebec Acceptance Certificate for Studies. There is a \$100 processing fee for this document. Details on how and where to apply for the CAQ are provided with the McGill Admissions package.

**Study Permit** – Issued by Immigration Canada through a Canadian Embassy or Consulate. (There is a processing fee of \$125 on all applications for Study Permits.)

A citizen of the United States, Greenland and/or St. Pierre-Miquelon is permitted to obtain the Study Permit at a Port of Entry, if in possession of the required supporting documents.

**Applying to McGill from within Canada (outside Quebec)** – Students transferring from another Canadian institution outside Quebec to McGill should send their documents and CAQ application to the Montreal address of Immigration Quebec.

Students must normalize their status with Quebec and Canada Immigration prior to attending any classes at McGill.

For further information, or if there is an emergency, contact International Student Services by telephone during regular office hours, 09:00 to 17:00, or by e-mail.

International Student Services:  
Telephone: (514) 398-4349  
E-mail: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)

**Compulsory Health Insurance** – By Senate regulation, all students who do not have Canadian citizenship or Permanent Resident status, as well as their accompanying dependents, must participate in a compulsory health insurance plan administered by the University.

When registering by Minerva, students will be directed to the International Student Services Web page for enrolment procedures and schedule.

For information concerning rates, see [section 8.6 "Other Fees"](#). All inquiries related to this University policy must be directed to International Student Services Office.

Health Insurance:  
Telephone: (514) 398-6012  
E-mail: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

International Student Services, Brown Student Services Building,  
3600 McTavish Street, Room 3215, Montreal, Quebec H3A 1Y2.  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

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## 7.4 Student Rights and Responsibilities

The Handbook on Student Rights and Responsibilities (green book) is available on the McGill Website, [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services) or from the Office of the Dean of Students.

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## 7.5 Office of the Dean of Students

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 1Y2

Telephone:  
General Information: (514) 398-8238 or 398-3825  
Dean/Associate Dean: (514) 398-4990  
Fax: (514) 398-3857  
Website: [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

**Chaplaincy Service:**

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

**Counselling Service:**

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





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## 8.7 Billings and Due Dates

### Confirmation of Acceptance Deposit

In certain graduate departments, new students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. Students will be required to confirm their acceptance of the offer of admission on [www.mcgill.ca/](http://www.mcgill.ca/)

ernment assistance for full-time studies by June 30 will be entitled to an exemption of interest and late payment charges effective upon receipt of their aid at the Student Aid Office.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

#### **8.10.4 Graduate Awards/Teaching Assistantships**

Graduate students who are recipients of awards where funds are paid directly to them (e.g. CIMR, NSERC, etc.) are normally required to pay their fees by the payment due dates. Students who are dependent on the income received from a Teaching Assistantship in order to pay their tuition should consult with their graduate department to see if they qualify for a deferral of their fees.

Arrangements can be made with the department to have regular deductions at source to pay tuition.

## CERTAIN SPECIAL PROGRAMS CHARGE DIFFERENT FEES

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

#### International Master's Program for Practising Managers

All students – all fees: \$42,500 U.S.

#### Master in Manufacturing Management

The tuition fees over the program (normally 4 terms) will total \$25,000. Other fees are estimated to be as follows for the Fall and Winter terms:

## 2. Registration

- i. Postdocs must be registered annually with the University through the Graduate and Postdoctoral Studies Office. Initial registration will require an original or notarized copy of the Ph.D. diploma. Registration will be limited to persons who fulfil the definition above and for whom there is an assurance of appropriate funding and where the unit can provide assurance of the necessary resources to permit postdoctoral education.
- ii. Upon registration, the Postdoc will be provided with a University identity card issued by the Registrar's Office.

## 3. Appointment, Pay, Agreement of Conditions

- i. Upon registration, all Postdocs must be appointed regardless of whether their funding comes from a McGill account. Their appointments may not exceed their registration status.
- ii. In order to be registered as a Postdoc, an individual must be assured of financial support, other than from personal means, during his/her stay in the University equivalent, at the time of appointment, to the minimal stipend requirement as set by the University in accordance with guidelines set by federal and provincial research granting agencies. There are no provisions for paid family leave unless this is stipulated in the regulations of a funding agency outside the University.
- iii. At the outset of a postdoctoral appointment, a written Letter of Agreement for Postdoctoral Education should be drawn up and signed by the Post

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## 9 Postdoctoral Research

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### 9.1 Postdocs

Postdocs are recent graduates with a Ph.D. or equivalent (i.e. Medical Specialist Diploma) engaged by a member of the University's academic staff, including Adjunct Professors, to assist him/her in research.

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

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### 9.2 Guidelines and Policy for Academic Units on Postdoctoral Education

The general guidelines listed below are meant to encourage units to examine their policies, procedures, and privileges for postdoctoral education. Every unit receiving Postdocs should have explicitly stated policies and procedures for the provision of postdoctoral education as well as established means for informing Postdocs of policies, procedures, and privileges (e.g., orientation sessions, handbooks, etc.), as well as mechanisms for addressing complaints. Academic units should ensure that their policies, procedures and privileges are consistent with these guidelines and the Charter of Students' Rights. For their part, Postdocs are responsible for informing themselves of policies, procedures and privileges.

#### 1. Definition and Status

- i. Postdoctoral status will be recognized by the University in accordance with Quebec provincial regulations. Persons may only be registered with postdoctoral status for a period of up to five years from the date they were awarded a Ph.D. or equivalent degree. Time allocated to familial or health leave (as defined in the GPSO Calendar, General Information, [section 10.6 "Health and Parental/Familial Leave of Absence Policy"](#)) is added to this period of time. Leaves for other reasons, including vacation leave, do not extend the term. Postdocs must do research under the supervision of one or more McGill professors, including Adjunct Professors. They are expected to be engaged primarily in research with minimal teaching or other responsibilities.





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

### **1. Assignment of Advisors, Supervisors and Committees**

- i. Each unit should designate a member (or members) of the academic staff (usually the graduate program director) to monitor the progress of students throughout the graduate program, to ensure that all conditions of admission and requirements are fulfilled, to provide students with information on their program, their progress through it, sources of and policies on financial support, and to advise them how to resolve problems which may arise during their program.
- ii. As soon as possible, students should have a supervisor who has competence in the student's proposed area of research, and a program or thesis committee. Although procedures and timetables for choosing supervisors and committees may vary across programs, they should be consistent within a particular program and should be made clear to incoming students. Thesis supervisors must be chosen from academic staff in tenure-track positions. Faculty Lecturers and Research Assistants may not act as supervisors but in exceptional cases, may be co-supervisors. Emeritus Professors and Adjunct Professors may co-supervise. Professors (Special Category) may supervise or co-supervise students. In the case of supervision, the academic unit in question must ensure continuity of appropriate supervision of their graduate students.

### **2. Program**

- i. Early in their program, students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Wgb-7.4(es -0.vant, )7.4(students should s sid areple-)rTc-0a'f259 TD-0.0008ieeft a'f259 Titseg to comples(4(es 6 0.6(g)0.2004 Tww[g in )-7.45pTD-0.d



content, format, timing, assessment, grading and reporting, failures. (See below for details.)

2. All units that have a Ph.D. comprehensive must adopt an administrative course number for it, usually XXXX 701. One of the following forms of grading must be adopted and used consistently within the program: Pass/Fail or letter grades.

## 10.5 Graduate Studies Reread Policy

**This policy applies only in the case of marks given for written work in 600- and 700-level courses.** For 500-level courses and below, the reread policy of the appropriate undergraduate faculty applies.

### Consultation

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, graduate students have the right, subject to reasonable administrative arrangements, "to consult any written submission for which they have received a mark and to discuss this submission with the examiner". Upon request by the student, the instructor of the course is obliged to conduct this consultation with the student.

(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 so even if the materials in question have already been discussed by the TA with the student.)

### Verification

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

### Rereads

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

No request for a reread is valid unless, at the time it is made, the student has already met with the faculty member responsible for the course to review the mark, or has made a reasonable attempt to do so.

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

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

1. The time limit for requesting a reread is within 30 days after posting of the final marks for the course. However, in the case

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

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## 10.7 Failure Policy

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

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# 11 Libraries and Computing Facilities

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## 11.1 Libraries

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

McGill Libraries' electronic databases may be queried on computer workstations in any library or – in many instances – searched from remote computers. The Library has around 600 databases currently available, including numeric databases and indexing and abstracting services. The Library also subscribes to approximately 12,000 full-text journals, both from publishers such as Oxford University Press, Elsevier Science-Direct, Wiley InterScience, Kluwer On-line, and Blackwell Synergy and from journal vendors and aggregators such as JSTOR, Project MUSE, Dow Jones Interactive, Lexis-Nexis, and IEEE. The numbers are rapidly growing.

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







tions. A research grant usually covers direct costs, while indirect costs should be recovered whenever possible.

**Regulations**

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

ments or grants from outside agencies, a clear agreement should be made at the outset as to the accessibility of research findings for publication.

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

- 2) If at any time, during the program, the student's own research discoveries or those of other group members lead to a need for limitation on free communication, there should be full discussion by the whole group in concert with the administrative exaora148ublications

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

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

The major responsibilities of this committee are:

- a) to ensure that all animal care and use at the University and affiliated institutions is carried out in accordance with the policies and guidelines of the Canadian Council on Animal Care and McGill University.
- b) to establish policies and procedures to ensure that no research, teaching or testing involving animals (including field studies) commences without prior approval by a Facility Animal Care Committee. Animal use protocols are reviewed and approved by Facility Animal Care Committees on an annual basis with particular emphasis on the ethics of animal investigation. All teaching projects, and those categorized at "Pain and Discomfort" Level D will be referred to the UACC Subcommittee on Ethics for further review.
- c) to ensure that all research using animals has been peer reviewed for scientific merit, irrespective of funding source; and provide a mechanism for projects funded from internal or industry sources to be peer reviewed according to the CCAC guidelines on animal use protocol review.

## 2. Facility Animal Care Committees

Facility Animal Care Committees are established for each affiliated institution and each major University constituency using animals in research or teaching. The purpose of each FACC is to ensure that all animals used in research or teaching within its jurisdiction are used and cared for in accordance with all applicable requirements.

The Facility Committees have the authority to:

- a) stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal;
- b) stop immediately any use of animals which deviates from the approved use, or any non-approved procedure, or any procedure causing unforeseen pain or distress;
- c) have an animal killed humanely if pain or distress caused to an animal cannot be alleviated.

## B. Procedures for Obtaining Approval of Research Projects

To permit review and approval by the appropriate Facility Animal Care Committee a completed "Animal Use Protocol" form must be submitted at least two months prior to (1) starting new projects; (2) changes in animal use procedures, or (3) expiry of previously approved applications. Animal use applications must be renewed annually. Research funds may be withheld by the University administration for programs that are in non-compliance with either University or CCAC guidelines. Note that animal use theory and practical training is now mandatory for all personnel involved in a project using live animals.

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

## C. Animal Resources Centre

The Animal Resources Centre serves as the major centre of expertise in laboratory animal science and medicine for the animal-based research and teaching activities of McGill University and its affiliated hospitals. The Centre and its two veterinarians are responsible for advising on the care and use of experimental animals throughout the University and its affiliated hospitals. The Centre's veterinarians are also responsible, along with the Facility Animal Care Committees, for ensuring compliance with the stand-

ards of the Canadian Council on Animal Care (CCAC) for the care and use of experimental animals. Its professional, technical and clerical staff offer a comprehensive range of services to all teaching and research programs using experimental animals. The Centre also provides training and consultation in methods of animal experimentation and in laboratory animal science for technicians, students and academic staff through a recurring series of lecture and workshops, and through individual instruction.

## 12.6 Policy on Intellectual Property

### 1. Principles and Objectives

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

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University assistance; or (b) with the use of University equipment, facilities, or resources; or (c) in the course of academic duties or work in the course of study, research, or teaching.

**5.2 Ownership of Rights to Software:**

Subject to sections 5.3 and 5.5, the Inventor and the University jointly own the rights to Software created by an Inventor: (a) with University assistance; or (b) with the use of University equipment, facilities, or resources; or (c) in the course of academic duties or work in the course of study, research, or teaching; and in the case of Learnware, in the fields in which the Inventor has been teaching and doing research at any time during the six years preceding the date of creation of such Learnware.

**5.3 Exception to Joint Ownership –  
Administrative and Support Staff:**

Notwithstanding sections 5.1 and 5.2, where the Invention or Software was created by an Inventor who is a member of the administrative and support staff of the University, as a result of activities covered by his or her Contract of Employment, the rights to such Invention or Software are owned by the University.

**5.4 Specific Exceptions Applicable to Inventions:**

Notwithstanding section 5.1 and subject to section 5.3, th48 e3follow-se

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his/her Faculty; and to the Vice-Principals (Academic) and (Research) prior to the commencement of the activity and annually thereafter.

**Liability Insurance**

The purpose of liability insurance is to protect against lawsuits arising from accidental or unintended occurrences to someone else's person or property. The University's Comprehensive General Liability Policy covers all faculty, staff and students while they are performing any activity pertaining to their academic and/or employment duties, including field activities. This policy will defend and indemnify against losses which arise by reason of liability imposed by law.

This policy applied on a worldwide basis and insures specifically against bodily injury, personal injury, death or damage to the property of others. It includes the personal liability of an individual insofar as the conduct which caused the loss was part of the individual's employment or academic duties.

**Automobile Insurance**

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

When renting vehicles on a short-term/worldwide basis, it is recommended that the Collision Damage Waiver (CDW) be declined in all cases where the corporate American Express card is used as payment. However, third party liability insurance is not considered optional coverage and should form part of the general rental costs. It would be prudent to confirm this fact.

**Accident Insurance for Visitors and Students**

The University can provide limited Accidental Death and Dismemberment Insurance, including emergency medical coverage, not only for visitors to Canada, but also for students travelling outside Canada. Specific arrangements should be made by contacting the Risk Management and Insurance Department.

**Miscellaneous**

Certain research situations require special insurance arrangements. The following is a listing of some of the special cases:

1. Use of aircraft: When leasing or chartering aircraft, special liability policies need to be arranged (this does not apply to passage on commercial aircraft).
2. War zones: Insurance policies generally have exclusions in some form regarding war risks, political insurrection, terrorism, etc., which require special policy placements.
3. Marine research: Trips involving ocean-going activities also necessitate special handling.
4. Cash: Whenever possible, it is recommended that credit cards or traveller cheques be used as opposed to carrying significant amounts of cash.

**Operational By-laws on International Research and Cooperation Contracts**

The Board of Governors has approved operational by-laws on International Research and Cooperation Contracts.

The Risk Management and Insurance Department should be contacted during the development stage of the project, and prior to the signature of the contract for the following reasons:

1. To ensure that the scope of liability contractually acquired does not supersede the limits of existing insurance programs.
2. To review and establish what forms of local (foreign) insurance are necessary where representatives of the University are established on a long-term or permanent basis in a host country.

In closing, although it is important to include insurance protection for all field situations, common sense and practical considerations for eliminating or reducing risks should always take precedence. While this document provides some general guidelines, please be aware that there are restrictions and exclusions in all insurance policies which may affect coverage. It is strongly recommended that all research supervisors refer specifically to the Risk Management and Insurance Department for clarification of University

insurance coverage, and any assistance in arranging whatever special additional coverage may be required.

**12.9 Procedure to Obtain Research Support**

When a member of the University staff wishes to undertake research involving the use of the University's facilities, or when the funds are to be used to support activities in which students or Post-docs are to be engaged as part of their educational experience, the University considers the activity to be part of its pattern of research. They should refer to guidelines on "Procedures Concerning Research Support - Part II" of the Guide to Sponsored Research at McGill University available on the Web at [www.mcgill.ca/research-policies/sponsored](http://www.mcgill.ca/research-policies/sponsored) or contact the Office of the Vice-Principal (Research) at (514) 398-3991.

**12.10 Research Grants Office (RGO)**

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

The Research Grants Office authorizes the Research and Restricted Funds Office to open, renew and revise all internal and external research grant accounts, after verification that all required information is on file and complies with the University and Agency policies, regulations and procedures. RGO is also responsible for preparing the above-mentioned reports to the Research and Restricted Funds Office and at the affiliated hospitals for reimbursement of indirect 17dsts



Sylvia Franke; LL.B., B.Sc.(Tor.)

**Registrar and Executive  
Director of Admissions,  
Recruitment and Registrar's Office**



