

## **4 General University Information and Regulations**

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### 4.1.3 Language Policy

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

It is recommended that students who lack proficiency in English avail themselves of the opportunity to take an intensive English as a second language course prior to, or early in, their program of studies. Information concerning second language course offerings can be found in the Faculty of Arts section of this Calendar and in the Summer Studies and Continuing Education Calendars. There are special language requirements for Faculty of Education students; please see Faculty of Education [section 7.2.1 "Undergraduate Education Programs"](#).

### 4.1.4 Policy Concerning Access to Records

Statements of account and all other correspondence are sent directly to students who retain full control as to who has access to their records or accounts. (Officers and members of the University staff may also have access to relevant parts of such records for

recognized and legitimate use.) No progress report or any other, early in toaht00 0-0

## 4.1 General Policies and Information

### 4.1.1 Authorization, Acknowledgement and Consent

When applying for admission to the University, all students acknowledge that they are bound by and undertake to observe the statutes, rules, regulations, and policies in place from time to time at McGill University and the faculty or faculties in which they are registered, including those policies contained in the University Calendars and related fee documents. Their obligation as a student commences with their registration and terminates in accordance with the University's statutes, regulations, and policies.

Students should verify any information or statement provided as part of their application, realizing that an admission granted based on information in their application or supporting documents that is incorrect or untrue may be revoked at the sole discretion of the University.

### 4.1.2 Student Rights and Responsibilities

The *Handbook of Student Rights and Responsibilities* is published jointly by the Office of the Dean of Students and the University Secretariat. A compendium of regulations and policies governing student rights and responsibilities at McGill, it is distributed to new students at the Dean of Students' Orientation Sessions. The Handbook is also available on the Web at [www.mcgill.ca/secretariat/documents](http://www.mcgill.ca/secretariat/documents).

on Minerva, under the Personal Information menu. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.

It is a violation for any user of official McGill e-mail addresses to impersonate a University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Conduct for Users of McGill Computing Facilities" and relevant federal and provincial legislation.

More information about e-mail procedures is available at [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). E-mail support is provided by IST Customer Support (ICS). Please see section 4.14 "Information Technology Resources".

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#### 4.1.6 Academic Integrity

In submitting work in their courses, students must understand the meaning and consequences of plagiarism and cheating; these are considered to be extremely serious academic offences.

Students who have any doubt as to what might be considered plagiarism in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines.

Students should also consult the academic integrity Website at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity).

The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice examinations are normally checked by the exam security computer monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple choice exams. Data generated by the exam security computer monitoring program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the *Handbook of Student Rights and Responsibilities*, which is available at

[www.mcgill.ca/secretariat/documents](http://www.mcgill.ca/secretariat/documents).

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#### 4.1.7 Proper Use of Computing Facilities

Students are required to comply with the Code of Conduct for Users of McGill Computing Facilities as approved by the University Senate. The Code is published in the *Handbook of Student Rights and Responsibilities*.

This policy (or code) is also posted on the DP-CIO Website at [www.mcgill.ca/dp-cio/governance/ist-policies/](http://www.mcgill.ca/dp-cio/governance/ist-policies/).

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#### 4.1.8 Non-smoking Policy

Quebec law prohibits smoking in public buildings.

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#### 4.1.9 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions, including Dietetics. New students in those programs must complete the immunization program well before classes begin. Further information is available from the Student





**Please note that Minerva will be closed to returning students for registration and course change from Tuesday, August 2 to Monday, August 8 inclusive.**

Refer also to Registration information in each faculty section. All course descriptions are in a separate section at the back of the Calendar. New students in particular should refer to [section 16 "Course Information, Regulations and Descriptions"](#) to familiarize themselves with McGill's course numbering system, multi-term course rules, and course terminology.

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to all parts of [section 4.5 "Fees"](#).

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In some cases they may add a repeated course in which a grade of D or F was obtained.

**Note:** Students who carry fewer than 12 credits per term are considered to be part-time in that term.

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#### 4.3.4





degree programs is offered. Most are month-long courses with lectures every day. These courses are usually accepted for transfer credit by other universities. For more details, consult the Summer Studies Calendar or Website at [www.mcgill.ca/summer](http://www.mcgill.ca/summer) or the Summer Studies Office at (514) 398-5212.

Students taking Summer Studies courses to complete their graduation requirements at McGill will receive their degrees at the Fall Convocation (normally held in November).

It is the student's responsibility to follow the University and faculty regulations. When registering, students must not exceed the maximum credits permitted by their faculty.

Students may enroll in no more than 12 credits (Management or Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of their Associate





#### 4.5.5 Other Fees

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#### 4.5.6 Billings and Due Dates

##### Confirmation of Acceptance Deposit

Students admitted to the University will be required to confirm their acceptance of the offer of admission on [www.mcgill.ca/minerva/applicants](http://www.mcgill.ca/minerva/applicants) and pay the required \$200 deposit by credit card (Visa or MasterCard) at that time.

##### Invoicing of Fees

Students may request that their fee invoice be sent to a Student Billing Address, such as that of their parents, by updating their personal information on Minerva. Otherwise invoices will be sent to the current Mailing address.

Interest *will not* be cancelled due to non-receipt of fee invoices.

Students should access the Student Accounts Website at

[www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts)



**4.5.8.2 Acceptance of Fees vs Academic Standing**

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that the academic standing does not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.

**4.5.8.3 Fees for Students in Two Programs**

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs, e.g., one at the undergraduate vs one program at the graduate level, students may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts Website for further details.

Students in two programs may consult the Admissions, Recruitment and Registrar's Office for information on tuition fees. Adjustments to bills will be made throughout the term when fees cannot be automatically calculated.

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**4.5.9 Deferred Fee Payment****Students with Sponsors**

**4.5.14 Faculty of Arts, School of Social Work – B.S.W.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	389.08	389.08	321.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,805.08</b>	<b>\$5,538.08</b>	<b>\$12,223.10</b>

**4.5.15 Faculty of Education – B.Ed. & B.Sc. (Kinesiology)**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	376.08	376.08	308.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,792.08</b>	<b>\$5,525.08</b>	<b>\$12,210.10</b>

**4.5.16 Faculty of Engineering – B.Eng. and B.S.E.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	697.08	697.08	629.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$3,113.08</b>	<b>\$5,846.08</b>	<b>\$13,693.60</b>

**4.5.17 Faculty of Engineering, School of Architecture – B.Sc.(Arch.)**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,274.50
Society and Other Fees	543.08	543.08	475.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,959.08</b>	<b>\$5,692.08</b>	<b>\$13,539.60</b>

**4.5.18 Faculty of Management – B.Com.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	15,000.00
Society and Other Fees	520.08	520.08	452.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,936.08</b>	<b>\$5,669.08</b>	<b>\$16,269.10</b>

**4.5.19 Faculty of Music – B.Mus.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	692.08	692.08	624.39
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$3,108.08</b>	<b>\$5,841.08</b>	<b>\$13,688.59</b>

**4.5.20 Faculty of Religious Studies – B.Th.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	333.50	333.50	265.82
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,749.50</b>	<b>\$5,482.50</b>	<b>\$12,167.52</b>

**4.5.21 Faculty of Science – B.Sc.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	464.58	464.58	396.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,880.58</b>	<b>\$5,613.58</b>	<b>\$13,461.10</b>



- a) ask to be assigned the grade earned up to the final exam. The grade earned will be calculated on 100% and will be put on the student's record unless the professor has stipulated in the course outline that the final exam is a required part of the evaluation;
- b) request a deferred exam, if the student has the appropriate reasons and documentation.

Students must make their request for option a) no later than four months after the end of the examination period of the original course. Requests for deferred exams (option b) must be made by the faculty deadlines as indicated in the faculty sections of this Calendar. Students wishing to appeal a J grade should write to the Associate Dean of their faculty.



there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, students may formally request an extension of the deadline from the Admissions, Recruitment and Registrar's Office. The Associate Dean of the faculty concerned will be required to provide the ARR with all available documentation relating to the student's request. The ARR, upon consultation with the Student Accounts Office if necessary, will decide whether or not to consider the request and will so advise the faculty or department in writing. If the request is accepted for consideration, once the final decision has been rendered, the student and the faculty will be informed of the result by the ARR. In the instance where a request is approved, the ARR will also inform the student and the faculty of the date the change will take effect.

#### 4.6.7.2 Non Fee-related Changes

Examples of non fee-related changes are:

- Grade changes (excluding "W" grade with a refund)
- University Withdrawal without a refund
- Adding/modifying comments that appear on the transcript

**Non fee-related changes to students' records are to be completed by the dates given below.** The faculties have until the dates specified below to make changes. Any changes that require ARR action must be submitted in advance of these dates:

Fall term – January 31

Winter term – June 1

Summer term – October 1

For non fee-related changes after the above deadlines, the student must make a request in writing to the Associate Dean of their faculty, clearly explaining the reasons why the change could not have been requested prior to these dates. The Associate Dean would then review the request and render a decision. If permitted, the change would then be processed according to existing faculty and student record procedures.

### 4.6.8 Transcript of Academic Record

#### 4.6.8.1 Unofficial Transcripts

Students who require a copy of their student record can view and print their own unofficial transcript by accessing Minerva. This applies to records from 1976 to present. For pre-1976 records, an official transcript must be ordered.

#### 4.6.8.2 Official Transcripts

Official transcripts can be ordered on-line via Minerva. Students who cannot access Minerva should fill out the "*Request for Release of Official Document*" form available on-line at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts) or in person at the Admissions, Recruitment and Registrar's Office at the address below. Transcript requests may be submitted by mail, by fax, or in person but must be signed by the student. To protect privacy, we do not accept telephone or e-mail requests.

Admissions, Recruitment and Registrar's Office  
James Administration Building  
845 Sherbrooke Street West, Room 205  
Montreal, Quebec H3A 2T5  
Fax: (514) 398-8939

#### 4.6.8.3 General Information

Transcripts are free of charge.

Official transcripts are sent directly to the addresses provided by the student. Official transcripts in sealed envelopes can be given to those requesting them.

Requests are processed in 3 to 5 working days, somewhat longer for pre-1976 records and at peak times.

ARR is not responsible for transcripts that are lost or delayed in the mail.

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued.

Official transcripts will NOT be issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts will not be issued if you owe fees or fines over \$30.

Official transcripts are produced on secure paper that cannot be copied.

#### 4.6.8.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had a seven-character designation beginning with the three-number code for the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered.

For example:

### Credit by Examination

In certain exceptional cases and in certain faculties, students may apply to the Associate Dean to write a final examination in order to obtain credit in a course for which they were not registered. This is possible only in those courses where there is no other assessment except the final examination.

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## 4.7.2 Final Examinations

Formal final examinations are held during an examination period following the term in which the course is given. The dates of the examination periods are listed in the Calendar of Dates. **Students are warned not to make travel arrangements to leave Montreal prior to the scheduled end of any examination period.** In some courses there is no final examination; standing in these courses is determined on the basis of term work and class tests.

### 4.7.2.1 University Regulations Concerning Final Examinations

#### Preamble

The objectives of these regulations are as follows:

- 1) to protect students from excessive workloads;
- 2) to use the full 15-week term to maximum advantage.

#### Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.

4. ~~Any student who is absent from a scheduled examination without having given notice to the appropriate authority shall be considered to have failed the examination.~~

### 4.7.3 Invigilation (Exams from Other Universities)

Upon request, McGill will offer an invigilation service enabling students to write exams given by other universities. Exams must be scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, McGill holidays, or Fridays during the months of July and August.

#### The Cost

The cost for invigilation and administration is \$50 per student per exam plus \$10 for courier charges to Canada and \$20 to the USA and \$30 courier charges to overseas.

The home university should confirm in advance of the exam date if it is paying; otherwise, the student will be charged.

#### Setting Up

Please confirm the exam date and time well in advance of the scheduled exam and also provide your phone number and e-mail address.

Exams and examination booklets, along with full instructions, should be sent to this address well in advance of the scheduled exam:

ARR Exam Invigilators  
Administrative Assistant, Admissions, Recruitment  
and Registrar's Office  
James Administration Building ANNEX  
McGill University  
845 Sherbrooke St. West  
Montreal, Quebec H3A 2T5  
Telephone: (514) 398-4463  
Fax: (514) 398-5268  
E-mail: exam.arr@mcgill.ca

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## 4.8 Internships, Exchanges and Co-op Programs

### 4.8.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

Faculty of Agricultural and Environmental Sciences students, see [section 13.1.3.1 "Internship Opportunities and Co-op Experience"](#).

Faculty of Management students, see [section 9.2.5 "Internship Program"](#).

Faculty of Engineering students, see [section 8.2.8 "IYES: Internship Year for Engineering and Science"](#). The Department of Mining, Metals and Materials Engineering also offers Co-op programs in Metallurgical and Mining Engineering.

Students in the Faculty of Science should refer to [section 12.3.5.6 "Internship Program for Engineering and Science \(IYES\)"](#) for a listing of programs available with an Internship component.

Students in the Faculty of Arts should refer to the Arts Internships Website: [www.mcgill.ca/arts-internships](http://www.mcgill.ca/arts-internships).

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### 4.8.2 Exchange Programs

For information on Exchange Programs, see [section 15.2 "Exchange Programs"](#).

**be eligible for renewal if they meet the McGill standards for renewal, i.e., the equivalent of a 3.50 on the combined GPA for the Fall and Winter terms and at least 27 graded credits.**

Students who have relinquished their awards may, upon their return to McGill, request reinstatement. Such students requesting reinstatement should be sure that the Scholarships Office receives a copy of the letter of readmission.

Full information concerning undergraduate awards and bursaries is contained in the Undergraduate Scholarships and Awards Calendar available on the Web at [www.mcgill.ca](http://www.mcgill.ca) or from the Scholarships Office.

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#### 4.9.2 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Acceptance to the program is based primarily on financial need. Academic standing is also considered. Work Study positions are varied and range from clerical jobs to more challenging work such as research or computer programming. In addition to helping students cope with their financial obligations, Work Study also provides practical work experience which may enhance future employment opportunities.

Further information is available on McGill's Work Study Website at [www.is.mcgill.ca/studentaid/workstudy](http://www.is.mcgill.ca/studentaid/workstudy).

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#### 4.9.3 Students in Need

The Student Aid Office provides information, advice and assistance to students in financial need. The Office administers the University's loan, bursary and Work Study programs. In addition, it oversees all provincial, federal and U.S. student aid programs and disburses government funds. Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information:

Student Aid Office  
William & Mary Brown Student Services Building  
3600 McTavish Street, Suite 3200  
Montreal, QC H3A 1Y2 Canada  
Telephone: (514) 398-6013  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

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### 4.10 Graduation

In order to graduate, a student must complete faculty and program requirements. **It is the student's responsibility to ensure that all faculty requirements are met before graduation.** All students should contact their advisers (Senior Student Adviser, in Music) early in the graduating year with any questions as to whether they will meet the necessary program requirements by graduation time.

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#### 4.10.1 Apply to Graduate

Students must indicate their expected graduation term on Minerva using the "apply for graduation" option under the Student Records menu and should verify this information on unofficial transcripts and verification forms. For more information, see [section 4.6.6 "Verification of Student Record"](#). The student affairs office should be notified immediately when a final-year student changes his/her expected graduation term. Failure to do so may result in the postponement of a student's graduation.

A student must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree.

The minimum CGPA required to graduate is 2.00.

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#### 4.10.2 Graduation Approval Query

Graduating students may view the status of their graduation record on Minerva as part of the Faculty review and approval process. The menu option called "Student Graduation Query" is accessed via the Student Records menu option on Minerva, and becomes available to graduating students approximately 3-4 weeks before the "degree awarded" notation is updated on their records.

If all requirements for graduation are met, the student's record on Minerva will be updated with the "degree awarded" notation at the appropriate time:

- late February, if term of graduation is Fall (degree granted February, Convocation in Spring)
- late May, if term of graduation is Winter (Convocation in Spring)
- late October, if term of graduation is Summer (Convocation in Fall)

**Note:** Information regarding the Convocation ceremonies can be obtained on the McGill Website at [www.mcgill.ca/convocations](http://www.mcgill.ca/convocations).

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#### 4.10.3 Replacement Diploma

There are several instances when you might request a replacement diploma: if you have lost your diploma, if it was damaged or, finally, if you wish to have the name on your diploma changed. Your request must be made in writing and should be sent along with a certified cheque or money order for the amount of CDN\$60 made payable to McGill University. Refer to the sections below to determine which situation applies to you. Please forward all requests to the attention of:

ARR Service Centre  
Duplicate Diploma Request  
McGill University  
James Administration Building, Room 205  
Montreal QC H3A 2T5  
E-mail: [registration.arr@mcgill.ca](mailto:registration.arr@mcgill.ca)

Please note that requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

**To replace a lost diploma:** Provide a Sworn Affidavit from a

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#### 4.14.4 Instructional Multimedia Services (IMS)

Instructional Multimedia Services (IMS) provides services related to the use of technology in teaching. It is McGill's central facility for the loan of audiovisual equipment and support for video production.

The IMS Audiovisual Arrangements Section located in the lobby of the Redpath Library and the IMS office at the Macdonald Campus house a full range of audio, video, computer, and projection equipment available for loan to McGill students. Equipment is provided free of charge for credit course activities. Training in equipment use is available and advance reservations are highly recommended. Further details are available on the IMS Website, [www.mcgill.ca/ims/equipment/loan](http://www.mcgill.ca/ims/equipment/loan).

The IMS also maintains two video editing suites available for staff and students who wish to produce their own programs. These suites are self-instructional, and sessions should be reserved in advance. For more information or to reserve a session, please contact the IMS Main Office, 688 Sherbrooke St. W., Suite 1600, (514) 398-7200.

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### 4.15 Resources for Study and Research

#### 4.15.1 Libraries

All registered students have access to the McGill University Library system. This comprises well over three million volumes in 14 libraries, two reading rooms, and a number of affiliated collections.

McGill's virtual library consists of an ever-expanding network of electronic databases plus some unique McGill collections. MUSE: the Online Catalogue is the key to print and electronic resources of the McGill Libraries and is accessible from the Library's Website at [www.library.mcgill.ca](http://www.library.mcgill.ca). McGill Libraries' electronic databases may be searched on computer workstations in any library. Most can also be accessed remotely from computers on or off campus. The Library has around 600 on-line databases currently available, mostly indexing and abstracting resources. In addition, McGill students have access to approximately 14,000 full-text journals (JSTOR, ScienceDirect, Project MUSE, Kluwer Online, Lexis-Nexis, IEEE, Web of Science, etc.) and over 80,000 e-books as well as hundreds of numeric databases.

The Humanities and Social Sciences Library, located in the McLennan-Redpath Library Building, is the largest library and houses the Information Commons and Info-Café. There are separate libraries for law, health sciences, and physical sciences and engineering, as well as specialized libraries in various fields. In addition, the Macdonald Campus Library (agriculture, food science and environmental sciences) is located 35 km from the downtown campus.

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#### 4.15.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) of all disciplines more than 4,000 metres of records dating from 1811 to the present. These records document the history of McGill University faculty research, alumni and student organizations, and select Montreal-based organizations, all in a variety of media (including textual records, photographs, slides, audio-tapes, film, video, University publications, and artifacts). The MUA also manages the University's corporate memory and information assets through its Records Management Program. The Records Management Program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

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teaching, and not exhibition, it is not generally open to the public, but tours are available, by appointment, to interested parties. Telephone: (514) 398-7914.

#### **4.15.3.4 Other Historical Collections**

In addition to the above, there are other collections and exhibits of a specialized nature, ordinarily open only to students but to which access may be gained by application to the department concerned. These include the Anatomical and Pathological Museums.

The Physics Department has two specialized collections which may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research on radioactivity at McGill University, 1898-1907. The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics.