



GRADUATE STUDENTS' HANDBOOK

2017–2018



TABLE OF CONTENTS



USEFUL CONTACTS



GET TO KNOW THE CAMPUSES



HOUSING AND TRANSPORTATION



STAGE 1 GET STARTED



STAGE 2 GET INFORMED



STAGE 3 PLAN YOUR PROGRAM OF STUDIES



STAGE 5 UNDERSTAND YOUR RESPONSIBILITIES



STAGE 6 STAY ON TRACK



STAGE 7 CONNECT WITH OTHER STUDENTS



STAGE 4 ORGANIZE YOUR FINANCES



RESEARCH UNITS



STAGE 8 FINAL STAGES

WELCOME TO CONCORDIA

On behalf of my colleagues at the school of Graduate Studies, welcome!

With more than 8000 graduate students and postdoctoral fellows from over 150 countries, Concordia University embodies the vibrancy and diversity of Montréal, a city that is known as a hub for research, learning and innovation.

We take great pride in the innovative work of our graduate students and postdoctoral fellows, and actively support both their quest for knowledge, and their desire to transmit and apply their skills for the benefit of society.

We look forward to working closely with you to achieve success and develop your academic and professional potential to the fullest.

Dr. Paula Wood-Adams
Dean of Graduate Studies

The Concordia Graduate Student Association (GSA) welcomes you!

You belong to a student association from the moment you begin studying on-campus. We are here to support you as you pursue your studies and complete your research. We hope that you will be an active member of our organization and participate with us in continuing the effort to improve the quality of graduate student life.

Visit us to learn more about the services we offer - including courses, committees, workshops and funding opportunities.

Sir George Williams Campus

2030 Mackay St.

514-848-2424 ext. 7900

Hours: Monday to Friday, 9 a.m. to 5 p.m.

gsaconcordia.ca

Your handbook to graduate studies

The handbook is divided into eight stages that reflect the graduate student journey.

If you have a question that is not answered in this handbook, please contact the School of Graduate Studies at 514-848-2424, ext. 3800.

Please note that this is not an official University document. The University reserves the right to modify the policies and regulations contained in this handbook.



USEFUL CONTACTS

General Concordia phone number: **514-848-2424**

	Extension	Location
School of Graduate Studies (General Enquiries)	3800	GM-930-01
Student Affairs Office	3474	GM-930-01
Graduate Awards Office	3816 / 3801	GM-930-01
Thesis Office	3813	GM-930-01
Individualized Program (INDI)	3894	GM-930-03

Quick links:

Access Centre for Students with Disabilities	3525	H-580
Birks Student Service Centre	2668	LB-185
Centre for Continuing Education	3600	FB-117
Concordia International	4986	2080 Mackay
Connect2Concordia		
Dean of Students	3517 (SGW) 4239 (LOY)	H-637 AD-121

Faculty of Arts and Science		
Faculty of Engineering and Computer Science		
Faculty of Fine Arts		
Financial Aid and Awards	3507	GM-230-00
Graduate and Professional Skills	5615	
Graduate Students' Association	7900	GM-930
Housing	4755	
Institute for Co-operative Education	3950	GM-430
International Students Office	3515	H-653
John Molson School of Business		
Off Campus Housing	7935	H-260
Office of the Registrar (Admissions)	2668	LB-700
Recreation and Athletics	3858	PA-104
Tuition and fees	4900	H-541

Art Galleries

Leonard & Bina Ellen Art Gallery
 Communication Studies Media Gallery and Mobile
 Media Gallery
 FOFA Gallery
 VAV Gallery

Concordia University mailing addresses:

Sir George Williams Campus
 1455 de Maisonneuve Blvd. West
 Montreal, Quebec H3G 1M8

Loyola Campus
 7141 Sherbrooke St. West
 Montreal, Quebec H4B 1R6

Looking for a Faculty or staff member?

- Search the [University Directory](#)
- In the case of an emergency call Security:
[Campus security: 514-848-3717](#)

Graduate Program Directors

Each program in the University is administered primarily by a Graduate Program Director (GPD). Graduate students may take appointments with GPDs through Graduate Program Assistants (GPA's) for any academic matters concerning their program.

List of [Graduate Program Directors and Graduate Program Assistants](#).



GET TO KNOW THE CAMPUSES

The Sir George Williams Campus is located in the heart of downtown Montreal, in a neighbourhood known as Quartier Concordia. Underground tunnels link most buildings on campus to each other and to the Guy-Concordia metro station.

Sir George Williams Campus (downtown)

1455 De Maisonneuve Blvd. West, Montreal, Quebec H3G 1M8

The Loyola Campus blends cutting edge facility with gothic-style buildings in the beautiful west-end neighbourhood of Notre-Dame-de-Grâce, about seven kilometres from the Sir George Williams Campus.

Loyola Campus (NDG)

7141 Sherbrooke St. West, Montreal, Quebec H4B 1R6

Shuttle bus

Concordia runs a free shuttle between the Sir George Williams and the Loyola Campus. Catch the shuttle bus in front of the Hall Building (SGW) or in front of the Vanier Library (Loyola). All you need to do is show your valid Concordia ID. The trip, which usually takes 20-30 minutes, is faster than public transit. Buses are wheelchair accessible.

For schedules and to track the shuttle bus in real time, go to concordia.ca/shuttle.

Departmental tours for graduate students

Book a tour of research labs and facilities or get assistance in making appointments with specific Graduate Program Directors: graduate-tours@concordia.ca

Campus Tours

Given by current Concordia students, campus tours are offered year-round.

Welcome Centre

LB-187

Connect2.Concordia.ca

tours@concordia.ca

Hours of operation

The University is open from 7 a.m. to 11 p.m. Outside of these hours, you can still access campus buildings by presenting your Concordia ID. Both the Webster (SGW) and the Vanier (Loyola) libraries are open 24/7 during the fall and winter terms.

Campus maps

concordia.ca/maps

Accessing administrative services

The majority of the administrative services are located on the SGW campus in the J.W. McConnell Library Building, (LB Building), the Henry F. Hall Building (H building) and the Guy-Metro Building (GM Building).

Birks Student Service Centre

The Birks Student Service Centre offers a number of services, including tuition and fee payments, issuing of Concordia Student ID cards, official transcript requests, Quebec Provincial Residency and Permanent Code information.

Sir George Williams Campus

J.W. McConnell Building, LB-185

514-848-2424, ext. 2668

FAST services

To help you move quickly through your student services needs during the first few weeks of the term you can also visit the [Front-line Administrative Services Team \(FAST\)](#), set up within Birks, as well as in the atrium of the LB building.



HOUSING AND TRANSPORTATION

COMMUNITY LIVING GRADUATE HOUSING

Graduate students can be housed either at the [Grey Nun's residence](#) on the downtown campus or in the [Jesuit residence](#) on the beautiful Loyola campus. The application for Graduate Housing will be found in your portal through [MyConcordia](#).

For further details on availability and pricing:
residenceinfo@concordia.ca

OFF CAMPUS HOUSING

In general, the further you are from the heart of downtown, the more likely it is to find an apartment at a relatively low rent; you will however have to consider the cost of travel.

Where to look for accommodation

The [CSU Off-Campus Housing Office and Job Bank \(HOJO\)](#), offers a comprehensive website with affordable, student-priced apartments and rooms.

Sir George Williams Campus

Hall Building, H-260
514-848-7474 ext. 7935

ISO Housing Support Group

The "Apartment Hunting Tips for International Students Workshop" facilitated by international student-volunteers and a HOJO representative, gives you a virtual tour of Montreal neighborhoods and talks about helpful tips on how to find housing near Concordia campuses. The schedule is available [here](#).

GETTING AROUND IN MONTREAL

Information about the Montreal metro can be found by clicking on the [métro map](#). To obtain planned service schedules for both bus and metro; find your stop's code; or plan your trip consult the [Société de transport de Montréal's \(STM\)](#) website.

In the Summer, consider using the [BIXI bikes](#) to get around.

[Map of Montreal](#)



I have been admitted...what do I do next?

Your offer of admission contains important information. If you have any questions regarding its specifics, please contact the person indicated on the letter in the "Messages" section.

1. Review your letter to make sure it is accurate.
2. Confirm your offer of admission on-line. There is a \$250 confirmation deposit*. The confirmation deposit is non-refundable but will be credited to your account and applied towards your tuition.

** Confirmation deposit does not apply to Privatized programs. Please check with your program office for details.*

3. Send any other document(s) (if required).

Official transcripts

If you have received a conditional admission you must ensure that Concordia receives a copy of your official final transcripts indicating you have earned your diploma and achieved the required grades, as well as any other required documents outlined in your Offer of Admission. Transcripts are only considered "official" if they are sent directly from your previous educational institution(s) to the Admissions Application Centre at Concordia. All documents received by Concordia University become property of the University and official documents and/or transcripts will not be returned. Records submitted by fax are not considered official.

How to send your official documents

Sealed Envelope Method

Applicants from within Canada and the United States may use the "sealed envelope" method, whereby you request that each previous educational institution provide you with a copy of your official transcript, sealed in an envelope bearing the name and address of the institution, the institutional logo (if applicable), a notice on the envelope stating that it contains official transcripts, and a signature/signature stamp/explanatory label placed across the seal of the envelope. If you enclose such an envelope, unopened, in a separately addressed envelope to the Admissions Application Centre, the transcript will be considered official.

International Applicants

Applicants from outside Canada and the United States must arrange to have their institution(s) mail an official transcript directly to the Admissions Application Centre.

All transcripts should be in the original language. If that is neither English nor French, you must also submit a copy translated into English or French by a certified translator.



Admissions Application Center

Mailing Address:

Concordia University
Graduate Admissions
Application Centre
P.O. Box 2002, Station H
Montréal, Québec
CANADA H3G 2V4

In Person/Courier Drop-Off Location:

Birks Student Service Centre
Sir George Williams Campus
1400 de Maisonneuve Blvd. West
J.W. McConnell Building, LB-185

Canadian citizenship status

All new applicants must provide proof of their status in Canada. To provide proof of Canadian Citizen/Permanent Resident status, you must submit a photocopy of one of the following documents:

- Canadian birth certificate
- Canadian Citizenship card (both sides)
- Permanent Resident card (both sides) or IMM 5292.

You can bring your documents in person to the Birks Student Service Centre located at LB-185 or upload them on your [student portal](#).

How to find out if your documents have been received

You can verify that your official transcripts and other documents have been received by visiting your [MyConcordia](#) portal. Due to the high volume of documents received at certain times of the year, documents may not appear on MyConcordia right away.

What happens if I do not meet the conditions of my admission?

If you do not meet your admission conditions, you may be restricted from registering for courses, which may result in you being withdrawn from your program.

Can I switch programs?

As program requirements may vary, you must reapply if you would like to switch programs.

Can I switch options?

Students have the choice of switching options upon approval of the [Graduate Program Director](#). Engineering and Computer Science program students must submit a new application.

Can I transfer previously completed credits?

You may be entitled to transfer credit(s) from previous studies to your new program and/or be exempted from certain courses. Usually transfer credits are processed in the first term of admission. Simply complete a Student Request through the [SIS self-service function](#).

Can I defer my admission to another term?

If you want to postpone the start of your studies, you may request a deferral of admission. Contact your [program office](#) in order to request permission for a change of admission date – in some cases it may not be possible. The deferral form can be found in the [Forms for Students](#) section.



GET TO KNOW MYCONCORDIA

This on-line web tool features the latest news and events and links to key academic and campus resources and service departments. **MyConcordia** is designed to provide you with information from class schedules and cancellations to grades and fee information.

How to access MyConcordia

Simply log on to **MyConcordia**. If you need assistance call the helpline at 514-848-2424 ext. 7613 or send an e-mail to portal@concordia.ca. Your Netname and password are the ones you used for your application.

Helpful tip – Make sure to remember your NetName and password! You'll be using them throughout your time at Concordia.

Important tabs

Academic: This tab allows you to access information regarding your class schedule, exam schedule, booklist, grades and unofficial student record.

Financial: This tab allows you to access your account balance, financial aid and award information, online banking options, and your tuition tax receipt.

Moving?

If you're moving you must update your address in the Concordia system. Under the "Academic" tab, you'll find "Change my address information." You can update your contact information at any point during your time at Concordia. Do not forget to also update your e-mail address, if necessary.

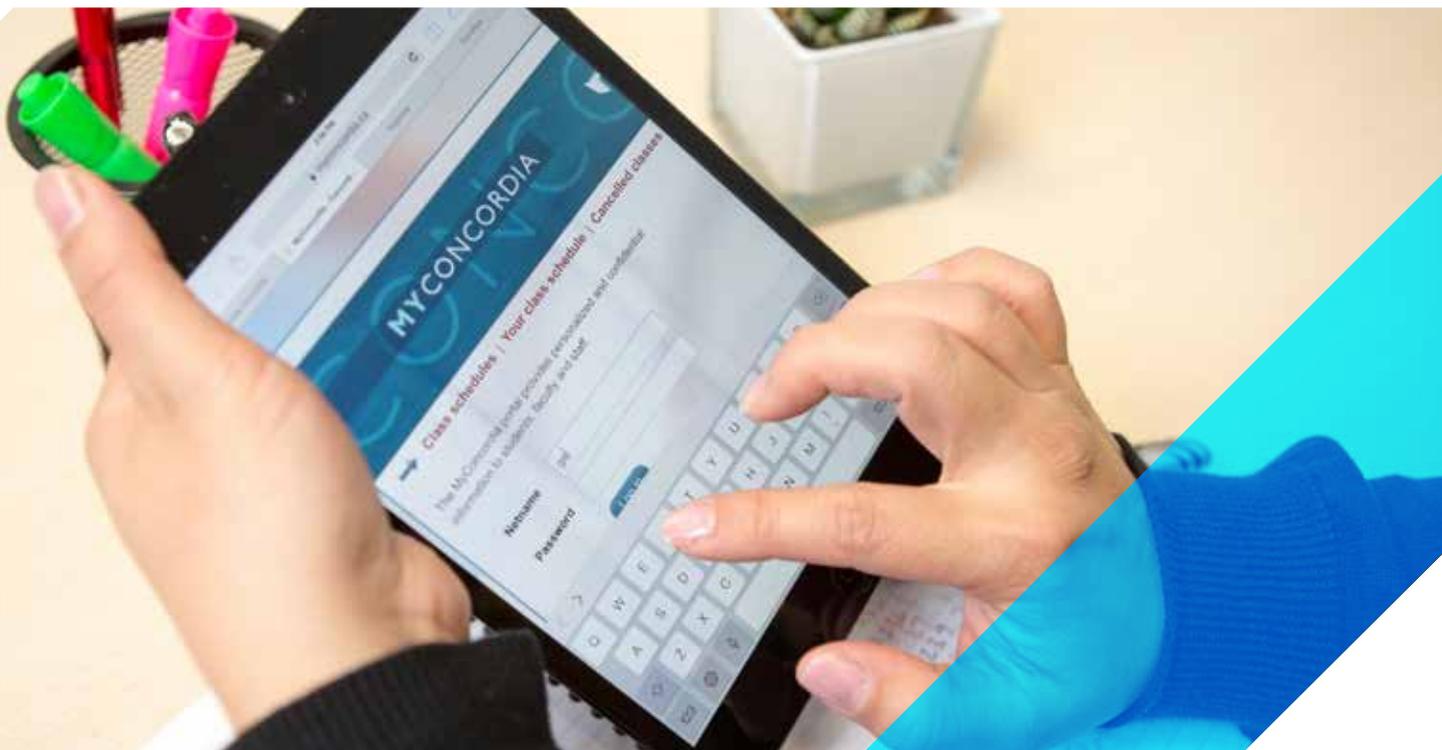
Wireless access

You can access wireless internet from your laptop or mobile device around both campuses; simply log onto the Concordia University network using your Concordia Netname and password. If you need assistance logging onto the network, contact the staff at **Instructional and Information Technology Services (IITS)**.

Have your Concordia student ID card made

Your Concordia student ID card is your school identification. Obtain your Concordia student ID card at the **Birks Student Services Centre** or from a **FAST** kiosk in the atrium of the LB building. In order to have a student ID card made, you will need to bring:

1. A piece of photo identification (such as a provincial driver's license or a passport)
2. Your Offer of Admission or a class schedule
An \$11.50 fee for the Card will be billed to your student account. (Replacement card - \$15)



1. Locate and review your program website

Each [program](#) maintains a website that provides an overview of the [graduate program](#) office, curriculum and timelines.

When visiting your programs' website, acquaint yourself with all available information pertaining to your program.

Helpful tip—meet the [Graduate Program Director](#) and [Graduate Program Assistant](#) in order to select your courses and familiarize yourself with the program requirements.

2. Familiarize yourself with the Graduate Calendar

Students are responsible for knowing and abiding by the deadlines, rules, regulations and policies as stated in the [Graduate Calendar](#).

3. Familiarize yourself with the Important Dates

You will find that almost every process has a deadline that must be adhered to. To make it easier, print a copy of the [Important Dates](#).

Library information for graduate students

The [Library](#) provides you with the information resources and services fundamental to learning and the pursuit of knowledge.

Helpful tip—Need a computer? The library has many laptop and tablet computers for you to borrow.

Research Help

Need help finding journal articles?

Don't know how to begin your research?

- [Ask a Librarian](#) for research help
- Consult the [Research Guides by Subject](#) and schedule a consultation with your Subject Librarian

RefWorks

Organize references and prepare bibliographies for your thesis or dissertation.

- [RefWorks](#)

Sir George Williams Campus

1455 de Maisonneuve Blvd. W

Webster Library (LB)

514-848-2424 ext. 7777

Hours: 24 hours/7 days per week (Summer hours vary)

Loyola Campus

7141 Sherbrooke St. West

Vanier Library (VL)

514-848-2424 ext. 7766

Hours: 24 hours/7 days per week (Summer hours vary)

Concordia University Bookstores

The [Bookstore](#) carries new and used textbooks, Custom CourseWare, reference and general books, stationery and office supplies, crested products and confectionery items.

You can also Buy Textbooks and selected merchandise online. One store is situated on the Loyola Campus in the Communication Studies and Journalism Building (CJ), and the other is located in the Sir George Williams Campus' Library Building (LB).

Concordia Computer Store

The Concordia University [Computer Store](#) is owned and operated by Concordia University. The Computer Store has two locations, one is located in the Library Building (near the Mackay entrance) and the other is located at the Loyola Campus in the Bookstore in the Communications Studies and Journalism Building, Room CJ 1.422.

The computer store is accredited with the government of Quebec for the loan guaranty program for the purchase of a microcomputer.



INTERNATIONAL STUDENTS OFFICE

The [International Students Office \(ISO\)](#) is the main resource on campus for international students. The International Students Office website contains a wealth of information for international students. Check out the website to find information on the following:

- Immigration Documents
- Health Insurance
- Working in Canada
- ISO Publications
- Information Sessions
- Volunteer Program

Sir George Williams Campus

Hall Building, H-653

514-848-2424, ext. 3515

Fax: 514-848-3599

Hours: Monday to Wednesday and Friday: 9 a.m. to 5 p.m.

Thursday: 11:45 a.m. to 5 p.m.

iso@concordia.ca

Immigration documents

International students are required to present their Quebec Acceptance Certificate (CAQ) and their Study Permit to the ISO before the DNE (Did Not Enter) deadline of their first term at Concordia and thereafter, every time they renew their immigration documents. This directive is in accordance with the funding regulations of the Quebec Ministry of Education which requires that all international students registered at a university in Quebec. Failure to comply with this regulation will result in the cancellation of students' course registration.

Concordia health insurance plan for international students

Immigration Quebec regulations require that all international students be covered by a health insurance plan that meets government standards while living in Quebec. In keeping with government directives, Concordia University has negotiated a compulsory health insurance plan that all Concordia international students must have. Personal health and accident insurance plans are not accepted.

concordia.ca/iso-benefits



STUDENT ADVOCATE PROGRAM (SAP)

Student Advocates assist Concordia graduate and undergraduate students facing charges under the **Academic Code of Conduct** and the **Code of Rights and Responsibilities**. Student Advocates have received specific training and acquired unique skills in dealing with relevant issues relating to University rules and regulations.

Sir George Williams Campus

Hall Building, H-645
514-848-2424, ext. 3992

STUDENT SUCCESS CENTRE

The **Student Success Centre** helps graduate students achieve their goals by providing access to programs and activities aimed at promoting academic and personal success. It provides a relaxed and comfortable setting where students can meet with mentors, find information about Concordia and the greater Montreal community and make connections.

Sir George Williams Campus

Hall Building, H-440
514-848-2424, ext. 3921

Loyola Campus

Administration Building, AD-103
514-848-2424, ext. 3555

Services for new students

Services for New Students hosts a collection of orientation programs designed to introduce you to university life, meet members of the concordia community and learn about the resources available to students.

Student Learning Services

Student Learning Services can help enhance your study skills and learning strategies to meet graduate school demands.
concordia.ca/students/success/learning-support

Career and Planning Services (CAPS)

The Career Advisors at **CAPS** can help graduate students prepare a job search strategy, provide personalized assistance in preparing résumés and cover letters, and assist in mock interviews that familiarize you with common interview questions geared specifically to your target area of employment. CAPS also helps students to connect with employers through job postings, on-campus recruiting career fairs and career panels.

Sir George Williams Campus

Annex EN, EN-109
514-848-2424, ext. 7345
concordia.ca/caps



CAMPUS WELLNESS AND SUPPORT SERVICES

How to use Health Services

Located on both campuses and exclusive to students, staff and faculty, Concordia Health Services provides high-quality health care and health promotion. In addition to its clinical services, Health Services also provides consultation with nurses, a psychologist, psychiatrists, and health promotion specialists. To visit a health care professional at Health Services, you will need to bring your Concordia Student ID card as well as a health care card. All services are strictly confidential.

[Health Services Locations and Hours of Operations](#)

Health insurance

Most of the services offered at Health Services are free of charge, provided that students are currently registered and have valid health insurance. If a client of Health Services does not have valid health insurance, he or she will be required to pay for a physician visit. Both locations of Health Services can provide students with information on how to obtain a valid health card or how to maintain coverage while studying outside their province of origin.

Health insurance for international students

The Government of Quebec requires all international students to be covered by a health insurance plan that meets its standards while living in Quebec. Concordia University has negotiated a health and accident insurance plan with the Blue Cross insurance company that is compulsory for all international students unless a student qualifies for one of very few exceptions.

This Blue Cross insurance plan specifically for international students meets the Government of Quebec standards at a competitive rate.

For the detailed information regarding your plan:

Read your [Blue Cross Health Insurance Plan Policy Booklet](#).

Visit the [International Students Office](#) to find out more about your plan and/or pick up your health insurance card.

NOTE: Additional health and dental coverage for international students over and above the compulsory Blue Cross Health Insurance Plan for International Students is also available through the [CSU \(Concordia Student Union\)](#), and the [GSA \(Graduate Students Association\)](#).

Out-of-province students

To retain health coverage while studying at Concordia, out-of-province students must notify their provincial health authority of their status as a student in Quebec. This must be done at the beginning of each academic year. Information on how to do this can be obtained through Health Services.

Concordia student union health & dental plan

If you have any questions, problems or concerns about your health plan, drop in, call, or visit the [I Have a Plan website](#). All inquiries are treated in the fullest of confidentiality.

1134 Ste. Catherine St. West, Suite 700
Montreal, Quebec, H3B 1H4
514-789-8790
Toll-free: 1-866-795-4437



Counselling and Psychological Services

Counselling and Psychological Services is staffed by licensed counsellors and psychologists who provide support to Concordia students who are experiencing personal difficulties and offers assistance to students in crisis. Confidentiality is assured.

Mental health services

Our dedicated, multidisciplinary professionals are available to discuss all your mental health related issues. Our goal is to enable you to achieve psychological health, wellness and academic success. We offer individual counselling, provide a variety of workshops on life skills and personal success, and hold many outreach events. We also provide screening for Learning Disabilities and/or ADHD, as well as information and consultation to staff and faculty. Our services are confidential and non-judgmental. Whether you are having difficulty with relationships, feeling stressed or simply down, this team of Psychologists, Psychotherapists, Nurses and Psychiatrists are available to meet with you.

Access Centre for Students with Disabilities (ACSD)

The goal of the Access Centre for Students with Disabilities (ACSD) is to widen access and reduce barriers so as to permit equitable participation for students with disabilities in academic life. Students with disabilities are encouraged to contact the ACSD as soon as they accept their offer of admission in order to understand what documentation is required to support their registration with the ACSD. They are encouraged to meet with an Advisor to discover all the academic support services that are available and how to best access them.

View the [Policy on Accessibility for Students with Disabilities](#).

Sir George Williams Campus

Hall Building, H-580
514-848-2424 ext. 3525



DEAN OF STUDENTS OFFICE

The **Dean of Students Office** provides support to student life initiatives with the goal of creating an outstanding student experience at Concordia. With offices on both campuses, our staff works with student leaders to promote and strengthen student life. In addition, we support individual students as they explore, develop, and deepen their sense of agency.

The Dean of Students Office also acts as a liaison between the University administration and student associations, providing information about new initiatives to students, supporting projects which involve both parties, as well as advocating for student affairs. The Dean of Students provides many services to students looking to get involved outside of the classroom. These services include:

- A list of **registered student groups**
- A **comprehensive guide** with information critical to student groups
- The **Co-Curricular Record** to document all your extra-curricular involvement at Concordia University
- The **Alternative Spring Break Program**, where you can participate in an immersive community service initiative during your reading week.
- An **event planning guide** for organizing activities on campus

Sir George Williams Campus

514-848-2424, ext. 3517

Hours: Monday to Friday: 9 a.m. to 5 p.m.

Loyola Campus

514-848-2424, ext. 4239

Hours: Monday to Friday: 9 a.m. to 5 p.m.

deanofstudents.office@concordia.ca

Aboriginal Student Resource Centre (ASRC)

The **Aboriginal Student Resource Centre** offers support services and resources to First Nations, Métis, and Inuit students at Concordia. The Centre is a welcoming space where Aboriginal students can relax between classes, study and access the Centre's resources and services, including a comfortable lounge, a computer lab, printing, and photocopy services. The Centre also seeks to increase awareness of Aboriginal cultures among the Concordia community.

Sir George Williams Campus

Hall Building, H-641

514-848-2424, ext. 7327

Concordia University Student Parents Centre (CUSP)

Concordia's Student Parents Centre (CUSP) provides an accessible space to study and share interests, to develop a network with other parents and to find many resources, workshops and programmes to support you in achieving your academic goals.

Sir George Williams Campus

1410 Guy St., Room 24 (second floor off the elevator)

514-848-2424, ext. 2431

culp@concordia.ca

Hours: Monday to Friday: 10 a.m. to 6 p.m.

Concordia Council on Student Life (CCSL)

The **Concordia Council on Student Life (CCSL)** is the highest body in the University dedicated to student life and is managed through the Dean of Students Office.



LIVE Volunteer Resource Centre

The **LIVE Centre** is a “one-stop shop” for information about volunteering for Concordia students, staff and faculty. It is your link to community organizations, student groups and departments that seek to recruit volunteers within the Concordia community.

Sir George Williams Campus

Hall Building, H-608.1

514-848-2424, ext. 5578

v.millette@concordia.ca

f Concordia LIVE Centre

Multi-faith and Spirituality Centre

The **Multi-faith and Spirituality Centre** provides a community for students to connect with one another, find resources for faith and spiritual practice, spaces to study or relax and opportunities for reflection.

The Multi-faith and Spirituality Centre also manages the **Loyola Chapel**. You are welcome to visit and inquire about the space for art events, wellness activities, community events, religious ceremonies and self-reflection.

Sir George Williams Campus

2090 Mackay St.

Annex Z

514-848-2424, ext. 3593

Hours: Monday to Friday: 9 a.m. to 5 p.m.

Loyola Campus

AD-103.10

514-848-2424, ext. 3588

Hours: By appointment

mfsc@concordia.ca

f Spirituality Concordia

Loyola Chapel

FC-100

514-848-2424, ext. 3588

chapel@concordia.ca

Sexual Assault Resource Centre (SARC)

The **Sexual Assault Resource Centre** provides confidential and non-judgmental support to Concordia University students, staff and faculty of all genders and orientations who have been affected by sexual violence and/or harassment.

Our services include crisis intervention, advocacy for survivors, accompaniment for survivors who choose to involve external parties, referrals to on and off-campus resources, and providing resources for information on sexual violence, harassment and related topics.

Sir George Williams Campus

Hall Building, H-645

514-848-2424, ext. 3353

sarc@concordia.ca

jennifer.drummond@concordia.ca

f Sexual Assault Resource Centre - Concordia University



Get recognized! Co-curricular record

The **Co-curricular record (CCR)** is an official university document that chronicles students' activity and engagement outside the classroom. It is a great tool to share and communicate any extracurricular, leadership or volunteering activities to potential employers, on graduate school applications and for grant and bursary applications. Concordia's Co-Curricular Record recognizes all your on-campus involvement, leadership accomplishments, community service activities, and more.

This is a valuable tool for you to present to prospective employers and professional/graduate schools to highlight your complete university experience. Submit an **activity form** today!

Ombuds Office

The **Ombuds Office** deals with problems and complaints concerning any area or department in the University. The office is independent of the University's usual administrative structures, confidential and impartial.

The Ombudsperson can give you information and make suggestions about how to solve University-related problems; help you resolve a problem quickly and informally; investigate a complaint if you've exhausted the usual avenues for grievance and appeals; recommend or negotiate a solution if your complaint is justified and/or recommend changes or improvements to University policies, rules and procedures that are unclear or unfair.

Campus security

514-848-3717

Dial 1 for urgent situations

Dial 2 for non-urgent situations

Sir George Williams Campus

1455 de Maisonneuve Blvd. West
Hall Building, H-118

Campus security can be reached by phone, 24 hours a day, or at the several points of service around campus. Security service desks can be found on the ground floor of the following buildings:

Sir George Williams Campus

H, LB, GM, FB and VA

Loyola Campus

AD and SP

Security agents conduct regular patrols on campus and provide a variety of services such as "lost and found" and "walk safe escorts".



Need IT help?

Instructional and Information Technology Services (IITS) provides infrastructural services in the areas of computing, voice and data communications, systems, instructional technology and media development. The department administers hardware, software, information, consulting and professional support to faculty, students, staff and researchers in using instructional technology in their programs/projects/curricula on both campuses.

IITS Service Desk

The Service Desk will provide a single point of contact for incident reporting and problem resolution.

Sir George Williams Campus

Hall Building, H-925
514-848-2424, ext. 7613
help@concordia.ca

Eduroam

Concordia University subscribes to Eduroam (education roaming) which is a world-wide roaming access service. This allows students, faculty and staff secure access to wireless services at other participating institutions (i.e., McGill, Université de Montreal).

Wireless network

The Concordia Wireless Network service is designed to provide access into the Concordia network from classrooms, both libraries (Vanier and Webster), and public areas on both campuses.

Classroom technology

IITS provides classroom technology support for all aspects of the university's high-tech classrooms which are equipped with presentation technology equipment in consoles and wireless networking. Students and faculty may reserve these equipped rooms and any additional equipment through the IITS Equipment Depots. Training and assistance are available through the [MyConcordia](#) portal.

Moodle

IITS provides support to faculty who wish to create websites for their courses and lectures by using [Moodle](#).

Computer Labs

Several computer labs are operated by IITS for faculty and graduate student research on both PC and Mac platforms. [See the Lab locations](#)



Contact your Graduate Program Director for academic advising

Make an appointment with your [Graduate Program Director/Graduate Program Assistant](#) in order to discuss your program requirements. The Graduate Program Director can assist you in understanding what is crucial for successful integration into your academic program during your first year of study.

Register for your courses

You are responsible for registering and withdrawing from your courses. [Academic Advising](#) is also available.

Helpful tip: Make sure you check to ensure that registration changes are made on your student record; otherwise you are responsible for notifying the program via email before the deadline dates.

Registering for courses at another institution

It is possible to register for courses at another institution. If you wish to take a course at another Québec university, you may do so under the Inter-University Agreement (INTU/BCI). The INTU request must be submitted by the registration deadline of the university where the course is offered. You must be in good academic standing to [apply for an INTU course](#) in order to initiate a request.

Meet with your thesis supervisor (research programs)

As a doctoral or Master's student in a research program, you will work closely with a faculty member who serves as your thesis supervisor. If your program is one of the many who assign a supervisor on admission, it is very important to have a thorough discussion with your supervisor at the beginning of your studies.



Topics you may want to discuss with your supervisor:

- Expected flow of progress through the program and a written plan/ timetable of target dates to help you to meet the degree requirements on schedule
- **Funding sources** and duration; applications for grants and scholarships
- **Research ethics and citation practices**; standards of **academic integrity**; **Academic Code of Conduct**
- Expectations regarding conference presentations and publications
- Intellectual property, authorship and acknowledgement of your work
- Any technical, language and/or writing skills training you may need
- Preferred frequency and means of keeping in contact with one another
- Annual Progress Report that is completed by both student and supervisor

Attend graduate student orientation (in the Fall term)

The School of Graduate Studies in conjunction with the Student Success Centre holds an **Orientation** session for newly admitted students in early September. This is the only orientation program specifically for graduate students (students in MA, PhD, Graduate Certificate and Graduate Diploma programs) including those studying full-time, part-time, or as independent graduate students.

Most programs also hold a Graduate Student Orientation session specific for their students, ask your **Graduate Program Director**.

COMPLIMENT YOUR STUDIES WITH GRADPROSKILLS

What is the GradProSkills program?

In partnership with on-campus and external providers, **GradProSkills** driven program offers graduate students and postdoctoral fellows skills development workshops, on-line resources and responsive learning options designed to enrich the graduate experience and transition into a future career. GradProSkills offers an online registration and tracking system, access to a full range of FREE workshops and blended learning options, clear objectives, a record of involvement, and support for the development and delivery of new workshops through an ongoing submission process.

GradProSkills@concordia.ca



Tuition and fee payments

Graduate program fees at Concordia are almost as varied as our program options – read the [tuition website](#) carefully and direct your questions to the [Student Accounts office](#).

There are a variety of [funding opportunities](#) available, many through external agencies.

How to pay your tuition and fees

The easiest and most convenient ways to pay tuition fees are via telephone, online banking or by an automated teller machine (ATM). Please refer to the [tuition and fees](#) webpage for information about other Methods of Payment.

Financial assistance

The [Financial Aid and Awards Office \(FAAO\)](#) assists students and prospective students in seeking and securing financial assistance to enable them to pursue their education. Student financial assistance is available in various forms, including government financial aid (student loans and/or bursaries), as well as Concordia student assistance programs (tuition payments deferrals, emergency funding, etc.) and on-campus work opportunities through the [Work-Study Program](#).

Graduate awards office – funding

General inquiries about sources of financial support for students considering graduate studies at Concordia or elsewhere should be directed to the [Graduate Awards Office](#). graduate-awards@concordia.ca

Presenting at a conference? You may be eligible to receive funding up to \$1000 (locally, nationally or internationally).

Managing your finances - budgeting

Budgets are great tools for keeping track of your expenses and income. Budgets can help you stay organized and save some extra funds for emergencies. Start your [budget](#) today!



ACADEMIC REGULATIONS

I was not able to register for my courses by the deadline stated in the Important Dates?

If you could not register by the registration deadlines, you may submit a Student Request for Late Registration. You may attend classes until you receive a decision from the School of Graduate Studies. If the decision is negative, you must stop attending classes. Please note that Late Registration is granted only in exceptional circumstances when the missed deadline is determined to have not been your fault.

I want to drop a course(s)?

You must officially withdraw from a course by the deadlines stated in the [Important Dates](#) if you wish to drop the course without penalties. A withdrawal is not considered official if you simply stop attending the course or inform your professors. If you are unable to meet the deadline date due to extenuating circumstances, you must initiate a Student Request. An email must be sent to your [program office](#) outlining the reasons (with supporting documentation if applicable).

To drop courses registered at another institution: make the request through the [BCI](#) site, failing which you may have to contact the host institution.

I failed a course(s)?

Students are expected to meet a number of minimum academic standards to remain in good standing. These include minimum CGPA, C Rule, F Rule, and the time limit for completion of their program of study. Some of these regulations are program specific, while others are University-wide. Please consult the [Graduate Calendar](#) for complete information. Consult with your supervisor and/or [Graduate Program Director](#) if you are concerned about your academic standing.

If you Fail (F or F-ABS) a course, it will be up to your program to make a recommendation to the School of Graduate Studies as to whether or not you are permitted to continue in the program. Also, you must be in good academic standing in order to continue in your program. If your cumulative grade point average is below the required CGPA in your program, you will be notified in writing and may be withdrawn from the program.

I must take a leave from the program...?

If you cannot continue your studies for one or more terms, you may apply for a [Leave of Absence](#).

To apply for a leave, consult your [Graduate Program Director](#). Requests for leaves for more than three terms must be approved by the School of Graduate Studies.

My time limit has expired & I need more time to complete my program...

If you cannot complete your program requirements by your Time Limit Extension, you must apply for a Time Limit Extension. To apply consult your [Graduate Program Director](#).

I want to withdraw from my program?

You must officially withdraw from your program to avoid any penalties.

To officially withdraw from your program you must fill out a [Notice of Withdrawal](#) from your graduate program.

Helpful tip: MA and PhD students continue to be automatically registered and billed if they do not officially withdraw from their program.

What if I'm not happy with a mark I received?

Students have the right to request the re-evaluation of coursework which includes tests, examinations, essays and other work that has contributed to the grading of a course. Please consult the Graduate Academic Re-evaluation Procedures in the [Graduate Calendar](#) for complete information.

ACADEMIC INTEGRITY

I am concerned about someone's conduct on campus...what are my rights and responsibilities?

The [Code of Rights and Responsibilities](#) sets out standards of conduct which apply to all members of the University — students, faculty members, administrative and support staff. If you have any questions, concerns or complaints about someone's conduct on campus, consult the [Office of Rights and Responsibilities](#) for information, advice or assistance. An Advisor will guide you through your options. The Advisor's role is to be impartial and not be an advocate for any particular part to a dispute. Consultations are confidential.

Sir George Williams Campus

GM-1120.5

514-848-2424, ext. 8659

Academic Code of Conduct?

As cheating and plagiarism is taken seriously by Concordia University, you should be familiar with the [Academic Code of Conduct](#).

[Academic integrity](#) is an extremely important issue at the university, and plagiarism and other academic misconduct is serious business. This website is full of resources and references that will guide you as you progress through your stay at Concordia.

The definitions, procedures and sanctions related to charges of academic offenses are outlined in the [Academic Code of Conduct](#).

Why should I care about copyright laws?

Whether it's music from iTunes or videos from YouTube, media we consume is protected by copyright laws. So are student essentials such as books, images, journal articles etc. Concordia's Office of the General Counsel reminds new and returning students that intellectual property laws must be respected. Compliance with the Copyright Act is not open to question. Everyone at Concordia — students, professors and staff — is subject to copyright legislation. Beyond their legal responsibility, the academic community must consider their ethical obligations to respect intellectual property rights.

Failure to observe Copyright Laws could be in violation of federal legislation. Concordia reserves the right to take disciplinary or other action against students who refuse to comply with intellectual property laws. Get informed on copyright and other regulations by consulting the following resources:

- [Copyright Guide](#)
- [Policy on Copyright Compliance](#)
- [Libraries Citation and Style Guides](#)

What is intellectual property?

The issue of [Intellectual Property](#) varies depending on the discipline, the nature of group or individual research and types of funding. In general the issue is: "to whom does what belong in a research undertaking, who is permitted to do what with the results of research and how should the individual contributions be acknowledged?" The overall guiding principle that should be considered in matters of intellectual property is that ownership and recognition of contribution should be commensurate with intellectual leadership, actual and active involvement, self-reliance and innovation in the research undertaking. For further information see the [Tri-Council Policy Statement "Integrity in Research and Scholarship"](#).

My research involves human participants, animals and or radioactive, biological or hazardous materials and lasers...

For research involving human participants, animals or radioactive, biological or hazardous materials and lasers, certification must be obtained prior to starting the research. Concordia is committed to ensuring the compliance and the ethical integrity of all research done under its auspice. Accordingly, grant funds cannot be released until the relevant certification has been obtained.

Compliance falls under the auspice of two Administrative Units:

- Research involving human participants or animals falls under the auspice of the [Research Ethics and Compliance Unit](#)
- Research involving radioactive, biological and/or hazardous materials and lasers falls under the auspice of the [Environmental Health and Safety Office](#).

Make sure that you will have fulfilled all necessary academic requirements in your program.

If you are in a course-based program – contact your Graduate Program Director

It is important to meet and communicate with your [Graduate Program Director](#) at least once per term (Fall, Winter and Summer), in order to make sure you are on track to completing the required courses, pre-requisites and/or deficiency courses you require in order to complete your program.

If you are in a research program - contact your supervisor as soon as possible

It is important to meet and communicate with your supervisor during your first year of study in the program, in order to avoid any potential problems.

Helpful tip: Start thinking of ideas to develop your research for your thesis in your first year of study.

For programs with internships...

Some programs have an internship requirement. Contact the Internship Coordinator of your [graduate program](#) at least one term prior to the date you wish to begin your internship in order to assess your interests and options.

The graduate student-faculty relationship (research programs)

It is important that a student formalize a relationship with a permanent supervisor as early as possible and begin meeting with their supervisor on a regular basis to discuss the design of research questions; the formulation of methods; the discussion and presentation of results; and possible publication. Be proactive in developing good relationship with your supervisor and in managing your time and the rate of progress through your program.

Work with your supervisor to stay on track

Your supervisor has the right to expect substantial effort, initiative, respect and receptiveness to suggestions and criticisms. As a graduate student you must accept the rules, procedures and standards in place in the program and at the university. It is your responsibility to be aware of and to comply with the regulations and deadlines as outlined in the Graduate Calendar. For further guidelines consult the [Guidelines for Supervisors and Graduate Students](#).



Progress reports (for MA research-based programs & PhD students)

The progress of students in PhD and research-based Master's programs is monitored by the School of Graduate Studies. Annual Progress Reports are sent out to Supervisors and students in March of every year and are due by May 1.

Attend and present at academic and professional conferences

Present scholarly papers about your thesis or dissertation research at academic conferences. Contact with other scholars will motivate you to complete your work.

Did you know you can apply for funding for Conference Presentations? Contact the [Graduate Awards Office](#).

Master's, PhD students and postdoctoral fellows, did you know you can order student business cards?

When visiting prospective employers, or simply attending a conference or an event, take along your Master's, PhD or postdoctoral business cards.

Only current Concordia University Master's and PhD students (in good standing), as well as postdoctoral fellows can order student business cards.

Start planning your post-graduation

Identify the steps you need to take before you graduate in order to ensure a smooth transition from graduate school to the professional world.

Begin to target job or postdoctoral opportunities. There is nothing like a job offer to motivate you to finish your program.

Helpful tip: Take a look at the workshops and services offered through [GradProSkills](#).



GET INVOLVED

Cultural associations

Concordia's diversity is reflected in over 35 cultural and ethnic associations.

For a complete list of all the student clubs and associations offered, consult the [Student Associations](#) listing.

Graduate Students' Association

The [Graduate Students' Association](#) (GSA) represents and supports graduate student interests at Concordia University. The GSA consists of all students registered in a graduate program at the University. The meetings and activities of the GSA are intended to provide opportunities for students to meet and discuss matters of common concern.

Sir George Williams Campus

2030 Mackay St.
514-848-2424, ext. 7900
info@gsaconcordia.ca

Concordia International Students' Association (CISA)

[CISA](#) is a student association dedicated to all students whether local, national or international. CISA's goal is to bring students together in a friendly environment, to learn, share and laugh. CISA organizes various activities throughout the semester such as trips, parties and inter-university games to make sure you enjoy your semester/degree abroad while meeting people from all over the world!

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2150 Bishop St.
K-203
514-848-2424, ext. 3989

John Molson Graduate Students' Association (JMGSA)

The [John Molson Graduate Students' Association](#) JMGSA is the official student body representing all graduate JMSB students.

Sir George Williams Campus

1450 Guy St.
MB-5.449
514-848-2424, ext. 2739

Helpful Tip: [CISA](#) helps International students adjust to Concordia, Montreal and Canada in every possible way.

Engineering and Computer Science Graduate Association

The [Engineering and Computer Science Graduate Association](#) (ECSGA) represents all Engineering and Computer Science graduate students.

The purpose of the ECSGA is to look after its graduate students' interests by providing academic information and facilities at the request of its graduate students.

Sir George Williams Campus

1515 Ste. Catherine St. West
EV-1.166
514-848-2424, ext. 8604

Student Media Outlets

Concordia has three student-run newspapers – [The Concordian](#), [The Link](#) and the French-language [L'Organe](#) – as well as the award-winning radio station [CJLO](#).



RECREATION AND ATHLETICS

Concordia Stingers

Our athletics teams, the [Concordia Stingers](#), have won countless awards and championships, and are a focal point for student life at the university. Stingers teams include football and baseball, as well as men's and women's basketball, cross country, golf, hockey, rugby, skiing, soccer and wrestling.

Intramurals

Volleyball, ice hockey, ultimate frisbee and indoor and outdoor soccer make up only a fraction of the fun that students can get involved with.

Le Gym

Located on the Sir George Williams campus, [Le Gym](#) is a 10,000-square-foot, state-of-the-art fitness centre with friendly and trained staff on the floor at all times. Contact [Campus Recreation](#) for further information.

Le Centre

Part of the PERFORM Centre located on the Loyola Campus, [Le Centre](#) is a 14,000 square foot conditioning, research and rehab centre with a variety of individual conditioning opportunities available for students.

Also on the Loyola Campus are the Ed Meagher Arena and the Concordia gymnasium for badminton, basketball and selected recreational courses and programs.

EXPLORE LEARNING OPPORTUNITIES OUTSIDE THE CLASSROOM

Volunteer

One of Concordia's greatest strengths is its commitment to giving back to the community through [volunteer initiatives](#). So get involved and get recognized – search for [volunteer opportunities!](#)

Co-operative education

Co-operative education allows you to enhance your educational experience by gaining practical experience while you pursue your studies. Through the [Institute for Co-operative Education](#), students alternate formal academic study terms with paid work terms in private industry, not-for-profit organizations, and government agencies. There are currently four Graduate programs at Concordia that offer Co-operative Education opportunities:

- MA Economics
- MAsc Quality Systems Engineering
- MAsc Information Systems Security
- MBA

Study/work sequence:

Students have a flexible schedule and are available in any given semester. Please check with the [Co-op Office](#) for further information.



Industrial experience program

Administered through the Institute for Co-operative Education, the **Industrial Experience Program** is designed for course-based (non-thesis) Master's students currently enrolled in the Faculty of Engineering and Computer Science who are interested in gaining, during the summer semester, a 12-16 week paid work experience relevant to their program:

Sir George Williams Campus
1550 de Maisonneuve Blvd. W
Suite 430.27
514-848-2424, ext. 3952
coopinstitute@concordia.ca

International student exchanges

Concordia International oversees all student exchanges. Take advantage of this once-in-a-lifetime opportunity and explore your interests in a different culture!

Learn French

Oui Can Help! connects students with French-language learning resources on campus and throughout the city.

Follow us!

 [Concordia University Graduate Studies](#)
 [@ConcordiaGradStudies](#)



THESIS SUBMISSION

Where can I find thesis formatting requirements?

Students can consult the [Thesis Preparation and Thesis Examination Regulations](#).

What is the deadline for submitting my thesis?

All thesis deadlines can be found under [important dates](#). Some departments may have earlier deadlines; it is advisable to check with your department.

How do I submit my first submission?

All students must submit two electronic copies of the thesis to thesis.deposit@concordia.ca and copied to the supervisor and the Graduate Program Assistant. One copy must be prepared in an editable format (i.e. Word, LaTeX etc.) and one copy must be in PDF/a format. Doctoral students must also submit a printed copy of the thesis along with a CV. If required by committee members, students submit thesis paper copies for internal examiners and supervisor(s) directly to their [Graduate Program Assistant](#).

How do I submit my final submission?

All students must submit the final version of their thesis in PDF/a format using the Library Repository, [Spectrum](#). These are available online and to the public.

When can I defend my thesis?

A Master's student can defend their thesis between 2 and 5 weeks after the first submission. For Doctoral students, the examination date must be set a minimum of 6 weeks (8 weeks for Engineering and Computer Science students) from receipt of the thesis and the [Doctoral Thesis Examination Committee Form](#) submitted by the student's program.

Thesis Office

Sir George Williams Campus

GM Building, GM-930.21

514-848-2424, ext. 3813

GRADUATION

You must [apply to graduate](#) in order to obtain your Degree, Certificate or Diploma.

The deadline to apply for Fall convocation is July 15.

The deadline to apply for Spring convocation is January 15.

A graduation fee of \$40 will be charged to your student account.



RESEARCH UNITS

The University currently houses a large number of research units - centers, institutes, groups, platforms, etc. Research units operate with the University's academic department structure and provide unique training opportunities for students.

University-Recognized Units

PERFORM

Centre for Biological Applications of Mass Spectrometry
Centre for Oral History and Digital Storytelling
Centre for Research in Human Development
Centre for Research in Molecular Modeling
Centre for Structural and Functional Genomics
Centre for Studies in Behavioural Neurobiology
Centre for the Study of Learning and Performance
Centre for Broadcasting and Journalism Studies
Karl Polanyi Institute of Political Economy
Montreal Institute for Genocide and Human Rights Studies
Centre for NanoScience Research
Centre for Pattern Recognition and Machine Intelligence
Concordia Centre for Composites
Centre for Zero Energy Building Studies
Concordia Institute for Water, Energy and Sustainable Systems
Concordia Centre for Technoculture, Art and Games
Centre for the Arts in Human Development
Centre for Applied Synthetic Biology
Centre for Clinical Research in Health
Centre for Microscopy and Cellular Imaging
Centre for Sensory Studies
Gail and Stephen A. Jarislowsky Institute for Studies in Canadian Art
Milieux Institute for Arts, Culture and Technology
Leonard and Bina Ellen Art Gallery
Hexagram-Concordia

Faculty-based Units

Arts and Science
Engineering and Computer Science
Fine Arts
John Molson School of Business



CAN'T FIND THE INFORMATION YOU ARE LOOKING FOR?
CONTACT LORENA.MARZITELLI@CONCORDIA.CA



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