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ORIENTATION FOR NEW GRADUATE STUDENTS IN THE DEPARTMENT OF FAMILY MEDICINE

1. **2017-2018 Calendar of Important Dates for Students and Supervisors** (Please note that some dates are estimates and can be found online [HERE](#))

September 5th– First day of classes (fall semester)
source: <http://www.mcgill.ca/importantdates/key-dates>

September 19th- Last day to Add/drop courses (Fall)
source: <http://www.mcgill.ca/importantdates/key-dates>

September 21st- Vanier award applications are due to Family Medicine and on ResearchNet (for two previously chosen PhD students only)
source: <https://www.mcgill.ca/gps/funding/students/vanier>

September 26th– Last day students can withdrawal with refund (Fall) **source:** http://www.mcgill.ca/study/2017-2018/university_regulations_and_resources/undergraduate/gi_course_change_period#booknode-3587

October 3rd- CIHR Doctoral award direct applications are due on ResearchNet
source: <http://www.mcgill.ca/gps/funding/students-postdocs/students/cihr> AND <https://www.researchnet-recherchenet.ca/rnr16/vwOpprntnyDtIs.do?prog=2700&view=currentOpps&type=EXACT&resultCount=25&sort=program&next=1&all=1&masterList=true>

October 16th- FRSQ award applications due (First Year MSc students and PhDs)
source: <http://www.frqs.gouv.qc.ca/en/bourses-et-subventions/consulter-les-programmes-remplir-une-demande?program=1&group=0&submit=Search>

October 31st- Last day students can withdrawal without refund (Fall)

November 8th– Family Medicine Forum (FMF) Research Day in Montreal

November 9th-11th -FMF conference in Montreal **source:** <http://fmf.cfpc.ca/>

November 17th-21st- North American Primary Care Research Group (NAPCRG) conference in Montreal **source:** <http://www.napcrg.org>

December 1st- CIHR Master's Award is due on Research Net and to Family Medicine
source: <https://www.mcgill.ca/gps/funding/students-postdocs/students/tri-masters>

December 7th – Last day of classes (fall semester)

December 15th– Initial thesis submission deadline for June graduation and Final thesis submission deadline for February graduation

January 8th – First day of classes (winter semester)

January 23rd- last day to Add/drop courses **source:** <http://www.mcgill.ca/importantdates/key-dates>

January 30th- Last day students can withdrawal with refund (Winter)
source: http://www.mcgill.ca/study/2017-2018/university_regulations_and_resources/undergraduate/gi_course_change_period#booknode-3587

March 13th -Last day students can withdrawal without refund (Winter)

April 15th– Initial thesis submission deadline for October graduation and Final thesis submission deadline for June graduation

April 16th- Last day of classes (winter semester) **source:** <http://www.mcgill.ca/importantdates/key-dates>

May 2nd– Internal studentship applications are due at the Faculty of Medicine (**estimate**)
source: <http://www.mcgill.ca/medresearch/graduate/funding/studentships>

May 23rd- St. Mary's Research Day

May 28th- CIHR travel awards applications are due for fall conference travel (NAPCRG and FMF)
(estimate)

May 30th- 4th Annual McGill Family Medicine Research Division & Graduate Student Society Symposium

June 1st- Isaac Tannenbaum Resident Research Day

August 1st- Poster Submissions for NAPCRG Conference are due (**estimate**)

August 15th- Initial thesis submission deadline for February graduation and Final thesis submission deadline for October graduation

August 31st- Thesis Committee is required to be formed for First Year Students and the *Graduate Student Research Progress Tracking Form* must be submitted to the Graduate Programs Coordinator.

August-September- Submission of study to Research Ethics and Compliance for First Year MSc students (if study involves humans in any way)

Please note:

The Graduate Student Research Progress Tracking Form is due once per academic year (Aug. 31st for First Year Students and mandatory once a year thereafter). Minutes of the meeting must be submitted with this form.

The Student Advisor Form are not required each year but only on an 'as needed' basis. All completed forms must be returned to the Graduate Programs Coordinator.

All forms can be found [HERE!](#)

2. First Year Office and Orientations:

The Faculty of Graduate Studies orientation session for all new students in the Fall 2017 session will be held on Thursday, August 31st, 2017 from 14:00 to 17:00 at the New Residence Hall (subject to change). Many of you should have received information already concerning this from McGill. More information regarding the Orientation can be found here: <http://www.mcgill.ca/firstyear/graduate-postdoctoral/orientation/fall-downtown-campus>.

This First Year Office is dedicated to aiding new students by informing them of all of the Student Services that are available to them. If you have any questions, they can inform you of the process or at least direct you in the right direction. The services from this office are also available for Returning Students. For more information, please go to: <http://www.mcgill.ca/firstyear/grad-students>. Please note that you will also have an Orientation specific to our graduate programs on **September 7th, 2017 from 14:00-16:00** in the Department of Family Medicine at 5858 Cote-des-Neiges Road-3rd Floor in the large classrooms. Please let our Graduate Programs Coordinator know, if you did not receive the email invitation for this event ASAP.

3. I.D. Card Validation for Students registering in September and Building Access:

Once you register for your courses, you will be able to obtain a Student I.D. at the McGill Campus Service Point, 3415 McTavish Street (corner of Sherbrooke). Hours of operation of the Service Point and their contact information can be found at: <http://www.mcgill.ca/students/servicepoint/>. Further I.D. Card information is available on the web at <http://www.mcgill.ca/student-records/id/>. Please note that all new students must provide all the required documents indicated on this web site when they go to obtain their ID card. Please also note that once you have the Student ID and you are interested in a workspace in our department, you are required to see the GPC to obtain a fob in

order to gain access into the building at 5858 Cote-des-Neiges-3rd Floor location and an alarm code. In order to pick this fob up, you will have to give our Graduate Programs Coordinator a \$15 deposit. Once you return your fob upon graduation, you will get this deposit back. Please only request a fob if you will be using a work space in our department on a regular basis (ideally also after hours as well).

4. **Registration for Courses, Graphos Writing and English Courses:**

By now, you should have received directions on how to register and the deadline to do so is August 14th without a late fee. More info on courses can be found [here](#). ***Please note: you must inform the GPC of which courses you would like to register outside of the required courses so he can give you access to register for them. Deadline to add/drop courses is for the Fall term Sept 19th but it is advised to take care of course registration now. Deadline to add/drop courses for the Winter term is January 23rd.***

[The McGill Writing Centre \(MWC\)](#) will continue to offer credit courses in academic writing and oral communication to graduate students in 2017-18 through the program called Graphos.

Graphos offers different ways for graduate students to become more efficient, precise, and effective scholarly communicators. Some of these are also available to postdoctoral fellows.

Courses: 1-credit offerings that complement your degree program.

Workshops: focused events on key writing strategies, conventions, topics, and genres.

Peer Writing Groups: small clusters of advanced graduate students who meet regularly to share and improve works-in-progress.

Tutorial Service: one-on-one sessions to improve your writing skills. (Offered by the McGill Writing Centre.)

The 1-credit courses offered by Graphos are free to all graduate students in a thesis-based program. More information about the Graphos can be found [here](#) and more info on these courses can be found [here](#). All Master's students know who are required to take these writing courses or not after they received their results from their writing assessments for admissions. Please inquire with the Coordinator if necessary.

5. **Problems with Courses and Dates of Withdrawal:**

The grading scale of our graduate courses is as follows:

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85 – 100%
A-	3.7	80 – 84%
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%

In any graduate program, a grade of 65 or below is considered a failing grade. Receiving one of these grades puts you on probation and receiving a second grade will result in your expulsion from graduate studies – this is a McGill Policy. If you are having any difficulties in your courses for any reason, please contact the GPD or your supervisor as soon as possible so that we can help and advise you. It is also very important to note below the last days of withdrawal from courses the next academic year (also already listed in the calendar) (please note that refunds do not pertain to students in thesis-based programs):

Courses that begin in the Fall Term

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, October 31, 2017

Courses that begin in the Winter Term

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, March 13, 2018

6. Fee Information and Stipends:

“e-Billing” is the official method for delivery of Fee Statements to all students, and students will be notified by e-mail, at their official McGill University e-mail address, at the beginning of each month that their Fee Statements are available to be viewed on Minerva. Most new students will receive an e-mail notification that their fee statement is ready to be viewed at the beginning of August and the fees will be due at the end of August. Students are responsible for viewing their Fee Statements on Minerva and ensuring that their fees are paid on time. Detailed information about e-Billing is also available at the Student Accounts Office web site at www.mcgill.ca/student-accounts/e-bill/.

New Students: Please note that you are required to send your legal documentation to McGill in order to be assessed the correct fees for your case. Until you do this, all students are assessed as an international student. More information can be found here in terms of what documents to send and the process to do so: <http://www.mcgill.ca/legaldocuments/home> After the documents are sent in and processed, your bill will be re-assessed at the correct rate.

International and Out of Province students with tuition assistance: Please send the Graduate Program Coordinator your initial e-bill so that the tuition assistance award can be processed.

New or Returning students who have outstanding fees or fine flags for a previous program in any session up to and including the Summer 2017 session will not have access to registration on Minerva until the outstanding fees are paid or the fine flags are cleared. Please also note: all holds must be removed as well on your student account. Please ensure that you complete the **required** online tutorial on academic integrity (more info here: <http://www.mcgill.ca/deanofstudents/plagiarism>) since McGill has a very strict policy against plagiarism and cheating. Please also ensure that all official transcripts and diplomas have been sent/given to the Service Point (please refer to your acceptance letters) as soon as possible.

The process to set up your stipend payments is underway or already has been completed and these payments will begin to be funded on September 1st, 2017. These payments will be disbursed on the 1st and the 15th of every month (please allow 1-3 days to be sent to your banks). **If you have not already done so, it is imperative that you set up a personal bank account on Minerva for these payments to be automatically deposited into.** If your stipends are being paid from non-McGill funds (i.e. St. Mary's Research Centre funds, etc.), then all processing of these stipends must occur at the respective sites.

7. **Key Dates for Key Award Applications:**

There are many potential sources for funding your education. We believe that most of you are very competitive for these funding streams and it is highly recommended (and in most instances required) to apply for the awards that you qualify for. [This website](#) lists some of the organizations, links, and key deadlines for applications for the 2017-2018 academic year. **It is strongly advised that you register with the CIHR and FRSQ as soon as possible and send your PIN numbers to your supervisors. It is also strongly advised to use Uniweb while creating**

your CVs for various funding applications. Once the CV is created in Uniweb, it can then be exported to the Common CV platform for various funding opportunities. You may login to Uniweb here with your Minerva credentials: <https://uniweb.mcgill.ca/>

8. Thesis Committee Formation and Forms:

Please refer to [this website](#) regarding thesis committee formation and all forms that are required during the duration of our studies.

9. Thesis Submission Deadlines and Additional Fees

Theses may be submitted at any time. However, for each of the three annual dates for conferring degrees/ convocation, there are deadlines for initial submission and for deposition of the final, corrected version of the thesis. The following table provides general information on deadlines for initial submission, which will determine registration status, and final submission, which will determine the date of graduation. **PLEASE NOTE: Graduate Studies requires all students to complete at least three full semesters in order to graduate with a Master’s degree and 6 full semesters to graduate with a PhD (or 8 semesters if admitted as a PhD1). Every semester beyond this minimum number of semesters is considered an additional session. Also, the bolded dates are the true deadlines below.**

<u>Initial Submission</u>	<u>Final Submission</u>	<u>Additional Session</u>	<u>Thesis Evaluation</u>	<u>Graduation</u>
Apr 16 – Aug 15	Aug 16 – Dec 15	Summer	Fall	February
Aug 16 – Dec 15	Dec 16 – Apr 15	Fall	Winter	June
Dec 16 – Apr 15	Apr 16 – Aug 15	Winter	Summer	October
<u>Initial and Final Submission in the same term</u>				
Apr 16 – Aug 15	Apr 16 – Aug 15	Summer	None	October
Aug 16 – Dec 15	Aug 16 – Dec 15	Fall	None	February
Dec 16 – Apr 15	Dec 16 – Apr15	Winter	None	June

NOTE: Should the deadline date (Aug 15, Dec 15, Apr 15) fall on a weekend or a holiday, the effective deadline date will be the previous working day.

All students must be registered and pay fees for the term prior to degree granting. Students in thesis programs will maintain their current registration status (i.e. Full-time or Additional Session status) for the term in which the initial thesis is submitted, according to the table above. If the initial thesis submission and final thesis submission is not submitted in the same term, students in thesis

programs will be registered in Thesis Evaluation status for all subsequent terms after the term of initial thesis submission until the term of final thesis submission, according to the table above.

Common scenario:

Many students will submit their initial thesis by the April 15th deadline. As the chart states above, the student would have already paid an additional session in the Winter of their second year. However, he/she will be responsible for paying a 'thesis evaluation' term in this scenario because he/she submitted the initial thesis on time. Please refer to the document entitled '**FAQ-Thesis Submission Deadlines, Registration, and Fees**' for the breakdown of the fees schedule for the Thesis Evaluation session.

Another possible and common scenario:

If students do not make the initial submission date of April 15th, then these students will be placed into another additional session for the summer term. As long as the student submits the FINAL thesis after the review has been done by August 15th, this student will still graduate in October. The initial thesis submission deadline to aim for in this scenario is June 15, 2017 to ensure the thesis examiner has plenty of time to review the thesis and thesis modifications can also be made (i.e., two months is the minimum amount required from the initial thesis submission and the final thesis submission). Please refer to the document entitled '**FAQ-Thesis Submission Deadlines, Registration, and Fees**' for the breakdown of the fees schedule for the Additional Session.

10. **Conferences and Important Research Events:**

There are two main conferences each academic year that you all will have a choice of attending and we strongly urge you to attend at least one conference (and complete a presentation) as they are great learning and networking experiences. Moreover, you will also get valuable feedback on your project. Dependent on available funds, our department may be able to aid our students with some of the travel expenses. In addition, CIHR also has travel awards to offset some costs if you are presenting your thesis work. The first conference being held this year is the Family Medicine Forum (FMF) in Montreal and it takes place on November 8-11, 2017. More information can be found [here](#). Oddly, the North American Primary Care Research Group (NAPCRG) conference will also be held in Montreal this year from November 17-21, 2017. More information can be found at <http://www.napcrg.org>. NAPCRG usually has a separate abstract submission date specifically for students, which was due on August 1st this year. In addition, St. Mary's Hospital and the Department of Family Medicine both hold a Resident Research Day in the spring (usually in May). The latter event is called the Isaac Tannenbaum Resident Research Day. Both of these dates have

been set and appear in the calendar within the first section of this package. Lastly, we would like to announce that our fourth annual McGill Family Medicine Research Division and Graduate Student Society Symposium will take place on May 30, 2017. This annual event provides an opportunity for our graduate students to present the results of their research projects and their works in progress.

11. **Graduate Programs Research and PRAM/CEIT (Participatory Research At McGill)**

seminars:

It is expected that all students attend the research seminars during the year. There will be approximately 10 seminars a year to attend and they will all occur in the Department of Family Medicine at 5858 Cote-des-Neiges Road-3rd floor location. Students in the FMED504 course will be required to attend all seminars and write two reflection essays. Even in the subsequent years, it is expected that you attend these seminars throughout your studies. More specific information regarding these seminars will follow by email and you may contact the Research Coordinator if you should have questions.

12. **Student Advisor:**

The role of the student advisor is primarily one of student advocacy and support. The student advisor serves as a neutral source of support to ensure that the student is able to navigate the thesis program successfully and to act as a source of information in case a problem or conflict arises. More information can be found [here](#).

13. **Graduate Program Coordinator:**

The Graduate Programs Coordinator (GPC) for the Department of Family Medicine is your first contact for any questions or concerns regarding the program and you can reach the GPC at graduateprograms.fammed@mcgill.ca. However, it is advised to research your orientation package and/or the graduate programs website before you contact the GPC, as we have worked hard to create these valuable resources for you. ***The GPC will have office hours but they remain to be determined for the time being.***

14. **Clinician Scholar Program (CSP):**

The Clinician Scholar Program (CSP) was designed for family medicine residents who are interested in developing research skills. This exciting program is the first of its kind in Canada that combines a 3rd year (or enhanced skills year) of a Family Medicine residency program and a research M.Sc in Family Medicine program over a span of 12 months. After the student completes the one year of coursework in research and his/her clinical portion, the student has the option to complete his/her

thesis in the second year, thus completing a MSc degree. The Clinician Scholar Program (CSP) has an application deadline of September 13, 2017 for the Fall 2018 year.

15. **Research Ethics and Compliance (IRB) Link:**

If your thesis/research project involves human subjects in anyway, you will need ethics approval from the McGill Faculty of Medicine Review Board. If the project is a sub-project, the project Principal Investigator is required to apply for an addendum even if the original project already has IRB approval. More information regarding the process to obtain IRB approval can be found at <http://www.mcgill.ca/medresearch/ethics/forms/>. Please note that you may have to obtain IRB approval at another site depending on where the research will take place. For example, you will not need McGill IRB approval if the study only takes place in a hospital site (e.g. St. Mary's Hospital Centre).

16. **Student Governance:**

Our department and McGill University as an institution feel very strongly about student representation in various governance structures. In our department we have a two student representatives on the Graduate Program Committee for 2017-2018: Jacquie Safieh (MSc student representative- jacqueline.safieh@mail.mcgill.ca) and Nadia Sourial (PhD student representative- nadia.sourial@mail.mcgill.ca). There are also several opportunities to serve on other committees as representatives for NAPCRG and the research council for FMF. These are excellent learning opportunities that we encourage you to make room for in your schedule.

In addition, our department has its very own student council, the Family Medicine Graduate Student Society (FMGSS), whose mandate is to serve the best interests of our graduate students as well as provide social and academic support through the organization of several events throughout the year, including an active Journal Club.

Family Medicine Graduate Student Society contact info:

FMGSS email: fmgss.pgss@mail.mcgill.ca

FMGSS President: nickoo.merati@mail.mcgill.ca

FMGSS website: <https://fmgss.ca/>

17. **McGill Libraries and Software Licensing:**

There is an extensive library system at McGill University and the following link can be very helpful for students in the Health domain: <http://www.mcgill.ca/library/find/subjects/health>. This link designates the specific libraries most commonly used and other subject guides. Perhaps even more helpful can be <http://libraryguides.mcgill.ca/medicine> which specifies even further within the domain of Medicine.

As students, you also have some rights to certain software (i.e. SAS statistics software) for free. Please check out the following link at: [Free Software](#) to see what is available to you.

18. International Students:

For international students, there is an office dedicated to help them with all student services and the link is <http://www.mcgill.ca/internationalstudents/> including all immigration inquiries.

19. Business Cards, CAPS and other Student Services:

Students can buy 100 professional “business” cards if they wish for networking purposes for only \$35. More information can be found at <http://www.mcgill.ca/printing/production/forms/gradcard>. Also, as graduate students, you have memberships to the PGSS and are entitled to use the Thompson House on McTavish. This is a great resource that we strongly encourage you to use as well as the McGill Gym of which you also have privileges for.

In addition, there are many resources for students available at <http://www.mcgill.ca/students/> and <http://www.mcgill.ca/studentsservices/>. The bookstore recently moved and more info can be found here: <https://leames.ca/>.

Another one of the services that may be very useful for the students in our program is the Career Planning Services (CaPS). This service can aid you in career planning, job hunting techniques, application preparation, various workshops, and interview skills. More information can be found at <http://www.mcgill.ca/caps/students/>.

20. Bulletin Board and Student Workspace:

If you have any information that you feel is pertinent for the rest of the group, please feel free to bring it to the GPC and we will gladly place your information on the Bulletin Board available in the Student workspace area within the department. In addition, every student is entitled to a computer and a workspace on the 3rd Floor. However, due to limited space, these workspaces may have to be shared. For more information about how to obtain these workspaces, please contact the GPC at graduateprograms.fammed@mcgill.ca and the FMGSS president.