**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 Biological and 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 BBME.

**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.bbme@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.bbme@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 Biological and 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.
Advisory Committee Selection
The student and supervisor select the Advisory Committee within the first month of entry into the program. The GPD Assigns the Chair’s Rep.

Ph.D. Preliminary Meeting
This meeting takes place within the first three (3) months of starting the program

Ph.D. Comprehensive Preparation Meeting
This meeting takes place within six (6) months of the Preliminary Meeting

Ph.D. Thesis Proposal and Comprehensive Exam Meeting
This meeting takes place within six (6) months of the Comprehensive Preparation Meeting. Students must be registered in course BBME 701 at the time of this meeting

Ph.D. Thesis Progress Meeting
This meeting takes place within one (1) year of the Thesis Proposal and Comprehensive Exam Meeting and yearly thereafter

Ph.D. Thesis Pre-Submission Meeting
This meeting takes place at least six (6) months before planning to submit the Thesis to Graduate Faculty

Ph.D. Thesis Submission
Submission of a thesis compiling the scholarly work containing original contributions to the field completed during the Ph.D. period is a requirement.

Ph.D. Oral Defense
The student presents an oral defense of the thesis research to some members of the Advisory Committee and other experts, according to Graduate Faculty regulations.

Ph.D. Final Thesis Submission
Final submission of thesis incorporating any changes required by the thesis defense committee is mandatory through e-thesis