

Department of Biomedical Engineering, Faculty of Medicine Requirements for completing a Master's Degree

Requirements

A Master's Degree in Biomedical Engineering requires the student to:

- Complete a minimum of 21 course credits
- Complete 24 Thesis credits
- Present their work as a conference paper, poster presentation or Departmental seminar
- Submit a Thesis based on their research that is passed by both internal and external reviewers

Time Requirement

- The Master's Program at McGill University requires a minimum residence of three full-time terms, i.e. 1½ years.
- The Master's Program must be completed within 3 years of first registration.
- A student must register for at least 12 credits during each of the three residency terms and pay full fees.
- After the residency period, students register for additional sessions at reduced fees.
- Students are encouraged to complete their Master's Degree as soon as possible. Most students in the Department of Biomedical Engineering complete their Master's Degree in less than 2½ years.

Course Requirements

- A minimum of 12 of the required 21 course credits must come from courses given by the Department of Biomedical Engineering (BMDE-xxx) as well as MDPH-607 given by the Medical Physics Unit.
- At least one of the Biomedical Engineering courses must be a "quantitative" BME course (i.e. students must take at least one of the following: 502; 503; 509; 512; 519; 610).
- The remaining 9 credits may be selected from BME courses or from other Departments with the approval of the Graduate Program Director (GPD). A list of approved courses is available on the BME website <https://www.mcgill.ca/bme/students/courses>. Other courses may be accepted towards this requirement with the prior written approval of the Thesis Supervisor and Graduate Program Director.

Thesis Requirements

- The total number of credits allotted to the Thesis in the Master's Program is 24. These credits are obtained by registering for the following courses, one per semester, over the three residency terms as indicated below:

Term/Semester	Course No.	Course Name	No. of Credits
First	BMDE-693	Thesis Research	6
Second	BMDE-694	Thesis Research	6
Third	BMDE-695	Thesis Submission	12

All three thesis courses must appear on your transcript. **NOTE: You must not register for any of these courses more than once.**

The Master's Thesis must be prepared and submitted following the guidelines outlined on the Graduate and Postdoctoral Studies website <http://www.mcgill.ca/gps/students/thesis>

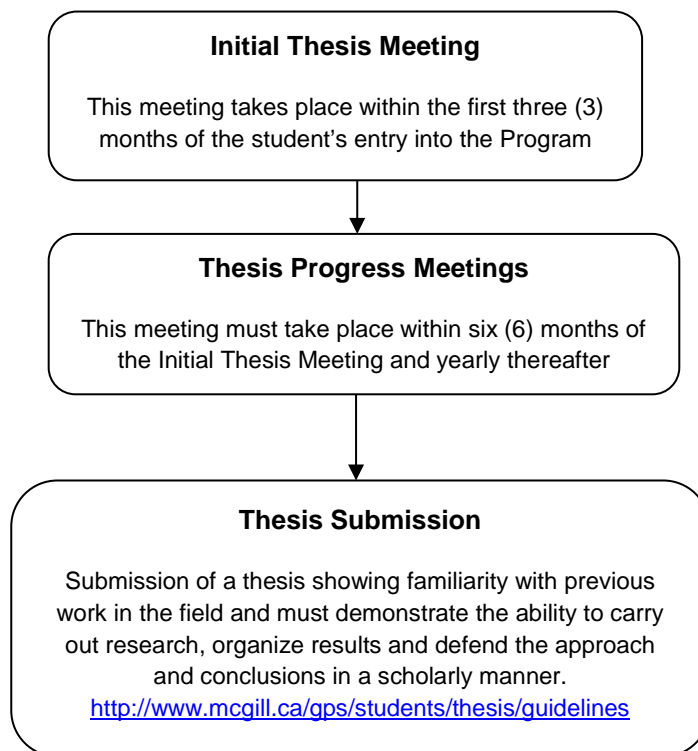
Presentation Requirements

- Master's students must present their work at a conference presentation (slide or poster); or in a Departmental seminar before submitting their Thesis.
- A seminar presented as part of BMDE-600 will be accepted provided that:
 - It is given no earlier than the second year the student is registered in the Program
 - It describes the student's research results

NOTE: It is the student's responsibility to inform the department by email at info.bme@mcgill.ca once this requirement is completed.

Progress Tracking

Progress for the Master's Program is tracked with the following schedule of meetings:



Initial Thesis Meeting

- Must take place, and the form must be completed and signed, within three (3) months of the student's entry into the Program.
- An "unsatisfactory" initial meeting must be repeated within six (6) weeks.
- A student will be asked to withdraw from the Program following two consecutive Initial Thesis Meetings where progress is deemed to be unsatisfactory.

Thesis Progress Meetings

- Must take place, and the form must be completed and signed, within six (6) months of the Initial Thesis Meeting and yearly thereafter following satisfactory progress.
- Following a meeting where progress was deemed to be unsatisfactory, a supplementary progress tracking meeting must be held within three (3) months.
- A student will be asked to withdraw from the Program following two consecutive Progress Meetings where progress is deemed to be unsatisfactory.

Note that:

- The student, Thesis Supervisor, and Graduate Program Director must be present at all meetings.
- In the event the Graduate Program Director is the Thesis Supervisor, the Chair, or alternate appointed by the Chair, must also be present at the meetings.
- Forms and policy statements are available on the BME web site.
- The Graduate Program Coordinator will notify the student that the meeting is due and attempt to schedule it. It is the student's responsibility to ensure that this occurs in a timely manner, assist with scheduling the meeting if necessary, and supply the necessary documentation. Failure to hold a meeting in a timely manner will result in an "Unsatisfactory" rating for the meeting.
- Students are required to prepare and circulate a report prior to their scheduled meetings. A student's submission for a meeting (progress report, proposal, etc.) will be due on a date fixed by the Graduate Program Coordinator and will be communicated to the student well in advance of the meeting. The report must be submitted, no later than that date, even if the date falls on a weekend or holiday, and regardless of when the meeting takes place. Date submissions will be tracked by the GPC. A report submitted late will result in the student receiving a warning that will be included in the student's record. A second report submitted late will be treated as equivalent to an 'unsuccessful' meeting for the purposes of determining the student's status in the program.
- Any change of membership for student advisory committees should be sent to the GPC at info.bme@mcgill.ca. The GPC will forward these requests to the GPD for approval. The GPC needs to check and update the student's dossier, and we need to make sure that the committee membership rules are adhered to.
- All student-related forms that need a GPD or departmental signature (such as thesis submission forms) should be sent to the GPC at info.bme@mcgill.ca. The GPC will then forward it to the GPD or the department chair for signature as needed. This will facilitate proper tracking of student forms.

Extra-Ordinary Meeting

- This is used for addressing issues outside normal scheduled meetings and can occur at any time during the student's program.
- These meetings should only be scheduled in extenuating circumstances and can be initiated by anyone on the committee including the student.
- The meeting outcome will have the same repercussions as any other meeting and will be part of the student file.
- The form must be completed and signed following the meeting.

Fast-Track Transfer to the Ph.D. Program

There is a provision in the BME regulations that allows students to proceed directly to the Ph.D. Program after completion of M.Eng. course work without having to complete a thesis. This arrangement is called Fast-Tracking and is used only in special circumstances where the student has performed well in assigned courses and

demonstrated exceptional research/creative potential, and their Master's research has given rise to a project that can be extended to a Ph.D. level project. The policy and procedures for Fast-Track Transfer to the Ph.D. Program can be found on the BME web site. [Policy](#) [Forms](#)

Stages Outside the University

Deadlines for student meetings may be extended for students participating in "Stages" outside the university. The following departmental policy will apply:

- The "Stage" must be approved by the student's supervisor and the GPD.
- The date, duration and location of the stage must be noted on the tracking forms.
- Extensions to meeting dates will be determined by the committee in advance and approved by the GPD.
- Irrespective of any extension of meetings deadlines, the degree must be completed within the university's "time limitation policy".