Interfaculty Graduate Program
Biological and Bio-medical Engineering
Requirements for completing a Master’s Degree

Requirements
A Master’s Degree in Biological & Biomedical Engineering requires the student to:

- Complete a minimum of 21 course credits
- Complete 24 Thesis credits
- 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 Biological and Biomedical Engineering Program complete their Master’s Degree in less than 2½ years.

Course Requirements

- All students are required to register to Seminars in Biomedical Engineering (BBME-600D1) & (BBME-600D2) or (BBME-600N1) & (BBME-600N2). Students must register to both Seminar courses, in their second term or later; and in consecutive terms.
- Apart from the latter, a minimum of 12 additional credits must come from 500-level or higher core courses found here: http://www.mcgill.ca/bbme/students/courses. These 12 additional credits must include:
  - One of the BBME program courses must be a “quantitative” course (i.e. students must take at least one of the following: BIEN-510; 520; 530; 550; 560; 570; 590 or BMDE-502; 503; 512; 519; 610).
- The remaining 6 credits may be selected from BIEN and BMDE courses or from other Departments with the approval of the Graduate Program Director (GPD). A list of approved elective courses is available on the BBME website https://www.mcgill.ca/bbme/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:

<table>
<thead>
<tr>
<th>Term/Semester</th>
<th>Course No.</th>
<th>Course Name</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>BBME-693</td>
<td>Thesis Research</td>
<td>6</td>
</tr>
<tr>
<td>Second</td>
<td>BBME-694</td>
<td>Thesis Research</td>
<td>6</td>
</tr>
<tr>
<td>Third</td>
<td>BBME-695</td>
<td>Thesis Submission</td>
<td>12</td>
</tr>
</tbody>
</table>
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](http://www.mcgill.ca/gps/students/thesis)

**Progress Tracking**

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

1. **Initial Thesis Meeting**
   - This meeting takes place within the first three (3) months of the student’s entry into the Program.

2. **Thesis Progress Meetings**
   - This meeting must take place 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.

3. **Thesis Submission**
   - Submission of a thesis showing familiarity with previous work in the field and must demonstrate the ability to carry out research, organize results and defend the approach and conclusions in a scholarly manner.

**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 or Associate Graduate Program Director must be present at all meetings.
- Forms and policy statements are available on the BBME 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.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.

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.

Fast-Track Transfer to the Ph.D. Program

There is a provision in the BBME 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 BBME 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”.