School of Nursing (Graduate)

Programs, Courses and University Regulations

2011-2012

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

1. McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
2. In the interpretation of academic regulations, the Senate is the final authority.
3. Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
4. All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
5. Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
6. Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://banweb.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.
7. The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
8. Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.

Publication Information

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1 Dean's Welcome

To Graduate Students and Postdoctoral Fellows:

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

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

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

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

Martin Kreiswirth, Ph.D.
Associate Provost (Graduate Education)
Dean, Graduate and Postdoctoral Studies

2 Graduate and Postdoctoral Studies

2.1 Administrative Officers

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

2.2 Location

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Montreal, QC H3A 2T5

Telephone: 514-398-3990
Fax: 514-398-1626
Email: *servicepoint@mcgill.ca*
Website: *www.mcgill.ca/gps*

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

2.3   General Statement Concerning Higher Degrees

Arts

: Political Science

: Psychology

: Russian and Slavic Studies

: Social Studies of Medicine

: Social Work

: Sociology

Dentistry

: Dentistry

Desautels Faculty of Management

: Desautels Faculty of Management

Education

: Educational and Counselling Psychology

: Information Studies

: Integrated Studies in Education

: Kinesiology and Physical Education

Engineering

: Architecture

: Chemical Engineering

: Civil Engineering and Applied Mechanics

: Electrical and Computer Engineering

: Mechanical Engineering

: Mining and Materials Engineering

: Urban Planning

Law

: Law

McGill School of Environment

: Environment

Medicine

: Anatomy and Cell Biology

: Biochemistry

: Bioethics

: Biomedical Engineering

: Communication Sciences and Disorders

: Epidemiology and Biostatistics

Experimental Medicine, see *: Medicine, Experimental*

: Human Genetics

: Medical Physics

Medicine

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

All graduate regulations apply to graduate diploma and certificate candidates.

4.2   Master's Degrees

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

The following master's degrees are offered (*see below for more information about sub-specializations*):	Prerequisites:
Master of Architecture (M.Arch)	M.Arch. (professional degree) – McGill B.Sc.(Arch.) degree, or equivalent; M.Arch. (post-professional degree) – an M.Arch. (professional degree) or equivalent professional degree.
Master of Arts (M.A.)	Bachelor of Arts in the subject selected for graduate work. See appropriate unit.
Master of Business Administration (M.B.A.)	An undergraduate degree from an approved university. See Management.
Joint program: Master of Business Administration (M.B.A.) with integrated Bachelor of Civil Law (B.C.L.) / Bachelor of Laws (LL.B.)	See Management.
Concurrent Master of Business Administration with Doctor of Medicine / Master of Surgery (M.B.A. with M.D.,C.M.)	See Management.
Master of Manufacturing Management (M.M.M.)	See Management.
	A bachelor's degree with specialization related to the subject chosen for graduate work, plus a Permanent Quebec T

Master of Architecture Degrees

M.Arch. programs offered:

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

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

Master of Arts Degrees

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

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

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

Classics (Thesis and Non-Thesis)

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

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

Education (Thesis and Non-Thesis)

English (Thesis and Non-Thesis)

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

Geography; options in Development Studies, Environment, Gender and Women's Studies, Neotropical Environment, Social Statistics

German Studies (Thesis and Non-Thesis)

Hispanic Studies (Thesis and Non-Thesis)

History (Thesis and Non-Thesis); options in Development Studies (Thesis and Non-Thesis), European Studies (Thesis and Non-Thesis), Gender and Women's Studies (Thesis and Non-Thesis), History of Medicine (Non-Thesis)

Islamic Studies; option in Gender and Women's Studies

Italian Studies (Thesis and Non-Thesis)

Jewish Studies (Thesis and Non-Thesis)

Kinesiology and Physical Education (Thesis and Non-Thesis)

Linguistics (Non-Thesis)

Mathematics and Statistics (Thesis and Non-Thesis)

Music (Thesis and Non-Thesis)

Philosophy; option in Bioethics

Political Science (Thesis and Non-Thesis); options in Development Studies (Thesis and Non-Thesis), European Studies (Thesis and Non-Thesis), Gender and Women's Studies (Non-Thesis), Social Statistics (Non-Thesis)

Psychology

Religious Studies (Thesis and Non-Thesis); options in Bioethics and Gender and Women's Studies

Russian

Sociology (Thesis and Non-Thesis); options in Development Studies (Thesis and Non-Thesis), Environment, Gender and Women's Studies (Thesis and Non-Thesis), Medical Sociology (Thesis and Non-Thesis), Social Statistics (Non-Thesis), Neotropical Environment

Master of Business Administration Degrees

A program leading to the degree of Master of Business Administration (M.B.A.) is offered in the following concentrations:

Finance

Global Strategy and Leadership

Marketing

Technology and Innovation Management

An E.M.B.A. is also offered (joint with HEC).

Special programs:

M.B.A. with M.D.,C.M.

M.B.A. with B.C.L. and LL.B.

Master of Manufacturing Management (see Management and Mechanical Engineering)

Master's Degrees in Education

Three types of master's degrees are offered: M.A. (Thesis and Non-Thesis), M.Ed. (Non-Thesis) and M.Sc. (Thesis and Non-Thesis).

The M.A. may be taken in the following areas:

Counselling Psychology (Thesis and Non-Thesis): Counselling Psychology – Professional/Internship (Non-Thesis), Counselling Psychology – Project (Non-Thesis)

Education and Society (Thesis and Non-Thesis); options in Gender and Women's Studies (Thesis and Non-Thesis) and Jewish Studies (Thesis and Non-Thesis)

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

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

Educational Psychology

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

Kinesiology and Physical Education (Thesis and Non-Thesis)

Master's Degree in Engineering

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

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

Other degrees:

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

Master's Degrees in Law

The degree of Master of Laws is offered in:

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

Master of Library and Information Studies Degree

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

Master's Degrees in Music

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

The M.A. may be taken in:

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

The M.Mus. may be taken in:

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

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

Master's Degrees in Nursing

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

Master's Degrees in Religious Studies

Communication Sciences and Disorders
Human Nutrition
Nursing
Occupational Health
Occupational Therapy
Plant Science
Physical Therapy

Other degrees:

Master of Science, Applied (OT)
Master of Science, Applied (PT)

Master of Social Work Degrees

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

Special program:

M.S.W. with B.C.L. and LL.B.

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.

Options: Transportation Planning and Urban Design.

4.3   Doctoral Degrees

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

The following doctoral degrees are offered (*see below for more information about sub-specializations*)**:**	**Prerequisites:**
Doctor of Civil Law (D.C.L.)	B.C.L. or LL.B. and usually LL.M. See Law.
Doctor of Music (D.Mus.)	M.A. in Composition (D.Mus. in Composition) or an master's degree in Performance, and professional and teaching experience (D.Mus. in Performance). See Music.
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 to Graduate and Postdoctoral Studies 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.

Doctor of Civil Law Degrees

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.

Doctor of Music Degrees

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.

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).

Doctor of Philosophy Degrees

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

Anatomy and Cell Biology
Animal Science; option in Bioinformatics
Anthropology; option in Neotropical Environment
Architecture
Art History; option in Gender and Women's Studies
Atmospheric and Oceanic Sciences
Biochemistry; options in Bioinformatics, and Chemical Biology

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

4.4 Postdoctoral Research

See *section 8: Postdoctoral Research* for information about postdoctoral research at McGill University.

5 Program Requirements

5.1 Master's Degrees

Residence Requirements – Master's Degrees

Language Requirements – Master's Degrees

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

5.2　Doctoral Degrees

Residence Requirements – Doctoral

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

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

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 Graduate Students and Postdocs").

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.

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.

Note: The master's degree must have been awarded before initial registration in the doctoral program; otherwise, the admission level will be at Ph.D. 1 and residency will be extended to three years. Once the level of admission is approved by Graduate and Postdoctoral Studies, it will not be changed after obtaining the master's degree if the date falls after registration in the program. If a previous awarded degree is a condition of admission, it must be fulfilled before registration in another program.

As a rule, no more than one-third of the McGill program formal course

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

5.3 Ad Hoc Programs

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

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

5.4 Ad Personam Programs (Thesis Option only)

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

5.5 Coursework for Graduate Programs, Diplomas, and Certificates

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

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

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

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

6 General Admission for Graduate Studies

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

Website: *www.mcgill.ca/gradapplicants*
Email: *servicepoint@mcgill.ca*

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

6.1 Application for Admission

Application information and the online application form are available at *www.mcgill.ca/gradapplicants/apply*. Applicants (with some exceptions) are required to ask two instructors familiar with their work to send letters of recommendation. All applicants must themselves send, or ask the appropriate university authorities to send, two official or certified copies of their complete academic record from each university-level institution attended to date. McGill graduates do not need to submit McGill transcripts. Letters of recommendation and official transcripts must be sent **directly** to the department concerned. Please note

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

A **non-refundable** fee of $100 in Canadian funds **must** accompany each application, otherwise **it cannot be submitted**. This sum must be paid by credit card and is non-refundable when submitting the online application form. Candidates for Special, Visiting Student, and Qualifying status must apply and pay the application fee every year (i.e., every Fall term).

It is recommended that applicants submit a list of the titles of courses taken in the major subject, since transcripts often give code numbers only. **Transcripts written in a language other than English or French must be accompanied by a translation prepared by a licensed translator.** An explanation of the grading system used by the applicant's university is essential. The applicant should also indicate the major subject area in which further study is desired.

Completed applications, with supporting documents, must reach departmental offices according to individual department dates for guaranteed consideration. Applicants should contact the department concerned, or see: *www.mcgill.ca/gradapplicants/programs*. International students are advised to apply well in advance of the date for guaranteed consideration as immigration procedures may be lengthy. Applications received after the prescribed dates for guaranteed consideration may or may not be considered, at the discretion of the department. Candidates will be notified of acceptance or refusal by Graduate and Postdoctoral Studies as quickly as possible.

Admission to graduate programs at McGill is highly competitive and the final decision rests with Graduate and Postdoctoral Studies. Admission decisions are not subject to appeal or reconsideration.

6.2   Admission Requirements (minimum requirements to be considered for admission)

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

The applicant must present evidence of academic achievement: a minimum standing equivalent to a cumulative grade point average (CGPA) of 3.0 out of a possible 4.0 or a CGPA of 3.2/4.0 for the last two full-time academic years. High grades are expected in courses considered by the department to be preparatory to the graduate program. Some departments impose additional or higher requirements.

See *www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency* for information on mark/grade equivalencies and degree requirements from countries in Europe and around the world.

Admission to graduate programs at McGill is highly competitive and the final decision rests with Graduate and Postdoctoral Studies. Admission decisions are not subject to appeal or reconsideration.

6.3   Admission Tests

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* for further information. Only some departments require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the adv

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

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

2. IELTS (International English Language Testing System): a band score of 6.5 or greater.
3. MELAB (Michigan English Language Assessment Battery): a mark of 85% or higher.
4. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of "B" (Good) or higher.
5. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of "C" (Pass) or higher.
6. Edexcel London Test of English - Level 5 - with an overall grade of at least "Pass".
7. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency - English for Professional Communication: Certificate of Proficiency awarded. 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 departments may set higher requirements.

Revised – July 2008

6.5   Admission to a Qualifying Program

Some applicants whose academic degrees and standing entitle them to serious consideration 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 department 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 dates for guaranteed consideration. 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 a department 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 Winter departmental dates for guaranteed consideration**. A Qualifying-Year applicant admitted to a Winter term as a first term of studies must apply for admission for a Fall term as his/her 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.

6.6   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.

6.7   Admission to Two Degree Programs

Students may, with special permission granted by Graduate and Postdoctoral Studies, be admitted to two degree programs or to two departments or 0 1 110.608 1327742.2

6.8 Admission to an Ad Personam Joint Program

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

Email: *graduate.fellowships@mcgill.ca*

Website: *www.mcgill.ca/gps/students* (under Fellowships and Awards)

Graduate Fellowships and Awards Calendar: *http://coursecalendar.mcgill.ca/fellowships201112/wwhelp/wwhimpl/js/html/wwhelp.htm*

The Fellowships and Awards Section of Graduate and Postdoctoral Studies provides processing services for many sources of support for Canadian and non-Canadian students, both new to McGill and continuing. Further information on these and other sources of funding can be found in various publications on the Fellowships and Awards web pages. The *Graduate Fellowships and Awards Calendar* lists all internal awards as well as numerous external awards.

Entrance Fellowships are awarded on the basis of the application for admission, upon nomination by academic departments. Most internal fellowships are awarded in this manner – please contact the proposed academic department directly for further information.

Research Assistantships, Teaching Assistantships, and stipends from professors' research grants are handled by individual academic departments at McGill. Fellowships, assistantships, and stipends are used to make funding packages for graduate students. All assistantship and stipend inquiries should be directed to departments.

A small number of citizens from countries whose governments have entered into agreements on tuition fees with Quebec may be exempted from the supplemental tuition fees normally required of international students. All French citizens and a limited number of citizens of a country in the list, which can be found at *vThe Fello plMELS*

i. Appointments may not exceed your registration eligibility status.

ii. In order to be registered as a Postdoc, you must be assured of financial support other than from personal means during your stay at McGill University, equivalent to the minimal stipend requirement set by the University in accordance with guidelines issued by federal and provincial research granting agencies. There are no provisions for paid parental leave unless this is stipulated in the regulations of a funding agency outside the University.

iii. At the outset of a postdoctoral appointment, a written Letter of Agreement for Postdoctoral Education should be drawn up and signed by the Postdoc, the supervisor, and the department head or delegate (see template Letter of Agreement on the web at *www.mcgill.ca/gps/postdocs* and supporting document – commitments for Postdoctoral Scholars and Supervisors at
www.mcgill.ca/files/gps/Commitments_of_Postdoctoral_Scholars_and_Supervisors_July_09.pdf). This should stipulate, for example, the purpose of the postdoctoral appointment (research training and the advancement of knowledge), the duration of the fellowship/financial support, the modality of pay, the work space, travel funds, and expectations and compensation for teaching and student research supervision. Leaves from postdoctoral education must comply with the Graduate and Postdoctoral Studies Policies for Vacation, Parental/Familial, and Health Leave (see Graduate and Postdoctoral Studies General Information *section 8.3: Vacation Policy for Graduate Students and Postdocs* and *section 9.6: Health and Parental/Familial Leave of Absence Policy*). Any breach of these conditions may result in grievance procedures or the termination of the postdoctoral appointment.

iv. Postdocs with full responsibility for teaching a course should be compensated over and above their fellowship at the standard rate paid to lecturers by their department.

v. The amount of research, teaching, or other tasks that Postdocs engage in over and above postdoctoral activities should conform to the regulations for Postdocs specified by the Canadian research council of their discipline. This applies to all Postdocs, including those whose funding does not come from the Canadian research councils.

4. **Privileges**

i. Postdocs have the same pertinent rights as the ones granted to McGill students in the *Handbook on Student Rights and Responsibilities* ("Green Book"), available at *www.mcgill.ca/secretariat/policies/students*.

ii. Postdocs have full graduate student borrowing privileges in McGill libraries through their identity card.

iii. As a rule, Postdocs who are Canadian citizens or who have Permanent Resident status may take courses for credit. Admission to such courses should be sought by submitting application documents directly to the appropriate program by the Postdoc. They must be admitted by the department offering the courses as Special Students. These Postdocs may only be enrolled as part-time students in non-degree granting programs. They will be charged fees for these courses.

iv. Postdocs may be listed in the McGill directory. The Computing Centre will grant Postdocs email privileges on the same basis as graduate students upon presentation of a valid identity card.

v. The Department of Athletics will grant Postdocs access to sports facilities upon presentation of their identity card. A fee will be charged on an annual or term basis.

vi. Postdocs are mandatory members of the Post-Graduate Students' Society (PGSS) and aTm(vi. aRejiii.)3ull grvr1 8Ctoatiocll ychar

– to uphold and transmit to their Postdocs the highest professional standards of research and/or scholarship;

– to provide research guidance;

– to meet regularly with their Postdocs;

– to provide feedback on research submitted by the Postdocs;

– to clarify expectations reg

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

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

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

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

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

General Conditions

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

9   Graduate Studies Guidelines and Policies

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

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

a particular program and should be made clear to incoming students. Thesis supervisors must be chosen from academic staff in tenure-track positions. Faculty Lecturers and Research Assistants may not act as supervisors but in exceptional cases, may be co-supervisors. Emeritus Professors and Adjunct Professors may co-supervise. Certain non-tenure track professors appointed in the Faculty of Medicine may be eligible to supervise or co-supervise graduate students with the approval of the unit and Graduate and Postdoctoral Studies. In the case of supervision, the academic unit in question must ensure continuity of appropriate supervision of their graduate students.

2. **Program**

i. Early in their program, students should be informed of the phases through which they must pass toward the achievement of the graduate de

iii. Academic units should establish criteria of excellence in supervision and graduate teaching appropriate to their disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit pay awards.

iv. The maximum number of students under the direction of a single supervisor should be consistent with the ability of the supervisor to provide quality supervision, taking into account the workload of the supervisor and norms of the discipline.

v. Procedures should be established for ensuring continuity in supervision when a student is separated from a supervisor – for example, when the supervisor takes a sabbatical leave, retires from McGill or changes universities or when the student leaves to complete field work or takes a job before submitting a thesis.

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

9.2 Policy on Graduate Student Research Progress Tracking

This is a new mandatory policy and procedure to track the research progress of graduate students. The policy is referred to in the amended *section 9.1: Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision* in bold print. Documents to record progress can be found on the GPS website: *www.mcgill.ca/gps/staff/forms*.

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

1. Annually, the student must meet with, at minimum, their supervisor(s) and a departmental representative. This meeting can occur in the context of an annual thesis or advisory committee in those departments that have thesis committees
2. At the first such meeting (to be held shortly after thesis students begin their programs), written objectives/expectations for the year must be recorded on the first of the three forms, Form #1 (Graduate Student Research Objectives Report Form). All three people at the meeting must sign this form. A student who does not agree to sign the form must write a statement detailing his/her objections to the expectations recorded on the form.
3. Approximately one year later, and every year thereafter, the student, supervisor(s) and the departmental representative should meet again to review the progress that has been achieved toward the recorded objectives. Prior to the meeting, the student should record his/her accomplishments and progress for the year by completing Form #2 (Graduate Student Research Progress Record). This completed form is then evaluated by the supervisor and the departmental representative on Form #3 (Graduate Student Research Progress Report Form). All parties sign Form #3. A student who does not agree to sign the form must write a statement detailing his/her objections. At this same meeting, objectives for the following year should be recorded on Form #1, as per the procedure described in point 2, above.
4. In the event that recorded research progress is unsatisfactory, a new set of objectives should be developed for the student at the meeting, and recorded on Form #1. These new, or interim, objectives apply only to the next semester. Evaluation of progress should take place after that semester has concluded, following the steps described in point 3, above.
5. In the event that a student has any two unsatisfactory evaluations they may be required to withdraw from their program of study. These two unsatisfactory evaluations need not be successive.
6. All forms are to be kept in departmental files.
7. Departments that already have progress tracking forms may continue to utilize them, but these must conform to the fundamental principles underlying this new policy. Specifically, any departmental procedure or forms to record graduate research progress must:

   - be used **annually**;
   - be used in a meeting with the supervisor and one other departmental representative, and signed by all parties;
   - include a written statement of expectations approximately one year before any evaluation. (Note: This can be one semester in the case of expectations following an unsatisfactory evaluation.);
   - permit the student to submit a minority report and not sign;
   - state clearly that any two unsatisfactory evaluations may be grounds for requiring a student to withdraw.

Please note this new University policy is **MANDATORY**. Students may grieve against a department that fails to adhere to the policy and procedures outlined above.

Senate, September 2003

9.3 Vacation Policy for Graduate Students and Postdocs

Graduate students and Postdocs should normally be entitled to vacation leave equivalent to university holidays and an additional total of fifteen (15) working days in the year. Funded students and Postdocs with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly.

Council of FGSR April 23, 1999

9.4 Ph.D. Comprehensives Policy

Preamble

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

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

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

1. **General Policy**

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

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

Specific Issues

Objectives and Content

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

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

The content of the comprehensi

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

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

Plagiarism

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

Plagiarism in a Ph.D. comprehensive examination contravenes McGill University's academic goals and standards. Consequently, any student found guilty of plagiarism under the Code of Student conduct and Disciplinary Procedures (see the *Handbook on Students Rights and Responsibilities* available at *www.mcgill.ca/secretariat/policies/students*) in a Ph.D. comprehensive examination may face very serious penalties, even expulsion from the University without the degree.

Failures

i. Repeats

In the event of a failure, units must allow, without prejudice, one repeat of the comprehensive (in whole or in part). The first time a student fails, the student must be informed in writing by the department that he/she has failed the comprehensive and must be informed of conditions relating to a repeat of the examination. In such circumstances, the grade of HH (continuing) will be used. In the event of a second failure, a grade of F will be reported to Graduate and Postdoctoral Studies and the student will be asked to withdraw from the Ph.D. program.

Conditions for retaking the examination must be clearly stated, including the time frame, potential dates, nature of the re-examination, committee membership, etc.

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).

ii. Plagiarism

If plagiarism is suspected, the case will be referred directly to the committee on Student Discipline in accordance with the code of Student Conduct, Part III (article 15) and Part V (A). If plagiarism is established by due University process, the student is considered to have failed the examination, with no possibility of repeat.

iii. Review and Reassessment

Rereads. In the case of written comprehensives, the Graduate Studies Reread Policy applies.

A student who fails an oral examination may request a review. In such cases, Graduate and Postdoctoral Studies will conduct a review of the examination process and procedures.

Other Relevant Policies/Offices

Charter of Student Rights
Graduate Studies Reread Policy
Office for Students with Disabilities

Approved by Executive of Faculty of Graduate Studies and Research (FGSR) February 17, 1997 and Council of FGSR March 7, 1997

9.5   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").

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

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

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

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

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

2. The request for a formal reread must be made by the student in writing to Graduate and Postdoctoral Studies and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee ($35 for an exam, $35 for a paper, $35 for one or more assignments, to a maximum of $105 per course) will be charged directly to the student's fee account after the result of the reread is received. No fee will be charged if there is a change upwards in the letter grade for the course.

3. Administration of the reread is handled by Graduate and Postdoctoral Studies, not by the department. GPS will contact the department to obtain the work to be reread, a list of potential readers, and details of the marking. The list of potential readers must be approved by the Department Chair or Graduate Program Director. The Chair or Director must, as well, vouch for the impartiality of these readers. All communication with the second reader is conducted by GPS.

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

4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirement of the Charter of Students' Rights that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.

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

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

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

Prepared by the Committee on Graduate Programs, Supervision and Teaching

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

9.6   Health and Parental/Familial Leave of Absence Policy

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

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

During a **leave of absence for parental or familial reasons**, a student will not be eligible to take courses but he/she may request and expect guidance on thesis and research w04.92pect go5tailble abyre

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

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

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

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

No retroactive requests for leave of absence will be considered.

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

9.7 Failure Policy

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

9.8 Guideline on Hours of Work

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

10 Research Policy and Guidelines, Patents, Postdocs, Associates, Trainees

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *c*

10.5   Guidelines for Research with Animal Subjects

Please refer to the guidelines for research involving animal subjects available at: *www.mcgill.ca/research/researchers/compliance/animal*.

10.6   Policy on Intellectual Property

Please refer to the Policy on Intellectual Property available at: *www.mcgill.ca/research/researchers/ip*.

10.7   Regulations Governing Conflicts of Interest

Please refer to the regulations governing conflicts of interest available at *www.mcgill.ca/secretariat/policies/conflictofinterest*.

10.8   Safety in Field Work

Please refer to the policies on safety in field work available at *www.mcgill.ca/ehs/fieldworksafety*.

10.9   Office of Sponsored Research

Please refer to the Office of Sponsored Research, available at: *www.mcgill.ca/research/researchers*.

10.10   Postdocs

Please see *www.mcgill.ca/gps/postdocs*.

10.11   Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies. (*www.mcgill.ca/apo/classifications/other/research-associate*)

11   Academic Programs

The programs and courses in the following sections have been approved for the 2011-2012 session as listed, but the Faculty reserves the right to introduce changes as may be deemed necessary or desirable.

11.1   Nursing

11.1.1   Location

School of Nursing
Wilson Hall

Fax: 514-398-8455

Website: *www.mcgill.ca/nursing*

11.1.2 About Nursing

The McGill School of Nursing is a professional School within the Faculty of Medicine that has been educating nurses since 1920. The School is internationally recognized for its distinctive vision, leadership in nursing, and the quality of its programs. McGill nursing graduates have earned a reputation as outstanding clinicians, educators, researchers, and leaders in the discipline.

Over the years, the faculty of the School at McGill has worked to formulate a philosophy about the responsibilities and practice of nursing. This philosophy, known as the McGill Model of Nursing, directs the curricula at the School and emphasizes health, the family, learning and development, collaboration with clients and working with the resources of indi

Nurse-applicants to the Nurse Practitioner streams of study in the master's degree program must have completed a bachelor's degree comparable to the undergraduate degrees offered at the McGill School of Nursing (minimum 66 university credits, includes 12 credits in the biological sciences) with a minimum GPA of 3.2/4.0 in previous nursing studies. Applicants must have completed at least two years of practice in clinical fields related to the specialty area within the last five years. An introductory statistics course (3 credits) is required prior to admission to the program.

All nurse applicants are expected to hold current registration in the province or country from which they come. Nurses who are not licensed in Quebec must obtain a special authorization for graduate nurse students from the Order of Nurses of Quebec.

Nurse applicants to the master's program may complete their studies on a part-time basis, i.e., a minimum of 6 credits per term to a maximum of four years.

Students entering with one of these undergraduate degrees will complete the nurse practitioner stream of study in the Master's of Science (Applied) program (45 credits) and the post-master's Graduate Diploma (30 credits) in Primary Care or the Graduate Diploma in Neonatology.

Point of entry - applicants with a master's degree in nursing

Applicants entering with a master's degree in nursing must have completed a bachelor's degree comparable to the undergraduate degrees offered at the McGill School of Nursing (minimum 66 university credits, includes 12 credits in the biological sciences) with a minimum GPA of 3.2/4.0 in previous nursing studies. Applicants must have completed at least two years of practice in clinical fields related to the specialty area within the last five years. Applicants are expected to hold current registration in the province or country from which they come. Nurses who are not licensed in Quebec must obtain a special authorization for graduate nurse students from the Order of Nurses of Quebec. Studies may be completed on a part-time basis, i.e., a minimum of 6 credits per term to a maximum of four years.

Students entering with a master's degree in nursing are required to complete a Graduate Certificate (15 credits) in Theory in Primary Care or Theory in Neonatology, followed by the post-master's Graduate Diploma (30 credits) in Primary Care or the Graduate Diploma in Neonatology.

N.B. Depending on the nature of courses previously completed in their master's degree, students will register first as Special students where they will complete 6-12 additional credits from the list below to prepare for entry to the Graduate Certificate programs.

section 11.1.5: Master of Science, Applied (M.Sc.A.); Nursing (Non-Thesis) (58 credits)

The objective of this program is to prepare specialists in nursing to be able to participate in the development, implementation, and management of services in all domains of health care. Opportunity is provided for the advanced clinical study of nursing, and for incorporating research and evaluation methods in the investigation of nursing issues.

section 11.1.6: Graduate Certificate; Theory in Neonatology (15 credits)

This graduate certificate prepares students with completed graduate studies, comparable to the McGill Master's of Science (Applied) Nursing program, and experience in neonatology to continue their studies in the Graduate Diploma in Neonatal Nurse Practitioner. The program of study focuses on the acquisition of advanced-level knowledge from the biomedical sciences in the context of the nurse practitioner role. The Graduate Certificate Theory in Neonatology and the Graduate Diploma in Neonatal Nurse Practitioner cannot be taken concurrently.

section 11.1.7: Graduate Certificate; Theory in Primary Care (15 credits)

This graduate certificate prepares students with completed graduate studies, comparable to the McGill Master's of Science (Applied) Nursing program, and experience in primary care to continue their studies in the Graduate Diploma Primary Care Nurse Practitioner. The program of study focuses on the acquisition of advanced-level knowledge from the biomedical sciences in the context of the nurse practitioner role. The Graduate Certificate Theory in Primary Care and the Graduate Diploma in Primary Care Nurse Practitioner cannot be taken concurrently.

section 11.1.8: Graduate Diploma in Neonatal Nurse Practitioner (30 credits)

The diploma is the final step in the student's preparation to assume the new role as nurse practitioner. Students with completed graduate studies in the discipline and experience in neonatology now combine the acquisition of advanced-level knowledge from the biomedical sciences to the application of this knowledge in context. Upon successful completion of the diploma program, candidates are eligible to write the nurse practitioner licensing exam.

section 11.1.9: Graduate Diploma in Primary Nurse Practitioner (30 credits)

The diploma is the final step in the student's preparation to assume the new role as nurse practitioner. Students with completed graduate studies in the discipline and experience in primary care now combine the acquisition of advanced-level knowledge from the biomedical sciences to the application of this knowledge in context. Upon successful completion of the diploma program, candidates are eligible to write the nurse practitioner licensing exam.

section 11.1.10: Doctor of Philosophy (Ph.D.); Nursing

The School of Nursing of McGill University and the *Faculté des Sciences Infirmières of the Université de Montréal* offer a joint doctorate program leading to a Ph.D. in Nursing. This program is offered in English at McGill. The program is designed to train nurse scientists who will make a contribution to the advancement of knowledge in the discipline of nursing and assume a leadership role both in the profession and in the health care system.

section 11.1.11: Doctor of Philosophy (Ph.D.); Nursing — Psychosocial Oncology

A cross-disciplinary option in Psychosocial Oncology (PSOO) is offered in collaboration with the Departments of Oncology and Psychology and the Schools of Nursing and Social Work. This option is open to doctoral students in the School of Nursing and in the Department of Psychology who are interested in broadening their knowledge of psychosocial issues in oncology.

11.1.3   Nursing Admission Requirements and Application Procedures

11.1.3.1 Admission Requirements

Proficiency in English

The language of instruction at McGill University is English. Students must write term papers, examinations, and theses in English or in French. Applicants to graduate studies whose mother tongue is not English and who have not completed an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction or from a recognized Canadian institution (anglophone or francophone) must submit documented proof of competency in oral and written English. **Before acceptance**, appropriate exam results must be submitted directly from the TOEFL (Test of English as a Foreign Language – *www.ets.org/toefl*) or IELTS (International English Language Testing Systems – *www.ielts.org*) Office. An institutional version of the TOEFL is not acceptable. Applications will not be considered if a TOEFL or IELTS test result is not available. TOEFL exam requirements: a minimum score of 600 (paper-based) or 100 with each component score no less than 20 (Internet-based). IELTS exam requirements: a minimum overall score of 7.5 is required.

Students who have not completed their studies in North America will be asked to arrange for an interview as part of the application process. Please refer to the *Graduate and Postdoctoral Studies Regulations and Resources* publication available at *www.mcgill.ca/study* for more information.

GRE (Graduate Record Examination) general test results may be required in individual circumstances.

Master's, Graduate Certificate, and Graduate Diploma Programs

Nurse applicants to the master's, certificate/diploma programs may complete their studies on a part-time basis, i.e., minimum of 6 credits per term to a maximum of five years.

All nurse applicants are expected to hold current registration in the province or country from which they come. Nurses who are not licensed in Quebec must be registered (*immatriculaté(e)*) with the *Ordre des infirmières et infirmiers du Québec* upon the start of their graduate studies.

International nurse applicants are required to have had experience as nurses in their country of origin and in North America (recommended).

B.A./B.Sc. Applicants to the Master's Program

Applicants holding a general B.Sc. or B.A., including a number of prerequisite courses, may be admitted to a Qualifying Year. A minimum CGPA (cumulative

Returning students are responsible for ensuring that registration is completed according to the University timetable deadlines.

Course Requirements

Students are provided with the course objectives, requirements, and methods of the mean of evaluation at the beginning of each course. Students will not be permitted to write an examination in any course unless they have fulfilled the requirements, including attendance.

O.I.I.Q. Registration or Proof of Licensure

Please visit *www.mcgill.ca/nursing/students/clinical* for further details.

Vaccination/Immunization and Mask Fitting Requirements

New students in the School of Nursing must refer to the Vaccination Requirements outlined in the *General University Information and Regulations* in the *Health Sciences Calendar*. A copy of the immunization form outlining requirements can be found at *www.mcgill.ca/studenthealth/forms*. Annual flu vaccination is strongly recommended to all health science students. Entry into the McGill University Teaching Hospital Network is dependent on having met the immunization requirements. All students must have immunizations completed (or in process for Hepatitis B) and mask fitting by the start of clinical placement in September.

CPR and First Aid Requirements

Valid First Aid and CPR Certification Health Care Provider (HCP) and Automated External Defibrillation (AED) is required no later than September 15th for all graduate nursing students except for those in the Ph.D. program. Students are responsible for maintaining this certification up-to-date throughout their program of study.

Achievement Builders – Student Services

Any student who is experiencing difficulty in meeting course requirements must take advantage of the Achievement Builders program offered through Student Services. Information is available at: *www.mcgill.ca/firstyear/workshops1*.

Regulations Concerning Clinical Placement Courses

- Students must be registered with the O.I.I.Q. before they can have access to clinical placements. Students who have not completed the registration procedure cannot commence clinical studies.
- Students must have met the vaccination/immunization requirements prior to commencing clinical studies in September.
- Students are required to purchase equipment such as a stethoscope and physical-assessment equipment. Information is provided at registration or within

11.1.4 Nursing Faculty

Vice-Principal (Health Affairs) and Dean of the Faculty of Medicine

Richard I. Levin

Faculty Lecturers

Elaine Doucette; N., B.Sc.(C'dia), B.Sc.(N.), M.Sc.(N.)(Ott.)

Françoise Filion; N., B.Sc.(N.), M.Sc.(N.)(Montr.)

Shari Patricia Gagné; N., B.Sc.(N.)(Ott.), M.Sc.(A.)(McG.)

Heather D. Hart; N., B.Sc.(N.)(W. Ont.), B.Ed.(Bran.), M.Sc.(A.)(McG.) (*part-time*)

Sandie Larouche; N., B.Sc.(N.)(Laval), M.Sc.(A.)(McG.)

Norma Ponzoni; N., B.Sc.(N.), M.Sc.(N.), Ph.D.(c)(Montr.)

Rosalia Sanzone; N., B.Sc.(N.), M.Sc.(A.)(McG.)

Instructor

Diana Gausden; N., SCPHN(Southbank Univ., Lond.) (*part-time*)

Contracted Faculty (part-time)

Patricia Alfaro; N., B.N.(I.)(McG.)

Rosetta Antonacci; N., M.Sc.(Admin.)(Laval)

Tracy Ayow; N., B.Sc.(Tor.), M.Sc.(A.)(McG.)

Mihaela Balan; N., B.Sc.(Montr.)

Jane Chambers-Evans; N., B.Sc.(N.), M.Sc.(A.)(McG.)

Lynne Chlala; B.A., L.L.B.(McG.)

Claudia Cinquino; N. B.Sc.(N.)(Montr.)

Hermes Cornejo; N., B.Sc.(N.)(Chile), M.Sc.(N.)(Montr.)

Hedda Coronado; N., B.Sc.(N.)(Philippines)

Kimani Daniel; N., B.Sc., M.Sc.(A.)(McG.)

Laurence Diffels; N. B.N.(Haute École André Vesale, Liege, Belgium), M.P.H.(Univ. Liege)

Susan Drouin; N., B.N.(New Br.), M.Sc.(A.)(McG.)

Margaret Eades-Langston; N., B.N., M.Sc.(A.)(McG.)

Moira Edwards; N., B.A.(C'dia), M.Ed.(McG.)

Anelise Espirito Santo; N., B.Sc., M.Sc.(A.)(McG.)

Ruth-Lynn Fortuné; N., B.Sc.(N.)(Montr.)

Pascale Fulcher; N.

Elizabeth Garfunkel-Katz; N., B.Sc.(N.)(McG.)

Kelly-Ann Grace; N., B.N.(I.)(McG.)

Karine Guay; N. B.Sc.(N.)(Laval)

Selam Gurmu; N., B.Sc.(N.)

Christiane Honene; N., B.N.(I.)(McG.)

Catherine Anne Kierans; N., B.A.(Loyal C.), M.A.(York)

Donna Kindrat; N., B.Sc.(N.)(Ott.)

Julia Kinnon-Shaw; N.

Anne-Marie Lanctôt; N., B.A., M.Sc.(A.)(McG.)

Rachel Lomas; N., B.Sc.(Qu.), M.Sc.(A.)(McG.)

Mary Ellen Macdonald; B.A.(McG.), M.A.(Dal.), Ph.D., Post Doc.(McG.)

Caroline Marchionni; N., B.Sc.(McG.), M.Sc.(John M.), M.Sc.(A.)(McG.)

Linda McHarg; N., B.N., M.Ed.(McG.), Ph.D.(Montr.)

Contracted Faculty (part-time)

Anita Mehta; N., B.Sc.(N.), M.Sc.(A.), Ph.D.(McG.)

Sharon Mooney; N., B.A.(C'dia), B.Sc.(N.)(Br. Col.), M.A.(C'dia)

Linda Morneault; N., B.Sc.(N.)(McG.), M.Sc.(SUNY)

Frederick Peter Nestel; B.Sc.(McG.), M.Sc.(Qu.), Ph.D.(McG.)

Amy Nyland; B.A.(Alta.), M.Sc.(A.)(McG.)

Karina Olivo; N., B.N.(Manit.)

Mary Owen; N., B.A.(C'dia), B.Sc.(N.)(Br. Col.)

Josette Perreault; N., B.N.(McG.)

Line Pharand; N.

Joanne Power; N., B.Sc.(N.)(PEI.A.(C'dia.nNnOtnit.)wer; N., B.S), M.Sc.(A.)(McG.)N.)WPoC'dia.nNnTBrBrMcG.)A.)(McG.)

Students should consult with the Program Adviser regarding the recommended courses for each stream of study. Students take the appropriate number of credits from the following list of courses:

Note: Students may take NUR2 644 or NUR2 645 or NUR2 646 or NUR2 647.

NUR2 613D1	(3)	Clinical Practicum	
NUR2 613D2	(3)	Clinical Practicum	
NUR2 614D1	(3)	Clinical Laboratory - Nursing 1	
NUR2 614D2	(3)	Clinical Laboratory - Nursing 1	
NUR2 615	(3)	Health Care Evaluation	
NUR2 616	(4)	Advanced Clinical Skills	
NUR2 623	(3)	Clinical Assessment and Therapeutics	
NUR2 624	(4)	Clinical Laboratory in Nursing 2	
NUR2 625	(6)	Clinical Laboratory in Nursing 3	
NUR2 627	(3)	Nursing Practicum	
NUR2 628	(4)	Advanced Assessment	
NUR2 631	(3)	Clinical Project 2	
NUR2 632	(2)	Clinical Project 3	
NUR2 640	(3)	Clinical Reasoning 1	
NUR2 641	(3)	Clinical Reasoning 2	
NUR2 643	(3)	Role Development	
NUR2 644	(3)	Special Topics 1	
NUR2 645	(3)	Special Topics 2	
NUR2 646	(3)	Special Topics 3	
NUR2 647	(3)	Special Topics 4	
NUR2 660	(4)	Reasoning in Neonatology 1	
NUR2 661	(4)	Reasoning in Neonatology 2	
NUR2 662	(3)	Reasoning in Neonatology 3	
NUR2 670	(4)	Reasoning in Primary Care 1	
NUR2 671	(4)	Reasoning in Primary Care 2	
NUR2 672	(3)	Reasoning in Primary Care 3	

or any other graduate-level courses in consultation with the Faculty Adviser.

11.1.6   Graduate Certificate; Theory in Neonatology (15 credits)

Required Courses (15 credits)

NUR2 628	(4)	Advanced Assessment
NUR2 660	(4)	Reasoning in Neonatology 1
NUR2 661	(4)	Reasoning in Neonatology 2
NUR2 662	(3)	Reasoning in Neonatology 3

11.1.7   Graduate Certificate; Theory in Primary Care (15 credits)

The Graduate Certificate in Theory in Primary Care prepares students to acquire the theoretical knowledge required to subsequently complete clinical courses in the Graduate Diploma in Primary Care. This program is designed for students who previously completed a Masters degree in nursing. (equivalent to the

McGill M.Sc.(A) in nursing program) but have not completed an

Ph.D. Year 3:

NUR2 701	(1)	Comprehensive Examination
NUR2 780	(3)	Advanced Nursing

Selected courses (Statistics, complementary, or substantive courses).

Note: A minimum of 3 credits in advanced statistics and substantive courses is planned with the thesis supervisor.

11.1.11 Doctor of Philosophy (Ph.D.); Nursing — Psychosocial Oncology

The Ph.D. thesis topic must be germane to psychosocial oncology and approved by the P.S.O. coordinating committee.

Thesis

Required Courses

NUR2 701	(1)	Comprehensive Examination
NUR2 702	(3)	Quantitative Research
NUR2 703	(3)	Issues of Measurement
NUR2 705	(3)	Palliative Care in Cancer
NUR2 730	(3)	Theory Development in Nursing
NUR2 780	(3)	Advanced Nursing
NUR2 783	(3)	Psychosocial Oncology Research

Selected course(s) (Statistics)*

*Note: A minimum of 3 credits in advanced statistics.

Complementary Courses

One of the following courses:

PSYC 507	(3)	Emotions, Stress, and Illness
PSYC 753	(3)	Health Psychology Seminar 1
SWRK 609	(3)	Understanding Social Care
SWRK 668	(3)	Living with Illness, Loss and Bereavement