



**School of Physical and Occupational Therapy
(Graduate)**

Programs, Courses and University Regulations

2011-2012

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

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

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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

2.3 General Statement Concerning Higher Degrees

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

3 Important Dates 2011-2012

For all dates relating to the academic year, consult www.mcgill.ca/importantdates.

4 Graduate Studies at a Glance

McGill University offers graduate and postdoctoral programs in the following units (organized by their administering home faculty):

Agricultural and Environmental Sciences

: [Agricultural Economics](#)

: [Animal Science](#)

: [Bioresource Engineering](#)

: [Dietetics and Human Nutrition](#)

: [Food Science and Agricultural Chemistry](#)

: [Natural Resource Sciences](#)

: [Parasitology](#)

: [Plant Science](#)

Arts

: [Anthropology](#)

: [Art History](#)

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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

:

Medicine

: *Microbiology and Immunology*

: *Neuroscience (Integrated Program in)*

: *Nursing*

: *Occupational Health*

: *Otolaryngology – Head and Neck Surgery*

: *Pathology*

: *Pharmacology and Therapeutics*

section 11.1: Physical and Occupational Therapy

: *Physiolo*

Master of Architecture Degrees

M.Arch. programs offered:

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

Master of Science Degrees

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

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

Master of Science, Applied, Degrees

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 w.s.

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 b

Biology; options in Bioinformatics, Developmental Biology, Environment, and Neotropical Environment
Biomedical Engineering; option in Bioinformatics
Bioresource Engineering; options in Environment, and Neotropical Environment
Chemical Engineering
Chemistry; option in Chemical Biology
Civil Engineering and Applied Mechanics
Classics
Communication Studies; option in Gender and Women's Studies
Communication Sciences and Disorders; option in Language Acquisition
Computer Science; option in Bioinformatics
Counselling Psychology
Earth and Planetary Sciences; option in Environment
Economics
Educational Psychology
Educational Studies; option in Gender and Women's Studies
Electrical Engineering
English
Entomology; options in Environment, and Neotropical Environment
Epidemiology and Biostatistics
Food Science and Agricultural Chemistry
French; option in Gender and Women's Studies
Geography; options in Environment, Gender and Women's Studies, and Neotropical Environment
German
Hispanic Studies
History
Human Genetics; option in Bioinformatics
Human Nutrition
Information Studies
Islamic Studies; option in Gender and Women's Studies
Linguistics; option in Language Acquisition
Management
Mathematics and Statistics; option in Bioinformatics
Mechanical Engineering
Medicine, Experimental; option in Environment
Microbiology and Immunology
Microbiology (Macdonald Campus); options in Bioinformatics, and Environment
Mining and Materials Engineering
Music; option in Gender and Women's Studies
Neuroscience
Nursing; option in Psychosocial Oncology
Occupational Health Sciences
Parasitology; options in Bioinformatics, and Environment
Pathology
Pharmacology and Therapeutics; option in Chemical Biology
Philosophy; options in Environment, and Gender and Women's Studies
Physics
Physiology; option in Bioinformatics
Plant Science; options in Bioinformatics, Environment, and Neotropical Environment
Political Science
Psychology; options in Language Acquisition, and Psychosocial Oncology
Rehabilitation Science
Religious Studies; option in Gender and Women's Studies
Renewable Resources; options in Environment, and Neotropical Environment
Russian
School/Applied Child Psychology
Social Work
Sociology; options in Environment, and Gender and Women's Studies
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)

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

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

- The following master's programs have a minimum residence requirement of **three full-time terms**: M.Arch, M.A., 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).
- 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. (60 credits – Counselling Psychology – thesis; 78 credits – Educational Psychology); M.A. Teaching and Learning – Non-Thesis; M.Sc.A. inv

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 coursework can be credited with courses from another university.

Comprehensive Examinations – Doctoral

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 approved by the Dean of Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details at the commencement of their programs. For more information, see "Ph.D. Comprehensives Policy".

Language Requirements – Doctoral

Most graduate departments in the Faculties of Agricultural and Environmental Sciences, Education, Engineering, Management, Medicine, and Science do not require a language examination. Students should inquire in their departments if there are any such requirements or whether any other requirements have been substituted for those relating to languages.

Graduate departments in the Faculties of Arts, Music and Religious Studies usually require proficiency in one or two languages other than English. In all cases **students should consult departmental regulations concerning language requirements.**

Language requirements for the Ph.D. degree are met through demonstrated reading knowledge. The usual languages are French, German, or Russian, but in particular instances another language may be necessary.

All language requirements must be fulfilled and the marks reported to Graduate and Postdoctoral Studies **before** submission of the thesis to GPS (Thesis Section).

Students must contact their departments to make arrangements to take the Language Reading Proficiency Examinations. Students may, however, demonstrate competence by a pass standing in two undergraduate language courses taken at McGill (see departmental regulations).

Candidates are advised to discharge their language requirements as early in their program as possible.

Students expecting to enrol in Professional Corporations in the province of Quebec are advised to become fluent in both spoken and written French.

Courses in French language are available at the English and French Language Centre. The teaching is intensive and class sizes are kept small. While undergraduate students are given preference, graduate students who are certain they can devote sufficient time to the work may enrol.

Thesis – Doctoral

The thesis for the Ph.D. degree must display original scholarship expressed in good literate style and must be a distinct contribution to knowledge. **Formal notice of a thesis title and names of examiners must be submitted to the Thesis Section of GPS on the *Nomination of Examiners* form in accordance with the dates on www.mcgill.ca/importantdates, at the same time as the thesis is submitted.** The list of examiners must be approved by the Department Chair, the supervisor and the student. The Thesis Section of GPS should be notified of any subsequent change of title as early as possible. Guidelines and deadlines are available at www.mcgill.ca/gps/students/thesis/guidelines.

Seven copies of the thesis must be provided by the candidate. Of these, two copies will be retained by the University and five copies returned to the candidate. Some departments may require one or more additional copies. The final corrected copy is submitted electronically.

Special regulations for the Ph.D. degree in particular departments are stated in the entries of those departments.

Thesis Oral Examination – Doctoral

After the thesis has been received and approved, a final oral examination is held on the subject of the thesis and subjects intimately related to it. This is conducted in the presence of a Committee of at least five members presided over by a Pro-Dean 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 offi

4. Has lived and attended university, or been emplo

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". Approval for the joint program must be obtained from Graduate and Postdoctoral Studies. The request shall be signed by the Chairs of both departments involved and shall explicitly list the conditions imposed by the second department. The student shall undertake research under the joint supervision of both departments.

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

6.9 Admission to an Ad Hoc Program (Thesis)

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

Candidates, through the supervisor designated by the academic department most closely related to their research field, must submit a research proposal, an outline of the coursework needed including a comprehensive examination (for doctoral programs) in the relevant field, and the list of four supervisory committee members.

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

6.10 Reinstatement and Admission of Former Students

Students who have not been registered for a period of less than two years and who have not officially withdrawn from the University by submitting a signed Withdrawal Form to Graduate and Postdoctoral Studies are eligible to be considered for reinstatement into their program. The student's department must recommend, in writing, that the student be reinstated, stipulating any conditions for reinstatement that it deems appropriate. The final decision rests with GPS. Normally, GPS will approve the departmental recommendation. If the student's department chooses not to recommend reinstatement, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The decision of the Associate Dean (Graduate and Postdoctoral Studies) shall be final and not subject to further appeal.

Reinstatement fees will be charged in addition to the fees due for the academic session into which the student has been reinstated. The amount of the reinstatement fees is the tuition portion of fees owed for all unre

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>

- 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 an annual association fee is automatically charged. PGSS fees are mandatory. Postdocs are permitted membership in the Faculty Club; an annual fee will be charged for this membership.
- vii. Postdocs are encouraged to participate in Professional Development Workshops provided by Graduate and Postdoctoral Studies and Teaching and Learning services. These sessions are usually free of charge.
- viii. Postdocs have access to the services provided by the Ombudsperson.
- ix. Postdocs may enrol as part-time students in the second language written and spoken English/French courses offered by the School of Continuing Studies/French Language Centre. Postdocs will be charged tuition for these courses. International Postdocs may be required to obtain a CAQ and a Study Permit.
- x. Access to student services and athletic services are available to the Postdoc on an opt-in basis. Fees are applicable.

5. Responsibilities

- i. Postdocs are subject to the responsibilities outlined in the *Handbook on Student Rights and Responsibilities* (“Green Book”), available at www.mcgill.ca/secretariat/policies/students.
- ii. Each academic unit hosting Postdocs should clearly identify Postdocs’ needs and the means by which they will be met by the unit.
- iii. Each academic unit should assess the availability of research supervision facilities, office space, and research funding before recruiting Postdocs.
- iv. Some examples of responsibilities of the department are:
 - to verify the Postdoc’s eligibility period for registration;
 - to provide Postdocs with departmental policy and procedures that pertain to them;
 - to oversee the registration and appointment of Postdocs;
 - to assign departmental personnel (e.g., Postdoc coordinator and graduate program director) the responsibility for Postdocs;
 - to oversee and sign off on the Letter of Agreement for Postdoctoral Education;
 - to ensure that each Postdoc has a supervisor, lab and/or office space, access to research operating costs and necessary equipment;
 - to include Postdocs in departmental career and placement opportunities;
 - to refer Postdocs to the appropriate University policies and personnel for the resolution of conflict that may arise between a Postdoc and a supervisor.
- v. Some examples of responsibilities of the supervisor are:

- to uphold and transmit to their Postdocs the highest professional standards of research and/or scholarship;
- to provide research guidance;
- to meet regularly with their Postdocs;
- to provide feedback on research submitted by the Postdocs;
- to clarify expectations regarding intellectual property rights in accordance with the University's policy;
- to provide mentorship for career dev

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-de_____

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

2. Program

- i. Early in their program, students should be informed of the phases through which they must pass toward the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Where relevant, students should also be informed early in their program of language requirements or comprehensive examinations.

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

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 expec

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").

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 *Research PT*

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.

Email: see below

Website: www.mcgill.ca/spot

Director – Annette Majnemer; B.Sc.(O.T.), M.Sc., Ph.D.(McG.)

Academic Director, Physical Therapy – Judith Soicher; B.Sc.(P.T.), B.Sc.(L.S.), M.Sc., Ph.D.(McG.)

Email: [pr](#)

section 11.1.9: Doctor of Philosophy (Ph.D.); Rehabilitation Science

This program consists of three to four years of study, on average, for graduates with master's-level training in one of the medical rehabilitation disciplines or a related field. The program consists of required and elective coursework, a comprehensive written examination, a research proposal, a doctoral thesis, and an oral defence.

section 11.1.10: Graduate Certificate in Assessing Driving Capabilities (15 credits)

The 15-credit postgraduate certificate program aims to train Occupational Therapists to assess the driving abilities and performance of at-risk populations, retrain drivers, recommend adaptive vehicles and adapt technical aids that will allow disabled individuals to return to driving and preserve their independence and quality of life. The program comprises five courses. The first two are offered online; the other three are a combination of online and intensive workshops.

section 11.1.11: Graduate Certificate in Chronic Pain Management (15 credits)

Please contact the Department for more information about this program.

11.1.3 Physical and Occupational Therapy Admission Requirements and Application Procedures

11.1.3.1 Admission Requirements

M.Sc. in Rehabilitation Science (Thesis)

- 1.** A B.Sc. degree or equivalent in Physical or Occupational Therapy or a related field from a university of recognized reputation.
- 2.** Evidence of high academic achievement, equivalent to B standing, or a McGill CGPA of 3.0 (70-74%).
- 3.** Prerequisite courses may be required in statistics, anatomy, physiology, psychology, sociology, neurophysiology, or other areas, depending on the student's anticipated specialization.
- 4.** 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, by appropriate exams, e.g., TOEFL (Test of English as a Foreign Language) with a minimum score of 100 on the Internet-based test with each component score not less than 20 (School requirement), or the International English Language Testing System (IELTS) with a minimum overall band score of 7.0.
- 5.** The GRE Test is recommended for the following applicants: those who do not have a B.Sc. or equivalent from a Canadian university; those who ha

M.Sc.A. (O.T.)

A B.Sc. (Rehabilitation Science) majoring in O.T., or evidence of high academic achievement in Qualifying Year for entry into M.Sc.A. (O.T.), equivalent

Graduate Rehabilitation Student Affairs Coordinator
 School of Physical and Occupational Therapy
 Davis House, Room 5
 3654 Promenade Sir-William-Osler (upper Drummond Street)
 Montreal, QC H3G 1Y5
 Telephone: 514-398-2271
 Fax: 514-398-6360

Driving Certificate Program

Driving Certificate Coordinator
 School of Physical and Occupational Therapy
 Davis House, Room 5
 3654 Promenade Sir-William-Osler (upper Drummond Street)
 Montreal, QC H3G 1Y5
 Telephone: 514-398-2271
 Fax: 514-398-6360

11.1.4 Physical and Occupational Therapy Faculty

Director

Annette Majnemer

Academic Director, Occupational Therapy

Bernadette Nedelec

Academic Associate Director, Occupational Therapy

Aliki Thomas

Academic Director, Physical Therapy

Judith Soicher

Academic Director, Graduate Programs

Eva Kehayia

Academic Associate Director, Graduate Programs

Isabelle G linas

Emeritus Professors

Robert Dykes; B.A.(Calif.-LA), Ph.D.(Johns Hop.)
 Erika Gisel; B.Sc.(P.T.), B.Sc.(L.S.), M.Sc., Ph.D.(McG.)
 Sharon Wood-Dauphinee; B.Sc.(P.T.), Dip.Ed., M.Sc.A., Ph.D.(McG.)

Professors

Hugues Barbeau; B.Sc.(P.T.), M.Sc., Ph.D.(Laval)
 Mindy Levin; B.Sc.(P.T.), M.Sc., Ph.D.(McG.)
 Annette Majnemer; B.Sc.(O.T.), M.Sc., Ph.D.(McG.)
 Nancy Mayo; B.Sc.(P.T.)(Qu.), M.Sc., Ph.D.(McG.)

Associate Professors

Joyce Fung; B.Sc.(P.T.)(Hong Kong Polytech. U.), Ph.D.(McG.)

Associate Professors

Isabelle Gélinas; B.Sc.(O.T.)(Montr.), M.Sc.(Virg.), Ph.D.(Rehab.Sc.)(McG.)

Eva Kehayia; B.A., M.A., Ph.D.(McG.)

Nicol Korner-Bitensky; B.Sc.(O.T.), M.Sc., Ph.D.(McG.)

Professional Associates

Vassiliki Lyroudias; B.Sc.(Anat.), B.Sc.(O.T.)(McG.)
 Donald Macleod; B.Sc.(P.T.)(McG.)
 Masoud Mehrzad; B.Sc.(O.T.)(Tehran), M.H.A.(Montr.)
 Anita Menon; B.Sc.(O.T.)(McG.), M.Sc.(Rehab Sc.)(McG.)
 Maria Rapoport; B.Sc.(P.T.)(McG.)
 Rochelle W. Rein; B.Sc.(P.T.)(McG.)
 Kimberley Smalridge; B.Sc.(P.T.)(McG.), B.A.(C'dia)

Associate Members

Bruno Gagnon; M.D.,C.M.(Laval), M.Sc.(McG.)
 Robert Jagoe; B.A., Ph.D.(UK)

Adjunct Member

Sharon Henry; B.S.(P.T.)(Vermont), Ph.D.(Vermont)

11.1.5 Master of Science (M.Sc.); Rehabilitation Science (Thesis) (45 credits)**Thesis Courses (29 credits)**

POTH 696	(2)	Thesis Research
POTH 697	(6)	Thesis Research 1
POTH 698	(9)	Thesis Research 2
POTH 699	(12)	Thesis Research 3

Required Courses (10 credits)

A research proposal is to be submitted in written form and defended in front of a supervisory committee. Research proposals should be completed by the beginning of the second full-time year.

EPIB 507	(3)	Biostatistics for Health Professionals
POTH 610	(4)	Research Methodology
POTH 614	(2)	Selected Topics in Rehabilitation Science
POTH 616	(1)	Seminars in Rehabilitation Science
POTH 617	(0)	Rehabilitation Seminars 1

Complementary Courses (6 credits)

To be chosen from among graduate-level departmental course offerings that pertain to the student's area of specialization or other campus courses at the 500 or 600 levels with permission of the Graduate Program Director. Some courses may be offered alternate years only.

Note: Students may take either POTH 620 or POTH 630.

POTH 603	(3)	Directed Practicum
POTH 604	(3)	Current Topics in Pediatrics
POTH 618	(3)	Topics in Rehabilitation
POTH 620	(3)	Measurement: Rehabilitation 1
POTH 622	(3)	Pathokinesiology
POTH 630	(3)	Measurement: Rehabilitation 2
POTH 673	(3)	Screening for at Risk Drivers

POTH 674	(3)	Assessing Driving Ability 1
POTH 675	(3)	Driving Assessment Practicum
POTH 676	(3)	Adaptive Equipment and Driving
POTH 677	(3)	Retraining Driving Skills
POTH 682	(3)	Promoting Healthy Activity
POTH 685	(3)	Perception and Action

11.1.6 Master of Science (M.Sc.); Rehabilitation Science (Non-Thesis) (45 credits)

This program has two options. In the first option, students complete 30 credits of required and complementary courses plus a 15-credit research project in their area of interest. In the second option, students complete 45 credits of required and complementary coursework. The program normally takes three to four terms when done on a full-time basis.

Required Courses (10 credits)

EDPH 689	(3)	Teaching and Learning in Higher Education
EPIB 507	(3)	Biostatistics for Health Professionals
POTH 610	(4)	Research Methodology
POTH 617	(0)	Rehabilitation Seminars 1
POTH 619	(0)	Rehabilitation Seminars 2

Complementary Courses (30 credits)

Group A: 20 credits

Chosen from the following courses offered by the School, or other campus courses at the 500 or 600 levels with permission of the Graduate Program Director. Some courses may be offered alternate years only.

Note: Students may take POTH 620 or POTH 630.

POTH 508	(3)	Plasticity in Rehabilitation
POTH 603	(3)	Directed Practicum
POTH 604	(3)	Current Topics in Pediatrics
POTH 614	(2)	Selected Topics in Rehabilitation Science
POTH 618	(3)	Topics in Rehabilitation
POTH 620	(3)	Measurement: Rehabilitation 1
POTH 622	(3)	Pathokinesiology
POTH 630	(3)	Measurement: Rehabilitation 2
POTH 631	(3)	Research Proposal
POTH 673	(3)	Screening for at Risk Drivers
POTH 674	(3)	Assessing Driving Ability 1
POTH 675	(3)	Driving Assessment Practicum
POTH 676	(3)	Adaptive Equipment and Driving
POTH 677	(3)	Retraining Driving Skills
POTH 682	(3)	Promoting Healthy Activity
POTH 685	(3)	Perception and Action

The above list of complementary courses is subject to change. Please refer to our course guide on the School's website.

Group B: 15 credits, one of the following options:

Option 1, Directed Project:

POTH 661	(7)	Research Project 1
POTH 662	(8)	Research Project 2

Note: Registration for the above courses requires pre-approval by the Graduate Program Director.

OR

No directed project, 15 credits of 500-, 600-, or 700-level courses.

11.1.7 Master of Science, Applied (M.Sc.A.); Physical Therapy (Non-Thesis) (58 credits)

The professional Master of Science, Applied, in Physical Therapy is a 58-credit degree program, which includes 1,000 hours of fieldwork education over five terms and leads to professional licensure to practise.

Students admitted to the M.Sc.A. who have undergraduate degrees other than the B.Sc.(Rehabilitation Science); Major in Physical Therapy from McGill University will be required to complete a qualifying year of study, prior to beginning the master's program. For further information about the required courses in the qualifying year, please see the appropriate section of the University Calendar available at www.mcgill.ca/courses.

Research Project (6 credits)

POTH 624	(6)	Master's Project
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Required Courses (40 credits)

PHTH 571	(7)	PT Clinical Practicum 1
PHTH 572	(7)	PT Clinical Practicum 2
PHTH 573	(7)	PT Clinical Practicum 3
PHTH 620	(7)	PT Clinical Practicum 4
PHTH 622	(3)	Integrated Pain Management
PHTH 623	(3)	Differential Diagnosis and Management
POTH 602	(3)	Educational Methodology
POTH 612	(3)	Advanced Research Methods

Complementary Courses (12 credits)

9 credits chosen from the following courses offered by the School. With permission from the Academic Director, students may take courses offered at the 500 or 600 levels by other departments at McGill.

PHTH 641	(3)	Topics in Cardiorespiratory Rehabilitation
PHTH 661	(3)	Sport Physiotherapy
PHTH 662	(3)	Advanced Manual Therapy
POTH 508	(3)	Plasticity in Rehabilitation
POTH 604	(3)	Current Topics in Pediatrics
POTH 614	(2)	Selected Topics in Rehabilitation Science
POTH 618	(3)	Topics in Rehabilitation
POTH 620	(3)	Measurement: Rehabilitation 1
POTH 622	(3)	Pathokinesiology
POTH 627	(3)	Advanced Topics in Dysphagia
POTH 630	(3)	Measurement: Rehabilitation 2
POTH 635	(3)	Enabling Upper Extremity Function
POTH 636	(3)	Physical Therapy in Pediatrics

POTH 637	(3)	Cancer Rehabilitation
POTH 639	(3)	Motor Control
POTH 682	(3)	Promoting Healthy Activity
POTH 685	(3)	Perception and Action

3 credits at the 500 or 600 level may be chosen from the Desautels Faculty of Management MBA/MD program.

Master of Science, Applied (M.Sc.A.); Occupational Therap

11.1.9 Doctor of Philosophy (Ph.D.); Rehabilitation Science**Thesis****Required Courses (15 credits)**

Note: Of the required courses, at least three will already have been completed by students with an M.Sc. in Rehabilitation Science from McGill University.

EDPH 689	(3)	Teaching and Learning in Higher Education
EPIB 507	(3)	Biostatistics for Health Professionals
POTH 610	(4)	Research Methodology
POTH 614	(2)	Selected Topics in Rehabilitation Science
POTH 631	(3)	Research Proposal
POTH 701	(0)	Ph.D. Comprehensive

Complementary Course (3 credits)

One of the following courses:

POTH 620	(3)	Measurement: Rehabilitation 1
POTH 630	(3)	Measurement: Rehabilitation 2
POTH 685	(3)	Perception and Action

Elective Courses

One or two courses (3 to 6 credits) that pertain to the student's area of specialization; to be chosen from among graduate-level departmental course offerings or other courses at the 500, 600, or 700 level with permission from the Graduate Program Director.

11.1.10 Graduate Certificate in Assessing Driving Capabilities (15 credits)**Required Courses (15 credits)**

POTH 673	(3)	Screening for at Risk Drivers
POTH 674	(3)	Assessing Driving Ability 1
POTH 675	(3)	Driving Assessment Practicum
POTH 676	(3)	Adaptive Equipment and Driving
POTH 677	(3)	Retraining Driving Skills

Note: POTH 673 and 674 are offered online, whereas POTH 675, POTH 676, and POTH 677 have both online components and intensive workshops.

11.1.11 Graduate Certificate in Chronic Pain Management (15 credits)

NOTE: No admissions for 2011-12. Admission will begin in January 2012. Program under review.

