

## Department of Biomedical Engineering, Faculty of Medicine Requirements for completing a Ph.D. Degree

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### Time Requirement

The Ph.D. Program at McGill University requires a full-time residency of six complete terms, i.e. 3 years. The current average time to complete a Ph.D. Degree in Biomedical Engineering is approximately 5 years. However, after completing McGill University's required 3 year Ph.D. residency period, students are encouraged to complete their Ph.D. Degree as soon as possible.

### Advisory Committee

Within the first month in the Ph.D. Program, students are required to meet with their Supervisor and select their Ph.D. Advisory Committee which is comprised of at least three members:

- Supervisor
- Chair's Representative (assigned by and representing the Graduate Program Director)
- Thesis Committee Member (external to the department in a related field to the project)

In the case of co-supervision, there must be at least one additional Thesis Committee Member on the Advisory Committee for each additional supervisor. Thus, in the case of a student with two supervisors, the minimum committee size would be 5 (2 Supervisors, 1 Chair's Representative, 1 External Member, and 1 Additional Member).

### Progress Meetings

The flowchart on the following page illustrates the progression of stages a student must undertake to complete a Ph.D. in BME.

### 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.

### Note

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](mailto: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](mailto: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.

## 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".

***The methods adopted for a Ph.D. Degree in Biomedical Engineering are specified by departmental regulations and are in agreement with the Graduate Studies guidelines approved by the Dean of Graduate and Postdoctoral Studies, McGill University.***

