




## THE UNIVERSITY

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Danielle Vazan  @BA '83

"Back in 1983 students got to meet their peers in their assigned classrooms, at Gerts' bar or sitting on the grass in front of the Redpath building. We read the McGill Daily with anticipation of upcoming events, the [sports teams] were playing hard, The Cure and The Police were potential happenings we wouldn't miss. Today we connect faster and relay information with ease; yet I still miss the gentle smell of that dewy lawn through campus."






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This section will help you learn more about where you fit into the larger university structure at McGill. Learn about how McGill's organization and governance affects you, especially when it comes to your rights and responsibilities as a student!



# Governance

ALTHOUGH MCGILL'S GOVERNANCE STRUCTURE IS COMPLEX, IT'S IMPORTANT TO UNDERSTAND HOW IT IMPACTS YOUR LIFE AS A STUDENT. HERE IS A BRIEF SNAPSHOT OF THIS STRUCTURE AND HOW ADVOCATING FOR YOUR NEEDS FITS IN.



## THE BOARD OF GOVERNORS

The BoG is McGill's highest governing body. It has twenty-five members, twelve of whom do not have formal affiliations with the university. They have general jurisdiction and final authority over the academic, business, and financial affairs of McGill. The BoG meets six times throughout the year and has two voting student members, one from the SSMU and the other from the Post-Graduate Student's Society (PGSS). Representatives of the Macdonald Campus Students' Society (MCSS) and the McGill Association of Continuing Education Studies (MACES) have observer (non-voting) seats.

## SENATE

The Senate handles general control and supervision of academic affairs of the university. The composition and responsibilities of the Senate are governed by the Statutes of McGill University ([bit.ly/3Fp8DqY](https://bit.ly/3Fp8DqY)), and the proceedings are governed by the Standing Rules of Procedure ([bit.ly/3KT0far](https://bit.ly/3KT0far)). It is also responsible for many committees that have student representatives - more information on the committees of the Senate can be found here ([bit.ly/37tPIVM](https://bit.ly/37tPIVM)).

There are fourteen undergraduate student representatives in the Senate who are elected through their faculty or department student associations. The SSMU Senators can be found here ([bit.ly/3ynxxMq](https://bit.ly/3ynxxMq)). All undergraduate senators meet weekly in the Senate Caucus, led by the SSMU VP-University Affairs.

## P7

The P7, also known as the Principals' Seven, consists of the Principal and the Chief of Staff, the Vice-Principals, General Counsel, the Secretary General, and the Deputy Provost (Student Life & Learning). Some of these roles are:

## PRINCIPAL AND VICE-CHANCELLOR

Currently held by Suzanne Fortier (until August 31, 2022), this is the chief executive officer of the university. The Principal works to improve academic excellence in teaching, research, and service. She represents McGill to external bodies domestically and abroad. As of right now, there is no definitive timeline for the selection of the next Principal and Vice-Chancellor. For updates on the process, visit [bit.ly/3LTGZv5](https://bit.ly/3LTGZv5).

## PROVOST AND VICE-PRINCIPAL (ACADEMIC)

Currently held by Christopher Manfredi, the Provost and Vice Principal (Academic) is the chief academic officer of the University and is in charge of the development, implementation and assessment of all academic policies and programs. The position also oversees budget planning and allocations.

## VICE-PRINCIPALS

There are currently seven VPs and their duties range from Communications & External Relations to Research & Innovation.

## DEPUTY PROVOST (STUDENT LIFE & LEARNING)

Currently held by Fabrice Labeau, the Deputy Provost (Student Life & Learning) is the senior administrator who is responsible for implementing policies, actions, and decisions that help improve student life and learning at McGill. This includes Student Services, Athletics and Recreation, and Student Housing and Hospitality Services. Student societies are able to give feedback on how the office can be improved.

Got questions about McGill governance? Not sure what a policy means? Want to get involved? Contact the VP-UA at [ua@ssmu.ca](mailto:ua@ssmu.ca) or the Students' Rights Researcher and Advocacy Commissioner at [srrac@ssmu.ca](mailto:srrac@ssmu.ca).



# Student Aid and Finances

## TUITION DUE DATES

FALL 2022: AUGUST 31, 2022

WINTER 2023: JANUARY 5, 2023

## **PAYING TUITION**

There are three types of tuition costs depending where you are residing:

- ★ Quebec
- ★ Non-Quebec Canadian
- ★ International

## **TUITION AND FEES ARE DIFFERENT FOR EVERYONE**

Not everyone will pay the same amount for their studies at McGill. Depending on your faculty, major, residency, and how many credits you take, your overall cost will change. Unlike some universities, McGill has a credit-based system in which students will pay an amount per credit they take, and the prices depend on your program.

## **FEE EXEMPTION**

Some students will be able to benefit from fee exemptions. For more information about fee exemptions, please look at the International Fee Exemptions ([bit.ly/3LUYtqU](https://bit.ly/3LUYtqU)).

## **WHERE DOES MY MONEY GO?**

The fees you pay help fund things like the SSMU, Athletics and Recreation, and IT. Some of the fees are student initiated and go to student organizations to help provide services for you. Some of the fees are initiated by the university and fund university programs. For more information about the student fees visit the SSMU Website ([bit.ly/3MVui2M](https://bit.ly/3MVui2M))

## **YOU CAN OPT-OUT OF SOME FEES**

Through the Students Accounts menu on Minerva, you have the choice to "opt-out" of some fees. However, doing this may mean that you will not be able to use some associated services. If you opt out of SSMU Health and Dental insurance, for example, you will not be able to use them.

## **PAYING TUITION**

- ★ Log into Minerva
- ★ View your e-bill
- ★ Pay your e-bill

McGill is registered as a bill with most Canadian banks.

## **TO PAY VIA A CANADIAN BANK**

- ★ Log into your online banking account
- ★ Add McGill as a bill. The account number will be your McGill ID number.
- ★ The institution is listed as McGill University (PQ), or as MCGILL UNIVERSITY
- ★ Pay McGill Bill - use the bills section of your online banking account to pay McGill. Double check that the amount you are paying equals the amount you are paying on your e-Bill. It takes one to three business days for the payment to be received.
- ★ If you pay by the due date then there will be no interest charged.
- ★ If there is a hold in your account, the hold will lift once the payment is received and credited into your account.

## **FINANCIAL ASSISTANCE**

### **LOANS AND BURSARIES**

The student aid office helps you find financial aid options. For information on in-course needs-based financial aid, visit the website of Scholarships and Student Aid ([bit.ly/3P3Xi65](https://bit.ly/3P3Xi65)).

### **SCHOLARSHIPS**

McGill's Scholarships and Student Aid Office offers merit-based entrance scholarships for incoming first year students. There are:

- ★ One-year Scholarships: valued at \$3,000 (non-renewable)
- ★ Major Scholarships: valued between \$3,000 and \$12,000 (renewable annually)

Other awards and scholarships may be available in-program or upon graduation. For the majority of these awards, students are automatically considered and do not need to submit an application. For more information, visit the website of Scholarships and Student Aid ([bit.ly/3KWaHxSj](http://bit.ly/3KWaHxSj)).

### WORK-STUDY

McGill has plenty of opportunities and services to help students with financial needs access to clerical, research, technical, library or other jobs on campus. If interested, you must check your eligibility ([bit.ly/3LUopTm](http://bit.ly/3LUopTm)) prior to applying. If you are not eligible for work-study but desire to work part time, check the Career Planning Service ([bit.ly/3P6b5NO](http://bit.ly/3P6b5NO)) website to find other opportunities.

### When Applying for Jobs:

- ★ Job postings will be posted on MyFuture ([caps.myfuture.mcgill.ca](http://caps.myfuture.mcgill.ca)).
- ★ Contact the individual listed in the job posting if you are interested in applying for a position.
- ★ Provide your prospective employer with a copy of your Work Study Confirmation letter

For information about jobs outside of Work Study, including jobs at the SSMU, consult pages 79 and 93 of this handbook.

- ★ Submit work in French and English, except in foreign language classes.
- ★ Accommodations for exams on religious holidays
- ★ Disability-related accommodations (if you disclose a disability)
- ★ Receive an explanation from your professor of why you received a particular grade
- ★ An impartial third party review of an assessment

Before your first day of classes, review the SSMU Student Rights website ([studentrights.ssmu.ca/](http://studentrights.ssmu.ca/)). There, you will find important information about your rights in relation to course syllabi, assessments, final exams, accommodations, and more.

## STUDENT RIGHTS

### POLICIES TO KNOW:

#### ★ CHARTER OF STUDENT RIGHTS

([bit.ly/3kOEhLg](http://bit.ly/3kOEhLg))

Key rights and obligations of students and the university, including the right to free expression, the obligation to provide a safe learning environment, and the right to a quality education.

#### ★ POLICY CONCERNING THE RIGHTS OF STUDENTS WITH DISABILITIES

([bit.ly/39Ls4ot](http://bit.ly/39Ls4ot))

Articulates the rights of students with disabilities, including to receive accommodations during exams and in the classroom, to be considered for financial aid on a full-time basis, and a commitment to barrier-free learning and architecture.

#### ★ POLICY FOR THE ACCOMMODATION OF RELIGIOUS HOLY DAYS

([bit.ly/3ynulR8](http://bit.ly/3ynulR8))

Sets out the procedures for students to request to write exams on a day other than a religious holy day.

#### ★ CODE OF STUDENT CONDUCT

([bit.ly/3yjk0t](http://bit.ly/3yjk0t))

Describes academic and non-academic offenses and how they may be disciplined by the university.

#### ★ HAZING AND INAPPROPRIATE INITIATION PRACTICES

([bit.ly/3FpC6aD](http://bit.ly/3FpC6aD))

Joining student clubs and associations is a huge part of McGill student life, and for many, a highlight of their university experience. Groups are welcome to engage in positive team-building activities with new members.

## Student and Academic Rights

### ACADEMIC INTEGRITY

McGill has a no-tolerance policy when it comes to plagiarism. In simple terms, the institution defines plagiarism as representing someone else's work as your own. The university's Academic Integrity policy is included in every course syllabus.

McGill requires every incoming student to finish and complete the Academic Integrity Tutorial seen on myCourses. Not completing this tutorial will result in a registration block for the following term.

What does this mean for students? It is important to cite materials properly, and give credit to others when using their ideas in your work. Not sure how to cite properly? Talk to a librarian or your course Teaching Assistant!

### YOUR RIGHTS ARE IMPORTANT

McGill students enjoy rights under Quebec and Canadian law, as well as McGill policies. For example, students have the right to:

This policy outlines what activities constitute inappropriate initiation practices and hazing, which are strictly prohibited by the university. Any member of the McGill community who suspects that hazing or other inappropriate initiation practices are taking place should contact the Office of the Dean of Students.

### **HARRASSMENT, SEXUAL HARRASSMENT, AND DISCRIMINATION PROHIBITED BY LAW**

([bit.ly/3KU5E1g](http://bit.ly/3KU5E1g))

This policy defines harassment, sexual harassment, and discrimination here on campus, and in the wider McGill community.

For McGill resources on these and related issues, see the Equity at McGill ([bit.ly/3KU5EtmM](http://bit.ly/3KU5EtmM)) webpage.

For SSMU resources, consult page 18 of this handbook.

### **SEXUAL VIOLENCE**

([bit.ly/3vVB7vN](http://bit.ly/3vVB7vN))

McGill is committed to fostering a safe and respectful space on campus. A variety of supports for survivors of sexual assault, as well as those who are impacted by sexual violence, are available through the Office for Sexual Violence Response, Support and Education (OSVRSE) ([mcgill.ca/osvrse](http://mcgill.ca/osvrse)).

For more information about resources provided by the university and SSMU for those impacted by sexual violence, see pages 52 and 53 of this handbook.

For more policies and regulations, check the McGill Secretariat website ([mcgill.ca/secretariat](http://mcgill.ca/secretariat)), or the website of your faculty or school.

I have a question about my student rights! Where can I go?

### **OFFICE OF THE DEAN OF STUDENTS**

Brown Student Services Building  
3600 McTavish Street, Room 2100  
(514) 398 - 4990 | [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)  
[mcgill.ca/deanofstudents](http://mcgill.ca/deanofstudents)

The Office of the Dean of Students oversees student rights and responsibilities. It is in charge of disciplinary procedures and provides resources and information to help enhance and improve students' academic and personal success.

### **OMBUDSPERSON FOR STUDENTS**

3610 McTavish Street, Suite 14  
(514) 398 - 7059 | [ombudsperson@mcgill.ca](mailto:ombudsperson@mcgill.ca)  
[mcgill.ca/ombudsperson](http://mcgill.ca/ombudsperson)

The Office of the Ombudsperson for Students offers confidential, informal, independent, and impartial dispute resolution services to all members of the student community by providing information, advice, intervention and referrals.

### **SSMU STUDENT RIGHTS**

[studentrights@ssmu.ca](mailto:studentrights@ssmu.ca)  
[studentrights.ssmu.ca](http://studentrights.ssmu.ca)

The SSMU Students' Rights Researcher and Advocacy Commissioner and VP (University Affairs) are here to answer any questions you may have about your academic or personal rights! They can also provide advice on dispute resolution, including advocating on your behalf.

### **LEGAL INFORMATION CLINIC AT MCGILL (LICM)**

3480 McTavish Street, Suites 108 & 107-A  
(University Centre)

[cs.licm@mail.mcgill.ca](mailto:cs.licm@mail.mcgill.ca)  
[licm.ca](http://licm.ca)

The LICM provides free and confidential advice and representation to McGill students facing disciplinary procedures. Contact them if you are being disciplined, or have questions about your academic and personal rights on campus.

### **OFFICE FOR STUDENTS WITH DISABILITIES (OSD)**

Main office: 1010 Sherbrooke Street West, suite 410

[mcgill.ca/osd](http://mcgill.ca/osd)  
[disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)

OSD exam centre:

3459 McTavish Street, Room RS56  
(514) 398 - 2480 | [exams.osd@mcgill.ca](http://exams.osd@mcgill.ca)

The Office for Students with Disabilities (OSD) gives support services and academic accommodations to any students at McGill with disabilities. This includes documented disabilities, mental health disorders, chronic illnesses, and other conditions that are permanent, temporary, or episodic in nature.

### **HOW DO I REQUEST ACCOMMODATIONS?**

To receive accommodations related to a disability, you must register with the OSD. To register, students must make an appointment on the OSD website ([mcgill.ca/osd/contact-us](http://mcgill.ca/osd/contact-us)) and submit the required documentation.

### **WHAT DOCUMENTATION IS REQUIRED?**

At least 1 business day prior to your OSD appointment, you must submit documentation from a licensed medical professional involved in your care.



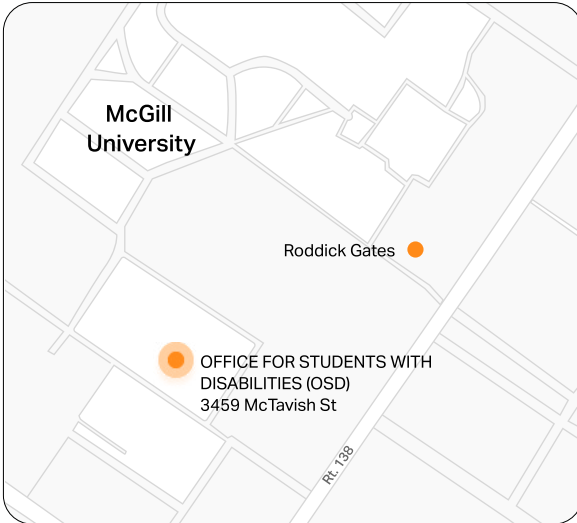
This documentation must adhere to these requirements:

- ★ BE ON THE OFFICIAL LETTERHEAD OF THE MEDICAL PROFESSIONAL OR CLINIC
- ★ CONTAIN A DIAGNOSIS
- ★ EXPLAIN HOW YOUR DIAGNOSIS CURRENTLY IMPACTS YOUR ACADEMIC EXPERIENCE
- ★ CONTAIN THE SIGNATURE AND LICENSE NUMBER OF THE MEDICAL PROFESSIONAL

The OSD encourages students to have their medical professional fill out the OSD referral form (<https://bit.ly/3FrSo2G>) prior to their first appointment.

#### WHAT DOCUMENTATION IS REQUIRED?

Accommodations are based on the specific barriers that you face. An Access Services Advisor at the OSD will work with you to develop an individualized accommodation plan. Some available supports include note-taking services, exam accommodations, and/or assistive technology.



# Sustainability at McGill

Sustainability is the challenge of our lifetime. At McGill, there are no limits to the ways that students can get involved in building a sustainable campus and world, no matter their area of study.

## SUSTAINABILITY PROJECTS FUND

The Sustainability Projects Fund (SPF) builds a culture of sustainability on McGill's campuses by providing seed funding for interdisciplinary projects. It is the largest fund of its kind in Canada, valued at \$1 million annually, and supports initiatives of all sizes, from those needing under \$300 for sustainability-related events to those requiring over \$400,000 for University-wide transformations.

**GET YOUR SUSTAINABILITY PROJECT STARTED:**  
[mcgill.ca/sustainability/spf](http://mcgill.ca/sustainability/spf)

## SUSTAINABILITY STUDENT GROUPS

McGill is home to more than 100 student-run groups and clubs that engage with and raise awareness about sustainability topics. From the SSMU Environment Committee and Plate Club to Campus Crops and the Research and Sustainability Network, there is something out there for everyone.

**FIND A SUSTAINABILITY STUDENT GROUP THAT INTERESTS YOU:** [mcgill.ca/x/Jvn](http://mcgill.ca/x/Jvn)

## SUSTAINABILITY AMBASSADORS PROGRAM

The Sustainability Ambassadors Program (SAP) is a year-long leadership development and volunteer opportunity that invites students to promote sustainability on campus. With three streams to choose from, students apply

their skills and creativity in order to grow the sustainability movement on campus.

**BECOME A SUSTAINABILITY AMBASSADOR:**  
[mcgill.ca/x/Jv7](http://mcgill.ca/x/Jv7)

## MCGILL UNIVERSITY CLIMATE & SUSTAINABILITY STRATEGY 2020-2025

As a member of the global community, it is McGill's responsibility to do what it can to mitigate climate change and foster a community of sustainability-minded citizens. The McGill University Climate & Sustainability Strategy 2020-2025 lays out more than 60 actions across eight categories, from Research & Education to Community Building, that guide the University towards its long-term targets of attaining a platinum sustainability rating by 2030, becoming zero-waste by 2035, and achieving carbon neutrality by 2040.

**GET INVOLVED IN MCGILL'S SUSTAINABILITY JOURNEY:** [mcgill.ca/sustainability/sustainability-strategy](http://mcgill.ca/sustainability/sustainability-strategy)

## LEARN WHAT GOES WHERE

Achieving zero-waste by 2035 will require the effort of all McGillians. Try reducing the amount of waste you create, reuse things that otherwise would have been thrown out, and learn how to sort your waste properly using McGill's four waste streams.

Test your waste sorting knowledge with RECYC-QUÉBEC's Ça Va Ou app: [recyc-quebec.gouv.qc.ca/appmobile-cavaou](http://recyc-quebec.gouv.qc.ca/appmobile-cavaou)

Want more ways to get involved in sustainability during your time on campus?

Visit [mcgill.ca/sustainability](http://mcgill.ca/sustainability) to learn more.

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PAPER, CARDBOARD  
PAPIERS, CARTONS



COMPOSTABLES



PLASTIC, GLASS, METAL  
PLASTIQUE, VERRE, MÉTAL



LANDFILL  
DÉCHETS

