

## Interfaculty Graduate Program Biological and Biomedical Engineering Requirements for completing a Master's Degree For students starting in Fall 2024 or later

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### Requirements

A Master's Degree in Biological and Biomedical Engineering (BBME) requires the student to:

- Complete a minimum of 15 course credits
- Complete 30 Thesis credits
- Submit a thesis based on their research that is passed by an examiner.

### Time Requirement

- The Master's Program at McGill University requires a minimum residence of three full-time terms.
- The Master's Program must be completed within 3 years of first registration.
- A student must register for at least 12 credits, and pay full fees, during each of the three residency terms.
- After the mandatory 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 BBME Master's Program complete their degree in less than 2½ years.

### Course Requirements (Total credits: 15)

- All students are required to take the two-term course *Seminars in Biological & Biomedical Engineering* (BBME-600, 3 credits) in consecutive terms (D1 & D2 or N1 & N2), starting in their second term or later.
- A minimum of 6 additional credits must come from **core courses** found here: <https://www.mcgill.ca/bbme/students/courses/core>. These 6 credits must include at least one "quantitative" course chosen from this list: <https://www.mcgill.ca/bbme/students/courses/core#Quantitative>
- The remaining 6 credits must come from core or non-core complementary courses chosen from <https://www.mcgill.ca/bbme/students/courses> or from other courses, at the 500 level or higher. At least 3 of the 6 credits must have both life sciences content and content from the physical sciences, engineering, or computer science. The selection of courses must have the prior written approval of the Thesis Supervisor and the Graduate Program Director.

**NOTE:** Students who have taken some BBME core courses during their undergraduate degree may replace them with non-core courses at the 500 level or higher, but the total number of credits required remains 15, and at least one of the core courses must be quantitative.

### Thesis Requirements (Total credits: 30)

- Thesis credits are obtained by registering for the following courses, over the three residency terms as indicated below:

Term/Semester	Course No.	Course Name	No. of Credits
First	BBME-693	Thesis Research	6
First	BBME-696	Thesis Research	3
Second	BBME-694	Thesis Research	6

Second	BBME-697	Thesis Research	3
Third	BBME-695	Thesis Submission	12

All five thesis courses must appear on your transcript. **NOTE: Do 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 Web site <http://www.mcgill.ca/gps/students/thesis>.

## Thesis committee

A thesis committee will be formed within 3 months of the start of the program. The thesis committee consists of (1) the thesis supervisor(s), (2) Assigned by BBME Graduate Program: one internal member who is a faculty member in the BBME program. The Internal member also acts as the Chair's representative (Chair representative cannot be the co-supervisor), (3) optionally, one additional member who is a faculty member of any department at McGill University.

## Progress Tracking

Progress for the Master's Program is tracked with the schedule of meetings shown at the end of the document.

## Student Advising Meeting

- Must take place within ten (10) days of the student starting the Program.
- The meeting is between the student and the BBME Student Affairs Officer (SAO).
- In this meeting the SAO will discuss course selection including Program entry requirements (i.e. pre-requisites)
- The outcome of this meeting is always "Satisfactory".

## Initial Thesis Meeting

- Must take place, and the form must be completed and signed, within five (5) months of the student starting 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 one (1 year) of the Initial Thesis Meeting and yearly thereafter in the case of 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.

### Notes:

- With the exception of the Student Advising Meeting, the student, their supervisor(s), and one internal BBME member must be present at all meetings. The internal member also acts as the Chair representative (Chair representative cannot be the co-supervisor). There is also the option of one additional member (any faculty member at McGill) who can serve on the committee.

- Forms and policy statements are available on the [BBME Web site](#).
- The Graduate Program Coordinator (GPC) 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 each scheduled meeting. A student's submission for a meeting (initial report, progress report, etc.) will be due on a date fixed by the GPC 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. Submission dates 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](mailto: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.
- Any student-related forms that needs a GPD or departmental signature (such as thesis submission forms) should be sent to the GPC at [info.bbme@mcgill.ca](mailto: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.

## Pre-Submission Seminar

- The final oral seminar must be scheduled prior to the initial thesis submission. The supervisor(s) and the Chair representative must attend the seminar.
- Open to McGill community, advertised by BBME program.

## Extraordinary Meeting

This is used for addressing issues outside the normal meeting schedule and can occur at any time during the student's program. See the [policy document for Extraordinary meetings](#) for details.

## Fast-Track Transfer to the Ph.D. Program

There is a possibility of proceeding directly to the Ph.D. Program after completion of Master's 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 very well in assigned courses and demonstrated exceptional research/creative potential, and where 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 meeting deadline, the degree must be completed within the university's [time limitation policy](#).

