

Bacterial biofilm
Jina GAO, Laboratoire de France Daitale

Département de Microbiologie,
Infectiologie et Immunologie

Student Guide

MSc and PhD

IMPORTANT INFORMATION ABOUT THE DEPARTMENT

Please note that rules and dates are subject to change without notice.

The student center is the official reference at all times.

Updated March 2026

A Message from the Director of Graduate Programs

“Let me take this opportunity to welcome you to the department. The purpose of this guide is to act as a roadmap in your journey. There are specific procedures to follow at various times of your journey, and this guide will assist you in this process. In addition to this, we have also included links to other helpful services available to the student community. We hope your journey will be a pleasant one, and please remember that we will be accompanying you on your journey and will always be available to offer you guidance and to respond to any questions you may have.”

George Szatmari

Table of contents

1. Admission and course selection in our graduate programs.....	2
1.1. Programs offered by the department :.....	2
1.2. Application deadlines.....	3
1.3. Admission.....	3
1.4. Immigration.....	5
1.5. Professors and researchers	7
2. Standards and procedures applicable to students in the department	12
2.1. Student Center	12
2.2. University calendar	13
2.3. Finding Your Way Around Campus	13
2.4. Quality of written French.....	13
2.5. Plagiarism and use of references (plagiarism-ref.art.1.2)	13
2.6. Course grading.....	14
2.7. Lateness or absence	15
2.8. Cancellation (no charge) and withdrawal (with charge).....	16
2.9. Request for equivalence/exemption/transfer.....	17
2.10. Tuition fees and other student charges.....	18
2.11. Unpaid balances.....	19
2.12. E-mails	19
2.13. Course timetable.....	20
2.14. Financing form.....	20
2.15. Financial assistance.....	20
2.16. Other available scholarships.....	21
2.17. Extensions and suspensions	22
2.18. Important and compulsory training	23
2.19. Addition of a co-director.....	24
2.20. Request for accommodation – AESH	24
2.21. Student parents	25
2.22. Internships Abroad	26
3. Pathway to graduate studies: M.Sc	27
3.1. Role of the Research Supervisor.....	27
3.2. Program structure	27
3.3. Course selection and registration.....	29

3.4.	The study plan	30
3.5.	Appointment of the mentoring/advisory committee	30
3.6.	Research subject registration	31
3.7.	Special cases	31
3.8.	Accelerated and transition (without thesis) from the master's degree to doctorate	31
3.9.	Writing the thesis.....	33
3.10.	Notice of filing and submission of the thesis	34
3.11.	Appointment of the dissertation jury	35
3.12.	Deposit.....	35
3.13.	Preliminary report	36
3.14.	Final report	36
3.15.	Deposit in Papyrus	36
4.	Pathway for graduate students: Ph.D.	38
4.1.	Role of the Research Supervisor.....	38
4.2.	Cotutelle	39
4.3.	The study plan	39
4.4.	Appointment of the mentoring/advisory committee	39
4.5.	Registration of research topic	40
4.6.	Special cases	40
4.7.	Course selection and registration.....	40
4.8.	Program structure	41
4.9.	General review.....	42
4.10.	Writing the thesis.....	44
4.11.	Notice of deposit and thesis submission	45
4.12.	Appointment of the thesis jury.....	45
4.13.	Submission	46
4.14.	Preliminary report and corrections.....	46
4.15.	Defense	46
4.16.	Final report	47
4.17.	Deposit in Papyrus	47
5.	Additional information	49
5.1.	Admission, enrolment, pre- and post-graduation certificates.....	49
5.2.	Psychological help and mental well-being	50
5.2.1.	Psychological support	50
5.2.2.	Learning support	50
5.2.3.	Well-being at UdeM.....	50
6.	Technical information	51
6.1.	TGDE operating hours	51
6.2.	Useful hyperlinks	51

•	Student associations	51
•	Websites.....	51
•	Student Services (SAE)	52
•	Other UdeM services	52
6.3.	Department address and contact details.....	53
•	Address	53
•	Contact.....	53

1. Admission and course selection in our graduate programs

The student is admitted to of the Department's graduate programs.

Graduate programs include compulsory courses and elective courses (which must be chosen from the course bank for each program). The number and type of course varies by program and field.

Additional or preparatory credits can also be added to the doctorate.

Regime: Full-time, daytime. It is not possible to attend our programs part-time.

Career path: with dissertation or thesis

My Starter Kit is the perfect place to start when preparing for your arrival at the Université de Montréal. The site brings together, in one place, all the essential information you need to settle in, get organized, and make a successful transition to university life, **including immigration procedures**. You'll find practical advice, essential resources, steps to take before the start of the school year or admission, as well as tools to help you quickly integrate into campus life and the student community.

1.1. Programs offered by the department :

Master's degree in microbiology and immunology - **2-500-1-0**

Program details: [Master's degree in microbiology and immunology](#)

Doctorate in Microbiology and Immunology - **3-500-1-0**

Program details: [PhD in microbiology and immunology](#)

~~Doctorate in Virology and Immunology - **3-503-1-1**~~

~~Program details: [PhD in virology and](#)~~

~~This program will end in 2029 and no new registrations will be accepted.~~

1.2. Application deadlines

The [immigration process](#) for international applicants can take 3 to 6 months. Here are the deadlines you must meet to ensure your application is processed:

Admission term	Student	International Student
Summer	February 1	December 2
Fall	February 1 and June 1	April 2
Winter	November 1	August 2

For more information: Please observe the [submission deadlines](#).

Important

If the application is submitted despite this notice, the application will be closed with no possibility of a refund. We encourage you to direct those with questions regarding deadlines to the "Contact Us" page of the Admissions and Recruitment Office.

1.3. Admission

Studies are governed by the Regulations for Graduate and Postdoctoral Studies and by the following provisions:

- Eligibility requirements :

To be eligible, candidates must :

- Meet the general eligibility requirements (section XI for M.Sc and section XXVI for PhD) of the ESP (Graduate and Postdoctoral Studies) regulations.
- Hold a B.Sc for M.Sc admission or a M.Sc (or degree deemed equivalent) for PhD admission,
- Obtained a cumulative grade point average of at least 3.0 out of 4.3 or the equivalent for the B.Sc degree, or a cumulative grade point average of at least 3.3 out of 4.3 or the equivalent for the M.Sc degree. For international equivalents, click here: [international equivalents](#)

You also have the [option of passage](#) to fast-track from the M.Sc to Ph.D program

There is no language test, but note that all official communications are in French at the Université de Montréal:

- Sufficient knowledge of spoken and written French
- Sufficient understanding of written English.

- Additional documents to be provided on request :

M. Sc :

- Letter of acceptance from a research supervisor that you have previously contacted. You can refer to the list available on the department's website: [MCB department research professors](#)

PhD:

- 2 letters of recommendation
- Letter of acceptance from a research supervisor you have previously contacted.
You can refer to the list available on the department's website: [MCB department research professors](#)

- **International :**

International students must be prepared to wait **several months to obtain a study visa and complete all the formalities surrounding their stay in Quebec.** The application may be deferred to the following term if the ESP considers that the study visa will not be obtained in time. For further information: [immigration procedures](#)

You will also find other relevant information, including dates to watch out for when completing your file: [international students documentary requirements](#)

📣 Important 📣

Under no circumstances can the TGDE submit your documents for you in your application for admission. It is your responsibility to contact Admissions Office.

You can find their contact details [here](#).

You have received a conditional decision and have questions? Please contact : suivi-decision@esp.umontreal.ca

1.4. Immigration

Communication from the University of December 17, 2024:

"It is essential to note that the Université de Montréal, like any other Canadian educational institution, strictly applies government directives. It has no leeway when it comes to student fees for international students"

In preparation for the start of the new school year, we invite new students to upload their study authorizations no later than the first day of classes or when they arrive in Canada. If they fail to do so, their file will be blocked. This block will prevent access to their StudiUM courses. In order not to be deregistered, students must provide a CAQ and study permit valid for the entire term, without interruption. All students whose documents expire during the term and are not renewed on time will be deregistered. Renewal procedures must be initiated several months before the expiry date of the documents.

The new rules governing the issuance of CAQs and study permits do not allow us to be flexible in processing individual files, even if the student has completed exams or submitted final assignments.

Among other things, IRCC informs us that an institution that fails to follow up on these compliance requirements could face serious consequences, including the suspension of study permits for international students wishing to attend its programs, for a period of up to one year

It's also important to point out that students who don't comply with the rules in force considerably increase the risk of having their application for study authorization renewal refused."

We invite you to contact an immigration advisor before you begin the immigration process, so that we can help you and avoid any delays: [Team of immigration advisors](#)

It is possible to request a deferral of admission (once admission has been confirmed) by filling out the "ADM_Report_Trim_Admission" form in your student center and respecting the deadlines that you will find at the top of this form in Instructions and regulations, deadlines:

ADM_Report_Trim_Admission_H25

Instructions et règlements ←

Enreg.

*Objet

Statut approbation Initial

Date création

Numéro de demande 9999999999999999

Date de soumission

Section 1 - Identification

*Matricule

*Nom et prénom

Please note that this form is available in French only.

ADM_Report_Trim_Admission_H25

Instructions

CHE_Interruption_Temporaire.

Qui ne peut pas remplir ce formulaire?

- Tous les étudiants ayant déjà bénéficié d'un report du trimestre d'admission à un trimestre antérieur pour un programme d'études spécifique,
- Les étudiants libres,
- Les étudiants en entente interuniversitaire,
- Les étudiants en programme d'échange,
- Les résidents en médecine,
- Les stagiaires postdoctoraux,
- Les visiteurs de recherche

Date limites

Les étudiants éligibles ont jusqu'au **28 février 2025** pour se prévaloir d'un report du trimestre d'admission.

Vous avez la possibilité de demander le report du trimestre d'admission à un trimestre ultérieur soit **aux trimestres d'été 2025, d'automne 2025 ou d'hiver 2026**.

Si vous êtes admis dans deux programmes d'études qui doivent être suivis conjointement (ex : une maîtrise et un diplôme complémentaire), veuillez l'indiquer dans la section 5 « Informations supplémentaires et motifs de la demande ».

Section 3 - Règlements et déclarations (voir instructions)

Please note:

A new admission letter will be sent once the admission deferral has been processed. The student must accept the new offer of admission within the prescribed timeframe. **Only one deferral of admission is permitted for one, two or three subsequent terms.** Students who have already been granted deferred admission to the same program must reapply and pay for the required fees.

Important

If you are not in good standing during a term, you will be notified by the ESP and given a deadline for regularizing your file. Once this deadline has passed, you will be unenrolled and your admission status will have to reapply for admission. No student whose immigration documents were issued after the course selection deadline may be enrolled for the current semester, even with the program director's approval.

Reminder:

- For assistance with immigration procedures: UDM International
- For questions regarding the upload of study permits, account lockouts, or withdrawal: Registrar's Office

1.5. Professors and researchers

Here is a non-exhaustive list of potential future research advisors.

You can also check the [Faculty of Medicine's website](#) to see if any advisors are looking for students.

Name	First name	E-mail	Place of work	Speciality
Ancuta	Petronela	petronela.ancuta@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Arsenault	Christine	christine.arsenault@usherbrooke.ca	Hôpital du Sacré-Coeur de Montréal	Medical microbiology and infectiology
Beaulieu	Catherine	catherine.beaulieu.csssl@ssss.gouv.qc.ca	Pierre-Le Gardeur Hospital	Medical microbiology and infectiology
Beauregard-Paultre	Catherine	catherine.beauregard-paultre.med@ssss.gouv.qc.ca	Pavillon Sainte-Marie	Medical microbiology and infectiology
Bekal	Sadjia	sadjia.bekal@inspq.qc.ca	INSPQ / Quebec Public Health Laboratory	Microbiology, infectiology and immunology
Béliveau	Claire	cbeliveau.hmr@ssss.gouv.qc.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Belzile	Nathalye	nathalye.belzile@umontreal.ca	Jean-Talon Hospital	Medical microbiology and infectiology
Blackburn	Julie	julie.blackburn@umontreal.ca	Sainte-Justine UHC	Medical microbiology and infectiology
Blanchard	Ana Maria Chelène	ana.blanchard.hsj@ssss.gouv.qc.ca	Sainte-Justine UHC	Infectious diseases in children
Boissonneault	Vincent	vincent.boissonneault@umontreal.ca	Hôpital du Sacré-Coeur de Montréal	Medical microbiology and infectiology
Bourgault	Anne-Marie	anne-marie.bourgault.chum@ssss.gouv.qc.ca	CHUM	Microbiology, infectiology and immunology
Bourgeois-Daigneault	Marie-Claude	marie-claude.bourgeois-daigneault@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Brown	Yves V.	yves.brun@umontreal.ca	Campus	Microbiology, infectiology and immunology
Castonguay	Stéphanie	Scastonguay.csssl@ssss.gouv.qc.ca	Cité-de-la-Santé Hospital	Microbiology, infectiology and immunology
Chakravarti	Arpita	arpita.chakravarti@umontreal.ca	CHUM	Medical microbiology and infectiology
Charbonneau	Alain	alain.charbonneau@csssl.ca	Pierre-Le Gardeur Hospital	Microbiology, infectiology and immunology
Charest	Hugues	hugues.charest@inspq.qc.ca	INSPQ (Montreal)	Microbiology, infectiology and immunology
Chomont	Nicolas	nicolas.chomont@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Coderre	Lise	lise.coderre@umontreal.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Cohen	Eric	eric.cohen@ircm.qc.ca	IRCM	Microbiology, infectiology and immunology
Coutlée	François	francois.coutlee@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Couture-Cossette	Antoine	antoine.couture-cossette@umontreal.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Daigle	France	france.daigle@umontreal.ca	Campus	Microbiology, infectiology and immunology

Danylo	Alexis	alexis.danylo.1@ulaval.ca	CHAUR of Trois-Rivières	Medical microbiology and infectiology
Dave	Vibhuti	vdave.hmr@ssss.gouv.qc.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
De Repentigny	Louis	louis.de.repentigny@umontreal.ca	Campus	Microbiology, infectiology and immunology
Demers	Anne-Marie	anne-marie.demers@umontreal.ca	Sainte-Justine UHC	Microbiology, infectiology and immunology
Depatureaux-Gérémy	Agnès	agnesdepatureaux@hotmail.fr	Pierre-Le Gardeur Hospital	Microbiology, infectiology and immunology
Desforges	Marc	Marc.Desforges.hsj@ssss.gouv.qc.ca	Sainte-Justine UHC	Medical Microbiology
Desjardins	Michaël	michael.desjardins.1@umontreal.ca	CHUM	Medical microbiology and infectiology
Dieudé	Mélanie	mdieude@cncrp.ca	CRCHUM	Medical microbiology and infectiology
Drolet	Marc	marc.drolet@umontreal.ca	Campus	Microbiology, infectiology and immunology
Dufresne	Simon Frédéric	sf.dufresne@umontreal.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Duperthuy	Marylise	marylise.duperthuy@umontreal.ca	Campus	Microbiology, infectiology and immunology
Émond	Yannick	yaemond@gmail.com	Maisonneuve-Rosemont Hospital	Medical microbiology and infectiology
Fafard	Judith	judith.fafard@umontreal.ca	INSPQ / Quebec Public Health Laboratory	Microbiology, infectiology and immunology
Falcone	Emilia Liana	emilia.Falcone@ircm.qc.ca	IRCM	Infectious diseases in adults
Fernandez	Isabel	maria.isabel.fernandez.martinez@umontreal.ca	Sainte-Justine UHC	Microbiology, infectiology and immunology
Filion	Mario	mariof@alethiabiotech.com	Alethia Biothérapeutiques	Microbiology, infectiology and immunology
Finzi	Andrés	andres.finzi@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Fortin	Élise	elise.fortin@inspq.qc.ca	INSPQ / Quebec Public Health Laboratory	Microbiology, infectiology and immunology
Fortin	Claude	c.fortin@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Fromentin	Rémi	remi.fromentin@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Gagnon	Étienne	Etienne.gagnon@umontreal.ca	IRIC	Microbiology, infectiology and immunology
Gantt	Soren Matthew	soren.gantt@umontreal.ca	Sainte-Justine UHC	Microbiology, infectiology and immunology
Grandjean-Lapierre	Simon	simon.grandjean.lapierre@umontreal.ca	CHUM	Medical microbiology and infectiology
Gu	Hua	Hua.gu@ircm.qc.ca	IRCM	Microbiology, infectiology and immunology
Haddad	Elie	elie.haddad@umontreal.ca	Sainte-Justine UHC	Pediatrics
Haecck	Olivier	olivier.haecck@umontreal.ca	Cité-de-la-Santé Hospital	Microbiology, infectiology and immunology
Houle	Claudia	claudia.houle.1@umontreal.ca	CHAUR of Trois-Rivières	Medical microbiology and infectiology

Ibrahim	Amir	amir.ibrahim.1@umontreal.ca	Pierre-Boucher Hospital	Microbiology, infectiology and immunology
Jean	Andréanne	andreanne.jean.1ddm@ssss.gouv.qc.ca	CHAUR of Trois-Rivières	Medical microbiology and infectiology
Jenabian	Mohammad-Ali	jenabian.mohammad-ali@uqam.ca	UQAM - Biomedical Sciences Research Center	Microbiology, infectiology and immunology
Jolicoeur	Paul	jolicop@ircm.qc.ca	IRCM	Microbiology, infectiology and immunology
Labbé	Annie-Claude	ac.labbe@umontreal.ca	Maisonneuve-Rosemont Hospital	Medical microbiology and infectiology
Labrecque	Louise	louise.labrecque.chum@ssss.gouv.qc.ca	CHUM	Microbiology, infectiology and immunology
Laferrière	Céline	celine.laferriere@umontreal.ca	Fleury Hospital	Microbiology, infectiology and immunology
Laflamme	Pierre-Jean	pierre.laflamme.hsc@ssss.gouv.qc.ca	Hôpital du Sacré-Coeur de Montréal	Microbiology, infectiology and immunology
Lamothe	François	francois.lamothe@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Langevin	Stéphanie	stephlang20@gmail.com	Notre-Dame Hospital	Medical microbiology and infectiology
Lavallée	Christian	christian.lavallee@umontreal.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Laverdière	Michel	michel.laverdiere@umontreal.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Le Roux	Frédérique	frederique.le.roux@umontreal.ca	Campus	Medical Microbiology
Leduc	Jean-Michel	jean-michel.leduc@umontreal.ca	Hôpital du Sacré-Coeur de Montréal	Medical microbiology and infectiology
Lemieux	Claude	claudel.lemieux.chum@ssss.gouv.qc.ca	CHUM	Microbiology, infectiology and immunology
Lesage	Sylvie	sylvie.lesage@umontreal.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Luong	Mé-Linh	me-linh.luong.chum@ssss.gouv.qc.ca	CHUM	Microbiology, infectiology and immunology
Magyar	Matthew	matthew.magyar@umontreal.ca	Sainte-Justine UHC	Medical microbiology and infectiology
Marchand-Sénécal	Xavier	xavier.marchand-senecal@umontreal.ca	Maisonneuve-Rosemont Hospital	Medical microbiology and infectiology
Marcotte	Richard	richard.marcotte@cnrc-nrc.gc.ca	NRC	Microbiology, infectiology and immunology
Martel-Laferrière	Valérie	valerie.martel-laferriere@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Messaoudene	Meriem	meriem.messaoudene@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Migneault	Francis	francis.migneault.chum@ssss.gouv.qc.ca	CRCHUM	Microbiology, infectiology and immunology
Morency-Potvin	Philippe	philippe.morency-potvin@umontreal.ca	CHUM	Medical microbiology and infectiology
Möröy	Tarik	tarik.moroy@ircm.qc.ca	IRCM	Microbiology, infectiology and immunology
Pham	Streetcar N Q	tram.nq.pham@umontreal.ca	IRCM	Microbiology, infectiology and immunology

Pichette	Gilbert	gpichette-hsc@ssss.gouv.qc.ca	Hôpital du Sacré-Coeur de Montréal	Microbiology, infectiology and immunology
Poirier	Louise	louise.poirier@umontreal.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology
Poudrier	Johanne	Johanne.poudrier@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Poulin	Sébastien	sebastien.poulin.1@umontreal.ca	Saint-Jérôme Regional Hospital	Microbiology, infectiology and immunology
Quach-Thanh	Caroline	c.quach@umontreal.ca	Sainte-Justine UHC	Medical microbiology and infectiology
Renaud	Christian	christian.renaud.hsj@ssss.gouv.qc.ca	Sainte-Justine UHC	Microbiology, infectiology and immunology
Richard	Jonathan	jonathan.richard.1@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Robert	Jean	jean.robert99@videotron.ca	CHUM	Microbiology, infectiology and immunology
Rocheffort	Claudia	claudia.rocheffort@mail.mcgill.ca	CHAUR of Trois-Rivières	Medical microbiology and infectiology
Roger	Michel	michel.roger.chum@ssss.gouv.qc.ca	CHUM	Microbiology, infectiology and immunology
Rouleau	Danielle	danielle.rouleau@umontreal.ca	CHUM	Medical microbiology and infectiology
Roy	Dominic G.	dominic.g.roy@umontreal.ca	CRCHUM	Microbiology, infectiology and immunology
Saint-Jean	Maude	maude.saint-jean@umontreal.ca	Cité-de-la-Santé Hospital	Medical microbiology and infectiology
Savard	Patrice	patrice.savard.chum@ssss.gouv.qc.ca	CHUM	Microbiology, infectiology and immunology
Sellam	Adnane	adnane.sellam@umontreal.ca	ICM	Microbiology, infectiology and immunology
Simoneau	Esther	esther.simoneau@umontreal.ca	Cité-de-la-Santé Hospital	Microbiology, infectiology and immunology
Smith	Marc-André	marc-andre.smith.cnm1@ssss.gouv.qc.ca	Hôpital du Sacré-Coeur de Montréal	Medical Microbiology
Soudeyns	Hugo	hugo.soudeyns.hsj@ssss.gouv.qc.ca	Sainte-Justine UHC	Microbiology, infectiology and immunology
St-Pierre	Jessica	jessica.st-pierre@umontreal.ca	Fleury Hospital	Medical microbiology and infectiology
SU	Shih Hann	shih-hann.su@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Szatmari	George	george.szatmari@umontreal.ca	Campus	Microbiology, infectiology and immunology
Thibodeau	Jacques	jacques.thibodeau@umontreal.ca	Campus	Microbiology, infectiology and immunology
Toma	Emil	emil.toma@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Tremblay	Cécile	c.tremblay@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Tsimiklis	Catherine	catherine.tsimiklis@umontreal.ca	Hôpital du Sacré-Coeur de Montréal	Microbiology, infectiology and immunology
Vallières	Émilie	emilie.vallieres.1@umontreal.ca	Sainte-Justine UHC	Microbiology, infectiology and immunology

Van Teeffelen	Sven	sven.vanteeffelen@umontreal.ca	Campus	Medical Microbiology
Vincelette	Jean	jean.vincelette@umontreal.ca	CHUM	Microbiology, infectiology and immunology
Weiss	Karl	karl.weiss.med@ssss.gouv.qc.ca	Maisonneuve-Rosemont Hospital	Microbiology, infectiology and immunology

2. Standards and procedures applicable to students in the department

The pedagogical regulations of the Faculty of Graduate and Postdoctoral Studies are available (in French) at the following address: [Graduate Studies Regulations](#)

🔔 **It's important to know** 🔔

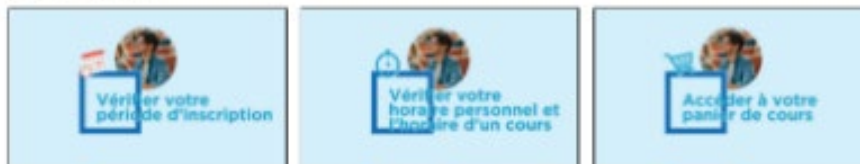
2.1. Student Center

The [Student Centre](#) is a secure web space unique to each student. Here you will find information about your academic records and can carry out various tasks related to your academic progress:

- admission (tracking your application, admission offer);
- registration, courses and personal timetable;
- progress forms;
- transcripts and certificates;
- finances (account statements, tuition fees, billing, etc.);
- financial aid (financial aid paid);
- change your contact information.

The [Registrar's Office website](#) allows you to access your student file online or get support or answers to your questions.

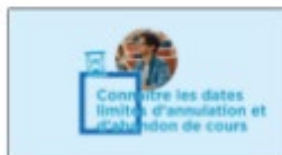
Zone vidéo



Vérifier votre période d'inscription

Vérifier votre horaire personnel et l'horaire d'un cours

Accéder à votre panier de cours



Connaître les dates limites d'annulation et d'abandon de cours



Commander une attestation en ligne



Commander un relevé de notes



Annuler ou abandonner un cours



Consulter son solde et imprimer sa facture



Payer sa facture



2.2. University calendar

Here you'll find important dates for the start and end of term, vacations, spring break periods, and limits for course changes, cancellations or withdrawals: [Important dates](#)



2.3. Finding Your Way Around Campus

[Campus Map](#)

2.4. Quality of written French

The University requires an excellent quality of written French, and the Department's professors agree with this condition. An assignment may be refused by a professor if it is judged that the quality of the written assignment is poor.

2.5. Plagiarism and use of references (plagiarism-ref.art.1.2)

Any plagiarism, copying or fraud, or any attempt to commit these acts, or any other participation in these acts, for an examination or an assessed work, a thesis or a dissertation, is governed by the provisions of the Disciplinary Regulation in force on plagiarism or fraud concerning graduate students: .

Work submitted to satisfy course requirements must comply with the Université de Montréal's disciplinary regulations on plagiarism. The use of references is mandatory when the student uses the text or ideas of another person. The use of a text of which the student is the author, but which has already been used to meet the requirements of another course, is also considered plagiarism.

2.6. Course grading

Course grading

Courses are graded using a literal system, with each letter corresponding to a number of points according to the following scale:

Letters	Description	Points	Grade (%)
A+	Excellent	4,3	90 - 100
A	Excellent	4,0	85 - 89.9
A-	Excellent	3,7	80 - 84.9
B+	Good	3,3	77 - 79.9
B	Good	3,0	73 - 76.9
B-	Good	2.7* and ***.	70 - 72.9
C+	Fair	2,3	65 - 69.9
C	Fair	2,0**	60 - 64.9
C-	Failure	1,7	57 - 59.9
D+	Failure	1,3	54 - 56.9
D	Failure	1,0	50 - 53.9
E	Failure	0,5	35 - 49.9
F	Failure	0,0	0 - 34.9
F*	Failure due to absence	0,0	0

- * Minimum pass mark in a program
- ** Minimum passing grade in a course
- *** Maximum score for repeat examination

Cumulative average

The student's cumulative grade point average is calculated by weighting the result obtained in each course of the program taken by the number of credits attributed to that course. Credits and results from non-program courses do not contribute to the calculation of the cumulative average. You'll find more details on the back of your transcript. You can also help yourself with this simulator: [Calculator](#)

Successful completion of a course

Students pass a course when they obtain at least a C grade for all assignments and examinations. A grade below C will result in failure of the course.

Transcript

To view transcript availability dates and to order a transcript : [Transcript](#)

Failure of a required course

Students who have failed a required course must retake the same or equivalent course within one year of the failure or as soon as the course is offered at a later date, or complete another assignment or write a supplemental examination.

Failure of an elective course

A student who has failed an elective course must retake the same course or, with the approval of the Dean, substitute another elective course within one year of the failure, or complete another assignment, or write a supplemental examination.

2.7. Lateness or absence

All late arrivals or absences must be justified in writing to the course coordinator, with a copy sent to the TGDE, within 7 days.

The regulations (art. 27) define a valid reason as one beyond the student's control, such as force majeure, fortuitous event or illness attested by a medical certificate. Once a term, for short-term absences of no more than three consecutive days, students may justify their absence from an assessment by means of a declaration on their honour. For any other absence during the same term, or for any absence from a deferred examination, the student must provide supporting documents. The Program Director determines whether the reason is acceptable in accordance with the rules, policies and standards applicable to the University.

Supporting documents, when required, must be duly dated and signed.

Where applicable, the document must specify the activities in which the student is unable to participate due to his or her state of health, and the date and duration of the absence. It must also identify the health-care professional who signs it.

Fill in the form from your student center for exam absences: "*CHE_Absence_Evaluation*" and "*CHE_Absence_Course*" for course absences. This is acceptable for one absence per semester, provided the reason given is deemed valid by the département.

In the event of a valid reason, the student must submit the work within the deadline set by the director. The deadline may not exceed one term.

📣 Important 📣

If the student fails to hand in the work before or on the set date, or fails to justify his/her absence, a grade of F (failure) is awarded. The same rules apply to an absence from an examination.

Unless excluded from the program in accordance with articles 51 and 97 [of these regulations](#), a student who fails a course is entitled to a second evaluation. The terms of the second evaluation are determined by the Dean **on the recommendation of the professor responsible for the course** in which the student has failed, and **must comply with the requirements of the pedagogical regulations governing that course.**

All grades obtained by the student are recorded on his/her transcript

In the event of a second assessment, only the last grade, which **may not be higher than B- (B minus)**, is used to calculate the cumulative average. This rule applies to all forms of retaking.

2.8. Cancellation (no charge) and withdrawal (with charge)

Once you have registered for a course, if you fail to attend and stop taking the course, you must fill in a form via your student center "*INS Annul Abandon cours*".

Failure to cancel a registration will not only result in a charge to the student, but will also result in a grade of F (failure) being placed on the student's transcript for that course.

- **Course modification:** You can modify your course selection from your student center by completing an "*INS Modification Choix Cours*" form (replace one course with another, change the time slot) before the deadline set in the university calendar or, if applicable, within the deadline set for each course. The transcript makes no mention of a modification. Tuition and related fees are not charged.
- **Course cancellation (free of charge):** You can cancel a course from your student center by filling out an "*INS Annul Abandon cours*" form (cancel a course chosen at registration) **before the deadline set** in the university calendar or, where applicable, within the deadline set for each course. The transcript makes no mention of cancellation. Tuition and related fees are not charged

To cancel a course free of charge, please refer to the student office for procedures and dates: [course cancellation](#)

- **Withdrawal from a course (with fees):** Withdrawing from a course means that the course remains on your course record. The ABA notation will appear on your transcript and course schedule. You must pay the tuition and related fees for the course. You must fill out an "*INS Annul Abandon Course*" form in your student center.

🔔 Important 🔔

If you wish to withdraw from a course, it is not sufficient to notify the professor alone; you must also inform the TGDE and registrar's office. Please note that the University no longer allows withdrawals free of charge.

If you wish to withdraw from a program or course, you must inform TGDE [by e-mail](#). To withdraw from a program, you must complete the "*CHE Program withdrawal*" form in the student center.

Students who have not been registered for 4 consecutive terms will be automatically excluded.

How to check deadlines: [help](#)

2.9. Request for equivalence/exemption/transfer

In all 3 cases, this is only possible for courses that were not used as a basis for admission (example: undergraduate courses for a master's degree, master's courses with diploma...etc.).

Please refer to the [checklist](#).

Equivalence

- The courses taken must be **relevant** and **related to your program of study** (similar content, number of course hours or credits) no later than 10 years ago.
- Course grade must be **B- (B minus) or higher, greater than or equivalent to a GPA of 2.7 from the UdeM**
- Requests for equivalency must be made upon admission, or at the latest **before the end of your 1st semester**.
- The request must be made by completing the "*CHE Equivalence Exemption*" form available from your student center. You must also attach a **copy of your course syllabus** and **your official transcript**.
- Only the number of credits is noted. EQV will appear on the transcript.

Exemption

- Your training and/or academic experience must be **relevant to your program of study and must have taken** place less than 10 years ago.
- Requests for equivalency must be made upon admission, or at the latest **before the end of your 1st semester**.
- The request must be made by completing the "*CHE Equivalence Exemption*" form available from your student center. You must also attach a **copy of your course syllabus** and **your official transcript**.
- Only the number of credits is noted. EXE will appear on the transcript.

For the **recognition of prior learning**, please visit the [Registrar's Office](#) website.

Transfer

- Courses completed and passed at the UdeM, including independent students less than 3 years prior to admission
- The minimum passing grade is C. This grade will count and appear on the transcript.
- Application to be made via the "*CHE_Transfer*" form, respecting the following dates:

Winter: February 1; Summer: June 1; Autumn: October 1

🔔 **Important** 🔔

The Faculty of Graduate and Postdoctoral Studies (**Etudes Supérieures et Postdoctorales** in French) will determine whether equivalency is granted. You can view the [recognition of prior learning](#).

2.10. Tuition fees and other student charges

[Regulation respecting tuition fees and other student charges](#)

Be careful not to confuse your admission fees with your tuition fees.

Tuition fees are payable when you apply for admission to a program, and are related to the program you have chosen, the status you will have (SPT-RDC-COR) and the courses you will be taking. You can consult [the cost of your studies](#) to find out the details for each situation.

You must respect the payment deadline for your tuition fees:

(Summer: June 15th; Autumn: October 15th; Winter: February 15th)

Quelle est la date limite pour payer mes droits de scolarité?	
Trimestre durant lequel les cours ont été suivis	Date limite de paiement
Été	15 juin
Automne	15 octobre
Hiver	15 février

Find out more: [deadlines for paying my bill](#)

🔔 Important 🔔

You can reduce your charges by opting out of certain fees, such as daycare, CISM student radio and so on. These are automatic non-mandatory contributions (CANO).

The procedure is explained on this link: [questions about fees](#)

Regarding ASEQ insurance, if you are covered by RAMQ (don't forget that vision care and dental expenses, for example, are not covered), you can use the [FAECUM](#) insurance section (ASEQ) to request the withdrawal of expenses. Be sure to respect the dates and conditions available on [assurances aseq](#).

2.11. Unpaid balances

- Students cannot be registered for a term unless they have paid in full all tuition and ancillary fees due and interest for any previous term.
- Students may not obtain a transcript or a certificate confirming their diploma unless they have paid in full all fees, charges and interest due and owing.
- A student may not receive a degree, diploma or certificate unless he or she has paid in full all fees, costs and interest charged to his or her account and due for the program of study related to his or her application.

2.12. E-mails

Students admitted and authorized to register, as well as postdoctoral fellows, are assigned **university access and a university e-mail address.**

It is to this institutional e-mail address that professors and other University employees will address communications in connection with courses that require it, and for the purposes of administering the student's file. Students must make this address functional by activating a mailbox using their [UNIP](#).

Once a **person's** e-mail service has been activated using their UNIP, **they can redirect their e-mail to an external provider rather than choosing the [institutional e-mail offered by the University](#).** Various University bodies continue to write to the institutional address, and the e-mail will be redirected to the mailbox chosen by the person. **It will then be your responsibility to provide a functional e-mail address and keep it active, especially if you do not choose the one offered by the University.**

How can I forward my UdeM e-mail to another e-mail account?

To forward your UdeM e-mail to another e-mail address, proceed as follows:

Access My UdeM portal at the [address](#)

In the left-hand menu, click on **Email**.

Tick **A personal e-mail address** and enter your personal address in the field.

Click on **Save your choice**.

Courriel

Acheminement du courriel
(dernière modification : 2023-12-12 04:37)

Votre courriel est acheminé vers :

Votre adresse de courriel de l'Université de Montréal (@umontreal.ca)

Votre adresse de courriel personnelle

Enregistrer

N.B. Pour acheminer vos messages vocaux vers une adresse de courriel externe, vous devez contacter le Centre des services 514 343-7288.
Veuillez noter que si vous choisissez une adresse qui ne provient pas des services de courriel gérés par les Technologies de l'information, la livraison des messages ne peut être garantie.
Veuillez noter également qu'en cas de problème, les avis ne sont émis qu'une seule fois vers votre adresse de courriel. L'utilisateur doit donc s'assurer de pouvoir lire en tout temps les messages qui lui sont expédiés.

Adresse de courriel institutionnelle

🔔 Important 🔔

**When communicating with us, you must enter your student ID number.
- you can write it in your signature so you don't forget -**

2.13. Course timetable

All **information about class times and classrooms** is normally available **in your Student Centre**: [help](#)

You can also find course outlines on Studium or on the department's website: [course timetables course outlines](#)

2.14. Financing form

Students in the Faculty of Medicine have research student status. As such, all students admitted to a graduate program must be funded during their studies.

The financing sheet allows you to plan your sources of income. Minimum funding for :

- a Master's student is \$20,000.00 per year
- a PhD student is \$25,000.00 per year

When	Form
admission	Financing form

2.15. Financial assistance

- **Departmental scholarships** are available. M.Sc. scholarships are \$7,000.00 and Ph.D. scholarships are \$8,500.00. These scholarships are renewable under certain conditions (Any scholarships received that exceed CAD 15,000 for a PhD or CAD 12,000 for an MSc will make you ineligible.). You will receive an e-mail from TGDE to inform you of the launch and terms and conditions. You can also consult the information on [the department's website](#).

Master's scholarship are not renewable unless they were obtained during the first year of study. Doctoral scholarships can be renewed if obtained before the third year of study. Students in their fifth year are not eligible for departmental scholarships, but can apply for a Bourse de fin d'études. The amount is paid in five installments starting in December, even though it covers the entire year.

- **The Gabriel Marquis Scholarship.** A former professor in the department, he established this scholarship in 2007, which is awarded once a year and is worth 10,000 CAD. It is intended to support students with the strongest academic and personal profiles as they

begin their master's degree.

2.16. Other available scholarships

Information on the various scholarships is available on the Faculty of Graduate Studies website: [financial support scholarships](#)

You can consult details of scholarships for your degree program and period at any time: [scholarships fair](#)

You can also view the list of scholarships filtered by the EDI coordinator in the Department of Microbiology: [Scholarships](#)

🔔 Important 🔔

When you fill in your forms and are asked for the amounts of your current scholarships, **you must enter the amounts received for the current academic year**, not the total amount of each of your scholarships.

You can follow the guidelines in the [Scholarship Application Guide](#), available on MonUdem.

You can also take a scholarship application preparation workshop by registering (PLU6160) from your student center via the "INS inscription" form **without** having to send an email to TGDE :


<p>Clinique des bourses des ESP</p> <ul style="list-style-type: none">• Soutien étudiant gratuit à la préparation de demandes de bourses aux cycles supérieurs• Offert par des personnes boursières des grands organismes• Consultation pour un soutien personnalisé dans la préparation d'une demande de bourses de cycles supérieurs (2h)• Révision de documents avant le dépôt (5h)• Admissibilité: Personnes candidates déjà inscrites à un programme d'études de cycles supérieurs à l'UdeM   <p><small>10 Université de Montréal - Études supérieures et postdoctorales</small></p>	<p>Atelier de préparation – Demande de bourse</p> <ul style="list-style-type: none">• Atelier siglé: PLU 6160• Écriture scientifique aux études supérieures• Site web: saisonsesp.umontreal.ca• → « Activités » → « Ateliers siglés »• Offert à distance à chaque trimestre• Théorie 2 x 2h + « retraite virtuelle de rédaction » de 2 x 2h• Hiver 2026: Jeudi 13h-16h (9, 16, 23, 30 avril 2026)• Été 2026: 2 sections → Mai et Juin (À confirmer)• Automne 2026: Septembre (Nouveaux admis? Condensé? – À confirmer)• Sans frais• Si inscription à temps complet aux cycles supérieurs (ou postdoc)• Inscription par TGDE seulement   <p><small>12 Université de Montréal - Études supérieures et postdoctorales</small></p>
--	---

To answer all your questions (in French) about scholarships :

[Video financing graduate studies in research](#)

Vidéo d'introduction au financement étudiant

- « Financer ses études aux cycles supérieurs en recherche »
- Chaîne Youtube des ESP
- <https://www.youtube.com/watch?v=ZlpXSAObVQ8>
- Point de départ pour toute personne étudiante de cycles supérieurs (future ou actuelle)
- **Sujets couverts**
 - Importance du financement aux cycles supérieurs
 - Financement intégré
 - Sources d'information sur les bourses
 - Principales bourses disponibles
 - *Communauté internationale et Premiers Peuples
 - Services offerts par les ESP liés aux bourses



2.17. Extensions and suspensions

Extension

You can extend your studies (max. 3 terms) through your student center using the "*CHE_Prolongation_études*" forms. You must justify this request in the attachment:

- Cover letter

👉 Once approved by the program director, you will be automatically registered with EWC. You don't need to do anything else to extend your registration.

Exceptional extension

You can extend your studies **one additional (and final) time** (max. 3 terms) through your student center using the "*CHE_Prolongation_études*" forms.

ATTENTION: Make sure you select "exceptional extension" in section 4 so that the form is not rejected.



The image shows a screenshot of a web form. At the top, there is a section header "Section 4 - Modifications souhaitées" in orange text. Below this header, there is a label "Type de prolongation" followed by a dropdown menu. The dropdown menu is currently open, showing the selected option "2. Prolongation exceptionnelle" with a downward arrow.

You must justify this request in the attachments:

- Letter of support from research supervisor
- Cover letter
- Work schedule/timeline

👉 Once approved, you must complete the "*INS inscription*" form in your student center to apply for RDC status.

Temporary suspension

You can suspend your courses through your student center by filling out the "*CHE Temporary Interruption*" form

ATTENTION: only the following reasons are accepted, with supporting documents to be provided on the form:

- Parental leave (3 consecutive semesters following the birth of the child)
- Sick leave
- Suspension (interruption permitted without justification for up to 3 semesters in total and not permitted if in an extension period) Not possible if you are already in extension or exceptional extension.

👉 You may, at any time, consult the [ESP pedagogical regulations](#), art.68 (master's degree) and art.115 (doctorate).

Suspension means not registering for a term because of a prolonged inability to carry out coursework or research. Suspension cannot be granted for more than three terms. These terms may or may not be consecutive, unless the program structure excludes this possibility.

Suspension must be requested before the start of the course and must be justified by a letter using the appropriate form in the student center. It will only be validated after approval of the program director.

Acceptable reasons for suspending studies include prolonged illness (with medical certificate), distance, etc.

Naturally, in the term following the authorized suspension, the student must register again via the "INS inscription" form in the student center, failing which the file will be automatically closed.

Suspension of studies extends the maximum period of schooling by a period equal to the duration of the suspension.

Suspension of studies may not be granted at the start of studies, as this would be tantamount to refusal admission. It may also not be granted during an extension year that exceeds the normal duration of schooling.

📢 Important 📢

During this suspension, the student receives no funding.

ATTENTION: a prolonged suspension may have an effect on the study permit, and it is the student's responsibility to verify this information with the International Student Office.

2.18. Important and compulsory training

Mandatory training :

[Chemical hazards in the laboratory](#)

[Laboratory biohazards level 1](#)

[Laboratory biohazards level 2](#)

Important training :

[Write a dissertation or thesis using the Word document template](#) (French only)

[French courses](#)

For French courses, you must register in advance for the tests.

A placement test is compulsory **for all new students**.

Please arrive at the main entrance of Pavillon 3200, rue Jean-Brillant 30 minutes before the start of the placement test to obtain the room number. Test duration: 3 hours.

Check the test date on the link above

Once you have registered for the test, you will receive an e-mail confirming receipt of your registration.

The date chosen for the placement test is final: no request for a change of date will be accepted.

Approximately 5 days after taking a placement test, you will receive an e-mail with information about :

- your proficiency level, based on your written and oral results;
- the list of courses you can register for this term;
- how to register for courses depending on your student status.

Once your results are in, you'll fill in the INS registration form again from your student center with the courses suggested in your test results.

2.19. Addition of a co-director

Before being admitted to a master's or doctoral programme, students must find a supervisor. If the research project requires it, another person may act as co-supervisor. The person acting as co-supervisor does not have to be assigned by the ESP and may be external to the University of Montreal.

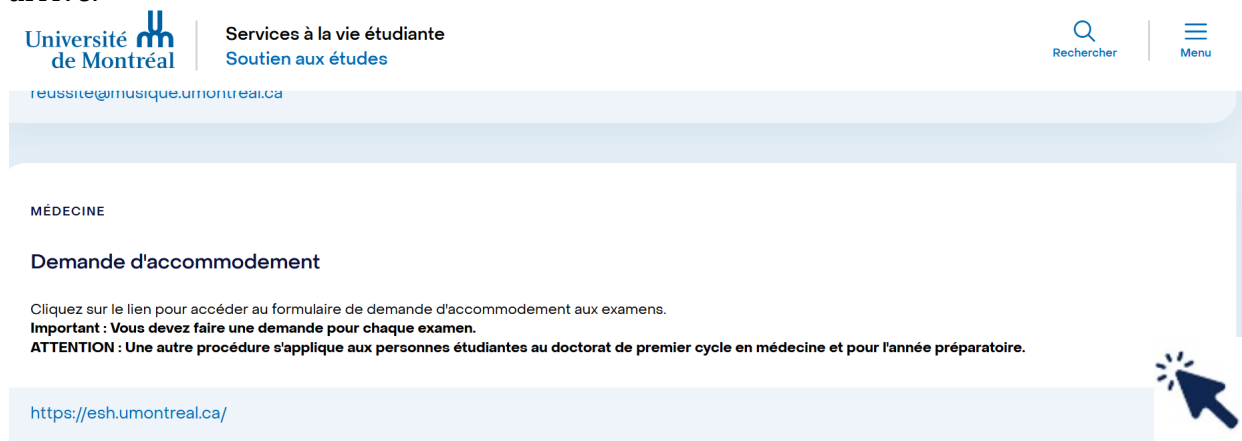
When a co-supervisor is added after admission to the programme, students must submit a request to the TGDE to update their mandatory milestones in Synchro.

2.20. Request for accommodation – AESH

Accommodations consist of adjustments to the learning or assessment environment and context to compensate for a disability related to a diagnosis.

Under no circumstances may these take precedence over the objectives and skills targeted by the courses and the study programme. Thus, it is possible that an accommodation measure permitted in one course may not be permitted in another or for assessments.

You must contact the [Office of Support for Students with Disabilities](#) (SESH) **as soon as you arrive.**

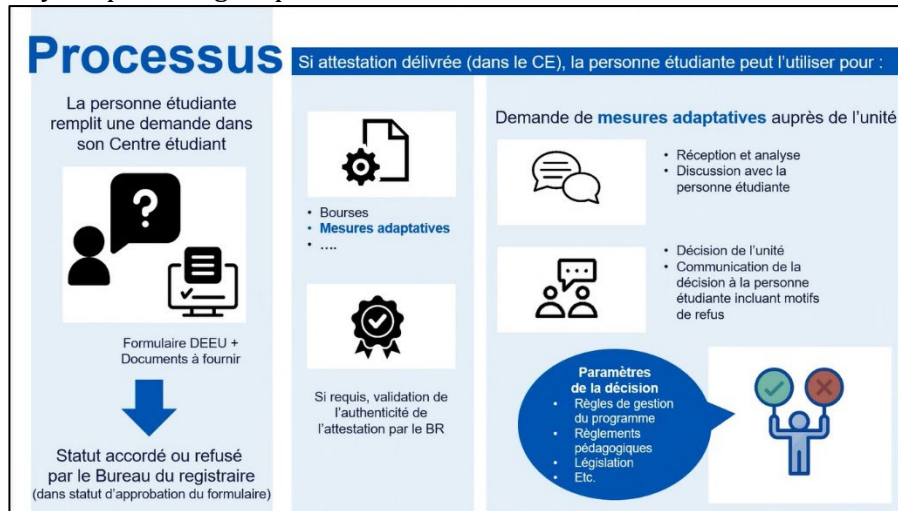


The screenshot shows the top navigation bar of the University of Montreal website. On the left is the logo for 'Université de Montréal' and 'Services à la vie étudiante Soutien aux études'. On the right are search and menu icons. Below the navigation bar is a light blue header with the email address 'reussite@musique.umontreal.ca'. The main content area is titled 'MÉDECINE' and 'Demande d'accommodement'. It contains the text: 'Cliquez sur le lien pour accéder au formulaire de demande d'accommodement aux examens. Important : Vous devez faire une demande pour chaque examen. ATTENTION : Une autre procédure s'applique aux personnes étudiantes au doctorat de premier cycle en médecine et pour l'année préparatoire.' At the bottom left of the content area is the URL 'https://esh.umontreal.ca/'. A blue mouse cursor icon is pointing at the bottom right corner of the screenshot.

At the beginning of the year, you must [email](#) your accommodation recommendations obtained following your consultation with an SESH advisor to your TGDE. Recommendations for exams will be automatically processed and taken into account by your TGDE if they are submitted within the prescribed time frame (21 days). If you do not wish to take advantage of an accommodation for one or more exams, you must submit a request by [email](#) to your TGDE.

2.21. Student parents

You can have your status as a student-parent recognized in order to better balance your studies with your parenting responsibilities.



The scholarship directory helps you discover a wide range of scholarships available to students, covering a variety of situations (such as parental leave scholarships, etc.).

- To find scholarships relevant to your profile when searching the directory, use the keyword “parents” or check “special family situation,” “financial support,” or “specific themes.”

You can also apply for a scholarship through FAECUM.

If you are a new parent, you may also apply for the parental leave scholarship under certain conditions:

Bourse de congé parental

- **Cible visée**
 - Personnes candidates inscrites au doctorat et nouvellement parents
 - Vise à les soutenir durant la période postnatale pour une durée de 1 trimestre et les encourager dans la poursuite de leur programme d'études
- **Valeur → 6 000 \$ (Non-renouvelable)**
- **Obligations de la personne récipiendaire pour l'octroi**
 - Interruption d'études d'un trimestre requise au cours de la première année de vie
 - Engagement vers un statut temps plein/rédaction au retour de l'interruption
 - Certificat de naissance de l'enfant à fournir pour obtenir le versement
- **Dossiers soumis par les personnes candidates (Portail)**
- **Ouverture du concours à durée déterminée toute l'année**

Trimestre d'interruption des études	Période pour postuler
Automne	29 juin au 28 octobre
Hiver	29 octobre au 28 février
Été	1 ^{er} mars au 28 juin

31 Université de Montréal – Études supérieures et postdoctorales

PLEASE NOTE: Student-parent status and the corresponding certificate are recognized only by the Université de Montréal, solely for the purposes and benefits mentioned.

Student-parent status must be renewed annually starting September 1. [See the renewal procedure](#)

If you are requesting accommodations, you must email your certificate to your TGDE, explaining what accommodations you require. This will be reviewed by the Graduate Studies Committee.

2.22. Internships Abroad

You may apply for internships abroad to refine your skills and enhance your resume, but these will not count toward your academic progress: [MITACS](#)

3. Pathway to graduate studies: M.Sc

45 credits: 39 compulsory credits, including 38 credits for research and thesis writing, and 6 elective credits.

	1 st year	2 th year	3 rd year
Semesters	1-2-3	4-5-6	7-8-9
Branded activities	3 SPT	3 RDC	3 COR

SPT=full time, RDC=redaction, COR=correction

All courses must be taken in the first year

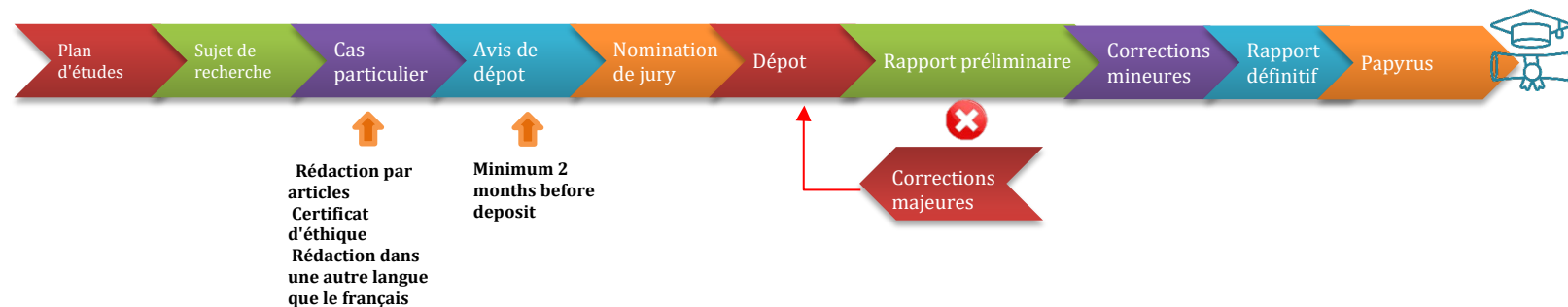
💡 Important 💡

Minimum duration: 3 semesters or 1 year

Maximum duration: 6 semesters, i.e. 2 years, except in the case of events :

- Possibility of **suspension**: 3 semesters
- Possibility of **extension**: 3 semesters
- Possibility of **of exceptional extension**: 3 semesters

Here are the mandatory steps in your journey, also available for [download](#) to help you track your progress :



3.1. Role of the Research Supervisor

[Role of the Research Supervisor](#)

3.2. Program structure

IMPORTANT: Please note that the seminar is held during 2 semesters. You must register for MCB6051 (fall session) and MCB60512 (winter session), in that order. They are indissociable: you can't take one and then take the next one the following year if you wish to extend your studies.

IMPORTANT: for the **MCB6210** course, in addition to the application form, you must send one to TGDE, providing your latest transcript and indicating your lab. The course coordinator will validate your request.

MCB6915 you don't have to register via the forms on the brief, it's done automatically when you deposit.

Code	Credit	Course title	Semester	Requirement designation
MCB60511	0	Research seminar 1	Autumn	Mandatory
MCB60512	1	Research seminar 2	Winter	Mandatory
MMD6005R	1	Ethics and health research	Summer, Autumn, Winter	Mandatory
MCB6915	37	From 4th semester - writing status		Mandatory
MCB6031	3	Fundamental immunology	Winter	Option
MCB6035	3	Cancer immunotherapy and immunology	Autumn	Option
MCB6043	3	Fundamental virology	Autumn	Option
MCB6094	3	Basic infectious disease epidemiology method	Winter	Option
MCB6210	3	Microorganisms: pathogenicity and immunity	Winter	Option
MCB6012	3	Fundamental microbiology	Autumn	Cyclic option
MCB63551 and MCB63552	4	Transdisciplinary study of hepatitis C	Autumn	Cyclic option

Elective but cyclical courses ONLY offered to doctors or students with medical training:

MCB6020 Bacteriology and laboratory (3cr)

MCB6034 Medical Immunology (3cr)

MCB6068 Medical parasitology (3cr)

MCB6070 Medical mycology (3cr)

MCB6090 Medical Virology (3cr)

🔔 Important 🔔

👉 Please note that if you are starting in the winter and are therefore unable to take seminar courses upon admission, [you may request an extension of your studies](#), and your academic path will be as follows:

Session	Winter	Summer	Fall	Winter	Summer	Fall	Winter
Branded activities	1 SPT	2 SPT	3 SPT	4SPT (Usually 1RDC)	1 RDC	2 RDC Dépot	3 RDC Prolongation
Example Course	Elective course	No microbiology class	Séminaire 1 + Elective course	Séminaire 2	Rédaction	Rédaction	Deposit

3.3. Course selection and registration

Registration for the autumn and winter terms usually begins in April.

Registration for the summer term usually begins in February.

You will receive an email from your TGDE telling you which term to register for. In general, you can fill out the forms for autumn and winter at the same time.

Fill in the INS registration form via the student center forms

- The student's choice of courses must be based on the study plan drawn up with his or her research supervisor, and must follow the program of study. This study plan must be submitted at the beginning of the 1st term.
- Your course selection must be approved by your research director and program director, who will ensure that your course selection complies with the study plan. Again, with the approval of your research director and program director, you can take courses at other Quebec universities via the [BCI](#) website.
- All students are required to register for every session, even when they are in RDC status. If you take additional courses while in EWC status, you will be subject to additional fees.
- You must indicate your status (full-time)
- The regulations of the Faculty of Graduate and Postdoctoral Studies require all M.Sc. students to register every term, otherwise their file will be closed.
- Registration is done through your Student Center by filling out the "INS inscription" form. 1 form per "open" session is available in the forms section. You must be careful to select courses that do not conflict with your schedule. If there is an error, such as a typo in a course number, the form will be systematically rejected and you will have to reapply using a new form. The form is compulsory and if you don't fill it in, you won't be registered for the term. This also applies to writing status, which you enter **after** completing all your courses. Correction status is automatically applied to the term following your submission IF your jury corrections are not made before the end of your submission term.

📢 Important 📢

🗉 If your registration form is rejected you should read the reason for rejection carefully when you receive it and act accordingly.

💰 Also, "A student may not be registered for a term unless all tuition, fees and interest for any previous term have been paid in full." [Extract from the regulation on tuition and other fees payable by students](#)

You need to keep an eye on your tuition payment deadline dates: [important dates: tuition payments](#)

✈️ Be in compliance with immigration regulations. Depending on your individual situation, complete the "CAQ/exemption" and "Permis de séjour" tasks in your Student Center.

In accordance with the regulations, an incomplete file prevents an international student from studying. Consequently, and for example, students who are unable to provide valid documents for entire term by September 30, 2024, will lose access to their courses in

StudiUM and be deregistered for the Fall 2024 term. Don't forget to check the dates: [international students documentation requirements](#)
The Registrar's Office team is available to answer your questions and guide you through the process.

3.4. The study plan

The Study Plan is to be completed in collaboration with your supervisor and sent to your TGDE [by e-mail](#) after you have signed it and had it signed by your supervisor.

When	Form
At the start of the 1st semester	Study plan

3.5. Appointment of the mentoring/advisory committee

When	Form
admission	Composition of the mentoring/advisory committee

The mentoring committee must be approved by the program director, and is formed as follows and must be sent to TGDE [by e-mail](#):

For the MSc: The research supervisor, and in addition **a professor** from the Department or from another academic unit or from abroad.

The Mentoring Committee **must** meet at least **once a year to support** the student in their studies. You may use this form to prepare a pre-meeting assessment (to be sent at least two weeks before each meeting to the Sponsorship Committee). After the meeting, the Committee must complete this other form, which must be emailed to [the TGDE: Sponsorship Committee Minutes](#)

📢 Important 📢

The **number of members required for your committee** is your supervisor and one other member, but you can take on 1 additional member. In the case of a co-direction, you can have one additional member (the co-director)

It is strongly recommended that external members of this committee (professors from the Department or another unit) have no potential conflicts of interest. It is therefore preferable that these external members are not directly involved in student's research project.

3.6. Research subject registration

One of the first steps after admission to the program of study is to register the research topic. The student must complete the research topic registration form with his/her supervisor and send it to the TGDE [by e-mail](#).

When	Form
At the start of the 1 st semester	Research subject registration

You can consult the [Planning of the research project](#)

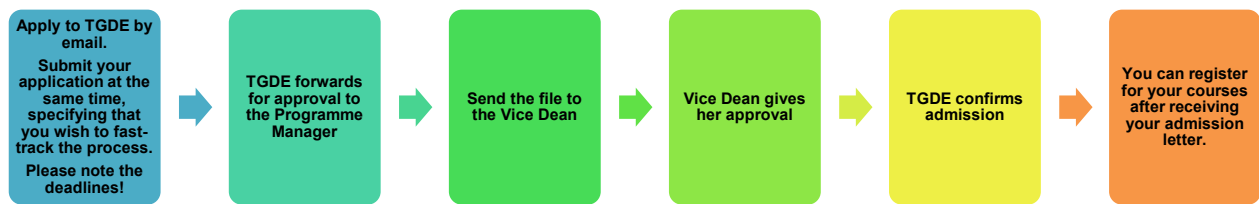
3.7. Special cases

These forms are mandatory **if it concerns you**:

- [Request form for articles](#) + agreement of [French/English](#) co-authors
- [Form for writing in a language other than French](#)
- [Embargo form/Ethics](#)

The embargo form is to be submitted at the end of the process, together with the final copy of the thesis.

3.8. Acceleration and transition (without thesis) from the master's degree to doctorate



Accelerated transfer: Students enrolled in the Master's program may, **before the end of the 3rd academic term**, apply for accelerated transfer to the PhD program, without having to write a master's thesis. To be eligible, students must have successfully completed all courses in their MSc program with excellent (GPA >3.6) marks, and have the support of their research supervisor.

The Faculty of Graduate and Postdoctoral Studies offers scholarships of \$7,000 per year scholarships:

[Scholarship A](#) Renewable once at your request.

For renewal, your advisor must submit a [letter of recommendation](#), the support form, and the updated [initial form](#) listing the grants you have received or are expected to receive in the coming year

(Please note: the advisor's letter must be sent directly to the TGDE without copying you;

this is the standard procedure)

The scholarship application must be sent to the Faculty of Graduate and Postdoctoral Studies **by the end of the third semester via the TGDE; please pay attention to the dates:**

Les formulaires de demande de bourses A et B sont attendus à l'ouverture du concours et seront traitées après la fermeture du concours :

Si la bourse commence à **l'automne** :

Ouverture 15 juin - Fermeture 14 octobre

Si la bourse commence à **l'hiver** :

Ouverture 15 octobre - Fermeture 14 février

Si la bourse commence à **l'été** :

Ouverture 15 février - Fermeture 14 juin

Example: If you were admitted to the PhD program in H26, you must list all your scholarships received between H26 and A26. The renewal must be requested in H27, and you must update the initial form by indicating the scholarships received or pending between H27 and A27 for the renewal.

Dissertation exemption: Students who are admitted to a doctoral program after the end of their 3rd term and before the end of their 6th term of Master's registration are eligible for the dissertation exemption. To be eligible, **they must have successfully completed all courses** in their MSc program with excellent marks (GPA >3.6), and have the support of their research supervisor.

Here are the documents required for fast-track admission or admission with exemption from the entrance exam:

1. A cover letter from the student
2. Transcript of all university studies
3. Curriculum Vitae
4. Summary of the results obtained (approx. 20 pages) and the experiments to be carried out for the doctoral project (4-5 pages) in 2 separate documents. More details [here](#)
5. A letter of recommendation from the research supervisor
6. mentoring/advisory committee report (including a recommendation for passage)
7. Apply for a doctorate online

📢 Important 📢

International students should allow a few months to obtain the new Certificat d'acceptation du Québec (CAQ) required for doctoral studies. It is therefore advisable to submit the application for accelerated passage at the beginning of your third trimester. If the new CAQ is not submitted before the end of the first month of doctoral registration, the student will be automatically disenrolled from the program and redirected to the master's program.

The application must be accompanied by your scholarship application in a second attachment and not included in the fast-track application file.

The application for admission **MUST** be submitted before the following dates, even if the file is not yet complete or has not yet been sent to the TGDE:

Autumn : before 1 August
Winter : before 1 December
Summer : before 1 April

This is very important in order to ensure that the fast-track process runs smoothly.

3.9. Writing the thesis

Editorial status is considered full-time. It usually comprises 6 semesters.

Once the minimum schooling period has been completed, the student will be in "writing" status and must be registered every semester until the thesis is submitted, using the INS INScripton form.

On the libraries' website, you'll find a wealth of information (in French) to help you write your manuscript in accordance with ESP standards and guidelines. I encourage you to read it carefully:

- [Writing a dissertation or thesis](#)
- [Policy on the Format Requirements for Theses and Dissertations](#)
- [Guide to dissertations and theses](#)
- [Word template for dissertations and theses](#)
- [Submitting a thesis/dissertation to Papyrus](#)
- [Embargo form](#)
- [Request for confidentiality of a dissertation or thesis](#)

Here are a few tips for writing articles:

- Published book chapters cannot be used for results, but are acceptable in the introduction.
- If you have any doubts about the choice of articles, you can seek the advice of your supervisory committee or programme director.
- You can write a hybrid thesis with one published first-author article and at least an additional chapter of results either published, or ready for submission to a scientific journal.
- You can use a book chapter or journal article in the introduction.
- If an article is published after the first submission, resulting in a change (including to the results) and your jury's corrections are in progress or have already been made, you can inform your jury of this change directly for approval.
- If you are the (co-)author of an article, you must use it by including a preamble before the article to indicate your contribution.

📢 Important 📢

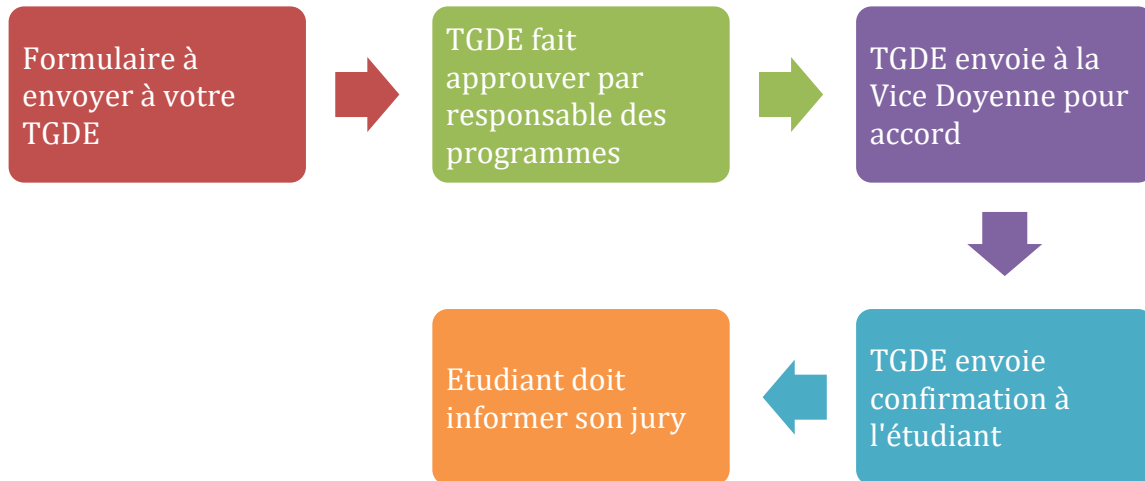
For international students:

If you are experiencing difficulties with your study permit, you have the option to remain enrolled at the Université de Montréal on a “drafting and correction” status **ONLY**, and after completing all your courses, from your home country. To do so, you must fill out this form and follow the instructions provided. You must attach proof that you have left Canada. Then submit everything to your student center. This is not handled by your TGDE, so there is no need to email it to them, but you can keep them informed of the progress, as you must closely monitor the processing of your request.

3.10. Notice of filing and submission of the thesis

At least two months before your thesis is due to **be submitted**, you must complete the Master's thesis submission notice of filing. Your research supervisor must be informed of your intention to submit, and should normally give his or her approval. This notification initiates the process of the official jury appointment by the Faculty of Graduate and Postdoctoral Studies. You must send it by e-mail to your TGDE.

3.11. Appointment of the dissertation jury



The [jury nomination form](#) must be completed by the student and his/her supervisor and sent to TGDE [by e-mail](#) **at least 2 months before the date of your submission**.

The jury is usually made up of 3 people (4 if co-directed): a president, the research director and 1 jury member. The addition of a 2nd nomination for these positions is now optional when the member of the 1st nomination has completed and signed [the conflict of interest declaration form](#).

You will need to send this form to your TGDE so that it can be approved by the Program Director and then by the Vice-Dean. The Faculty may also refuse the proposed choice, for example if there is a conflict of interest between members.

Members of the [mentoring/advisory](#) committee can also serve as jury members.

📢 Important 📢

At least one member (preferably the president) should be a member of our faculty and respect conflict of interest regulations (no publications or grants between supervisor and members in the last 5 years).

Avoid having too many jury members from the same research center

You must ensure that all proposed jury members have completed and signed [this](#).

The jury nomination, conflict of interest declaration forms and filing notice should be sent in a single email to the TGDE. Any incomplete nominations will not be forwarded to the Vice-Dean.

3.12. Deposit

The dissertation should be sent to your TGDE [by e-mail](#). You will be given a 1st deposit form signed by the TGDE confirming receipt and distribution of your dissertation to your jury.

The jury has about 1 month to submit their evaluation.

You now have the status of a "correction" student until the jury has submitted the [final](#)

[report](#) form indicating that the dissertation has been accepted.

IMPORTANT: There is no need to contact the TGDE or jury members again. You will receive an e-mail indicating whether the corrections are minor or major, either from TGDE or from the president of your jury.

3.13. Preliminary report

The preliminary report is an internal form. You won't see it and it won't be given to you. It is given to the TGDE directly.

Once the thesis has been submitted, the jury may take up to 1 month to reach a verdict, depending on the circumstances. It can either accept the thesis as is (exceptional situation) and send the [final report](#) to the TGDE, or ask for minor corrections (frequent situation) and send the [preliminary report](#) to the TGDE with the corrections to be made. The TGDE will notify you by e-mail. In this case, you will have 1 month to submit your corrected copy to the president by e-mail.

The jury may also request major corrections (an infrequent occurrence). You will then have up to 6 months to make the corrections. This will be a 2nd submission, using the same procedure as for the 1st submission.

3.14. Final report

This form is also internal and will not be given to you. It is sent by the members of your jury directly to the TGDE no later than 1 month after you have submitted your minor corrections. It confirms that your thesis has been accepted by the jury and that you can proceed to the final stage of your studies:

★ **Congratulations!** ★

3.15. Deposit in Papyrus

This is the final stage of the mandatory steps!

You will have to wait until you receive an e-mail from TGDE indicating that you can proceed with the submission of your thesis in Papyrus. You will then have to submit your thesis electronically on the Papyrus platform. The Faculty of Graduate and Postdoctoral Studies will then be able to issue you an official bulletin bearing the words "Grade conféré" ("Degree conferred").

You won't need to notify your TGDE of the deposit, as an automatic e-mail will be generated to let them know.

You can also consult the libraries' website. You'll find a wealth of relevant information: [dissertation/thesis deposit in papyrus](#)

Here are a few points to check:

- Submit your manuscript as presented and accepted by the jury in PDF format

- Make your deposit in the right collection
- Submitted to your TGDE the signed embargo form approved by your research supervisor, if applicable

Please note that a submission is only released once the grade has been granted, and that the deadline can be up to 9 months after the submission has been accepted.

Special Procedures for Withdrawing or Modifying a Thesis or Dissertation Submitted to Papyrus

Students who wish to withdraw or modify a thesis or dissertation submitted to Papyrus, or who wish to request a publication embargo, must:

- Submit a request by completing the appropriate form:
 - o [Request for Confidentiality of a Thesis or Dissertation](#) or
 - o [Request for a Delay in the Release of a Thesis or Dissertation](#), or
 - o [Request to Modify a Thesis or Dissertation](#).
- This form must be signed by the student and their research advisor.
- Submit the form to Graduate and Postdoctoral Studies (ESP): direction-esp@esp.umontreal.ca

This type of request is accepted only in exceptional cases. ESP will only approve it for cases that call into question the integrity of the thesis or dissertation and are supported by the research supervisor. Formatting errors and spelling mistakes are not valid reasons. Please note that a request for withdrawal or modification in Papyrus does not correct or remove the copy already harvested and integrated into [Theses Canada](#). The ESP administration is also the point of contact for any other questions regarding the content of a thesis or dissertation in the Papyrus repository.

📣 Important 📣

Please note that no official attestation or report card and no validation for graduation will be made or **issued if your tuition fees are not paid in full. As a reminder, the department does not issue certificates.**

What about the diploma?

You can visit the Convocation website to check the calendar and register, **once TGDE has sent you an e-mail** confirming that all the steps have been completed.

[Diploma process and delivery](#)
[Diploma questions](#)

4. Pathway for graduate students: Ph.D.

90 credits, i.e. 3 compulsory credits and 87 credits for research and writing a thesis or dissertation.

	1 st year	2 th year	3 rd year	4 th year	5 th year	6 th year	7 th year
semesters	1-2-3	4-5-6	7-8-9	10-11-12	13-14-15	16-17-18	19-20-21
Branded activities	3 SPT	3 SPT	3 RDC	3 RDC	3 RDC	3 COR	3 COR

SPT=full time, RDC=redaction, COR=correction

All courses must be taken within the first 2 years

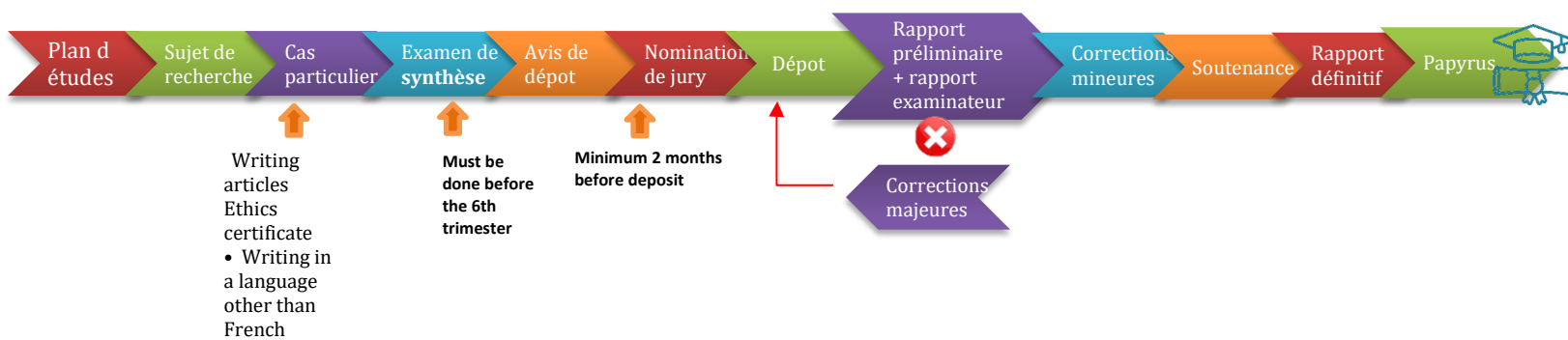
📢 **Important** 📢

Minimum duration: 6 semesters or 2 years

Maximum duration: 15 semesters, i.e. 5 years, except in the case of events :

- Possibility of **suspension**: 3 semesters
- Possibility of **extension**: 3 semesters
- Possibility of **exceptional extension**: 3 semesters

Here are the mandatory steps in your journey, also available for [download](#) to help you track your progress:



4.1. Role of the Research Supervisor

[Role of the research director](#)

4.2. Cotutelle

[Cotutelle](#)

4.3. The study plan

The Study Plan is to be completed in collaboration with your supervisor and sent to your TGDE [by e-mail](#) after you have signed it and had it signed by your supervisor.

When	Form
At the start of the 1st semester	Study plan

4.4. Appointment of the mentoring/advisory committee

When	Form
At the start of the 1 st semester	Composition of the mentoring/advisory committee

The mentoring/advisory committee must be approved by the program director and is formed as follows and sent to TGDE [by e-mail](#):

PhD: The student, the research supervisor, preferably, **two professors** from the department or a professor from another academic unit.

The mentoring/advisory Committee meets at least once a year to support the student in his or her research project and are required to complete this form, which should be sent to TGDE [by e-mail](#):

[Minutes of the Advisory Committee](#)

📢 Important 📢

The **minimum requirement for your** committee is your supervisor and two other members, but you can take on 1 additional member. In the case of a co-direction, the co-director acts as an additional member.

It is strongly recommended that external members of this committee (professors from the Department or another unit) have no potential conflicts of interest. It is therefore preferable that these external members are not directly involved in the student's research project.

4.5. Registration of research topic

The first step after admission to the program is to register the research topic. The student must complete the research topic registration form with his/her supervisor and send it to TGDE [by e-mail](#).

When	Form
At the start of the 1 st semester	Research topic form

You can consult the [research project planning](#)

4.6. Special cases

These forms are mandatory **if** you are concerned:

- [Request form for articles](#) + agreement of [French/English](#) co-authors
- [Form for writing in a language other than French](#)
- [Embargo form/Ethics](#)

The embargo form is to be submitted at the end of the process, together with the final version of the thesis.

4.7. Course selection and registration

Registration for the autumn and winter terms usually begins in April.

Registration for the summer term usually begins in February.

You will receive an email from your TGDE telling you which term to register for. In general, you can fill out the forms for autumn and winter at the same time.

Fill in the "*INS inscription*" form via the student center forms

- The student's choice of courses must be based on the study plan drawn up with his or her research supervisor, and must follow the curriculum. This study plan must be submitted at the beginning of the 1st term.
- Course selections must be approved by both the research supervisor and the program director, so that the latter can ensure that course selections are in line with the study plan.
- All students are required to register for every session, even when they are writing (RDC).
- You must indicate your status (full-time)
- The regulations of the Faculty of Graduate and Postdoctoral Studies require all Ph.D students to register every term, otherwise their file will be closed.
- You must go through your Student Center and fill in the "*INS inscription*" form. 1 form per open session is available in the forms section. You must be careful to select courses that do not conflict with your schedule. If there is an error, such as a typo in a course number, the form will be systematically rejected and you will

have to reapply using a new form. The form is compulsory and if you don't fill it in, you won't be registered for the course. This also applies to the writing stage, which you enter **after** completing all your courses. The correction status is automatically applied to the term following your submission **IF** your jury corrections are not made before the end of your submission term.

🔔 Important 🔔

🗨️ If your registration form is rejected, you should read **the reason for rejection** carefully when you receive it and act accordingly.

💰 Also, "A student may not be registered for a term unless he or she has paid in full all tuition, ancillary fees and interest from any previous term." [Extract from the regulations governing tuition and other fees](#)

You need to keep an eye on your tuition payment deadline dates: [important dates: tuition payments](#)

✈️ Be in compliance with immigration regulations. Depending on your individual situation, complete the "CAQ/exemption" and "Permis de séjour" tasks in your Student Center.

In accordance with the regulations, an incomplete file prevents an international student from being registered. Consequently, and for example, students who are unable to provide valid documents for entire term by September 30, 2024, will lose access to their courses in StudiUM and be deregistered for the Fall 2024 term. Remember to check dates: [international students requirements](#)

[The Registrar's Office](#) team is available to help and guide you through the process.

4.8. Program structure

Code	Credit	Course title	Semester	Requirement designation
MCB70521	0	Research seminar 1	Autumn	Mandatory
MCB70522	1	Research seminar 2	Winter	Mandatory
MCB70531	0	Research seminar 3.1	Autumn	Mandatory
MCB70532	1	Research seminar 3.2	Winter	Mandatory
MCB7001	1	Directed readings in microbiology	Winter	Mandatory
MCB7000	0	General comprehensive examination No later than the end of the 6th trimester of enrolment		Mandatory
MCB7902	87	Writing the thesis From the 7th trimester of registration - Writing status		Mandatory

IMPORTANT: Please note that each seminar is in 2 concurrent parts. You must register for MCB70521 (fall session) and MCB70522 (winter session), in that order. You can't take one seminar and then take the next one in the following year if you're applying for an extension or winter admission.

Only once you've completed MCB70521 and MCB70522 will you be able to take MCB70531 and MCB70532 in the same configuration.

ATTENTION: Registration for **MCB7001** closes at the beginning of December. Once the course has closed, you will no longer be able to register for it. **We therefore recommend that you register as soon as possible to secure your place.**

MCB7000 or VIR7000 and MCB7902 or VIR7904 you do not have to register via the thesis forms, this is done automatically when you make your 1st deposit.

📣 Important 📣

👉 Please note that if you are starting in the winter and are therefore unable to take seminar courses upon admission, you may request an extension of your studies, and your academic path will be as follows:

Session	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer
Branded activities	1 SPT	2 SPT	3 SPT	4SPT	5 SPT	6 SPT	7 SPT	1RDC
Example Course	MCB7001	No microbio class	Séminaire 1.1	Séminaire 1.2	No microbio class	Séminaire2.1 + General review	Séminaire 2.2	Rédaction

4.9. General review

For information on how to take the comprehensive or pre-doctoral exam, follow this link:

[preparing for the comprehensive exam](#)

And more details on the department's website: [general information about the predoctoral exam](#)

Here are the administrative steps to follow to ensure that your application runs smoothly:



You must fill in this form with your research supervisor, then send it to your TGDE [by e-](#)

[mail: review committee synthesis form](#)

A few details:

- This examination takes place before a jury of 4 members (5 if co-directed), including the research supervisor. Members of the mentoring/advisory committee may also act as members of the predoctoral jury. The jury must be made up of a chairperson, the research director (co-director), an internal member and an external member (ideally from another university). During the selection process, it is important to ensure that there are no conflicts of interest between members, and to check the availability of each member. Make sure they agree.
- In the case of an adjournment, a deadline must be indicated on the evaluation form.
- The jury's evaluation report must be countersigned by the program director, who ensures that the correct process is followed.

Procedure :

- (3 weeks before the exam): the student will send a written document summarizing the results obtained to date and the planned continuation of the doctoral project (5 pages: introduction, results and planned continuation). On this date, the Chairperson will send the scientific articles proposed by the members of the Jury, and the student will choose one.

- (1 week before the exam): the student will send his/her written document to all members of the jury:

The document must not exceed 12 pages and must include :

- a) an introduction based on the article but demonstrating a good grasp of the literature (4-5 pages);
- b) a description of the results and conclusions, including any criticism of weaknesses and highlighting strengths and originality, if applicable (3-5 pages);
- c) a proposal for a research project to follow up the work described in the article. This section should include possible hypotheses to be tested, weak points to be corrected and suggested methods for doing so (3-4 pages);
- d) in a final section, students are encouraged to be creative, while supporting their suggestions with appropriate references.

Day of the oral exam: The exam should not exceed 3 hours.

The first part of the oral exam will consist of a presentation of the student's research project (20-30 minutes) followed by a question period (*a 30-40 minute period is suggested but remains at the discretion of the committee members*). Questions focus on the project itself, the presentation and the written document, but may also touch on related aspects relevant to the project. This first part of the exam is followed by a 10-15 minute break.

The second part focuses on the criticism of the chosen article. Using a PowerPoint presentation, students briefly summarize the article, their criticisms and proposed follow-up (10-15 minutes). The question period then follows under the same conditions as for the first section.

This is followed by a period of general questions in the fields defined during the candidate's meeting with the jury members. The length of this last period is at the discretion of the jury members, but should never exceed 45 minutes.

The student then retires to allow the jury to deliberate.

🔔 Important 🔔

Must be done by **the end of the 6th school term at the latest**.

There are 3 possibilities for the comprehensive exam: pass, defer or fail. Part or all of the exam may be postponed to a later date (no more than 6 months)

Failure to pass the comprehensive exam means the **end of doctoral studies and exclusion from the program**

If the student wishes to request a deferral, he/she must complete [the form](#) and send it to the TGDE, who will forward the request. It will be submitted to the Vice-Dean for approval.

ATTENTION This request must be made within a reasonable timeframe and not during the 6th term. **It is very important to understand that there is no guarantee that it will be approved.**

4.10. Writing the thesis

Writing status is considered full-time. It usually comprises 9 semesters.

Once all the courses, including the predoctoral exam have been completed, the "writing" status must be registered every semester until the thesis is submitted, using the INS INcription form.

On the libraries' website, you'll find a wealth of information on writing your thesis in accordance with ESP standards and guidelines. I encourage you to read it carefully:

- [Writing a dissertation or thesis](#)
- [Policy on the Format Requirements for Theses and Dissertations](#)
- [Guide to dissertations and theses](#)
- [Word template for dissertations and theses](#)
- [Submitting a thesis/dissertation to Papyrus](#)
- [Embargo form](#)
- [Request for confidentiality of a dissertation or thesis](#)

However, it is important to note that in the case of a "traditional" thesis, the work submitted must be equivalent to two publications in which the student is the first author. The supervisory committee may provide its opinion prior to the student's submission, but the final decision rests with the thesis committee. It is up to them to determine whether the work presented meets these criteria.

Here are a few tips for writing articles:

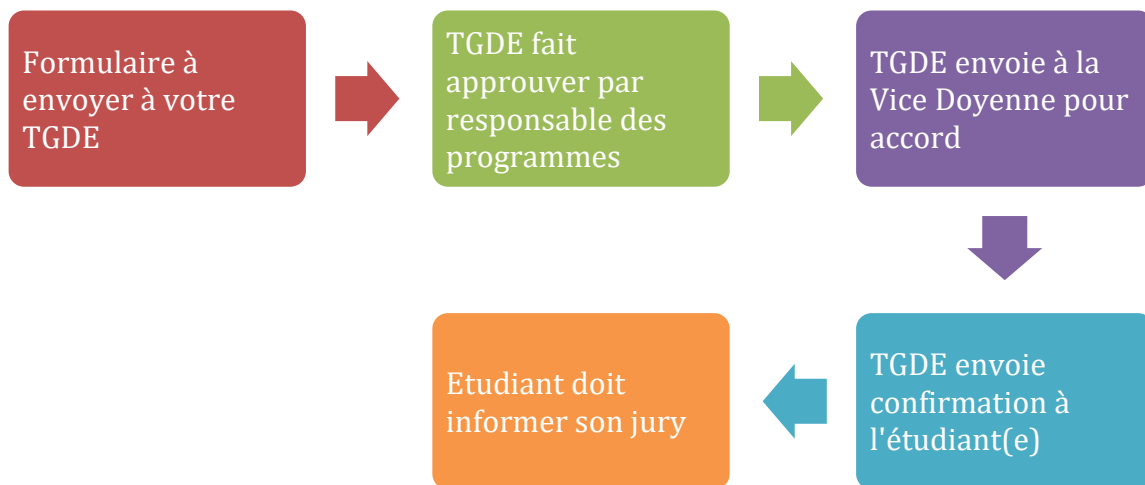
- Chapters cannot be used for results, but are acceptable in the introduction.
- If you have any doubts about the choice of articles, you can seek the advice of your supervisory committee or programme manager.
- You can write a hybrid thesis with one article and one other ready for publication.

- You can use a book chapter or journal article in the introduction.
- If an article is published after the first submission, resulting in a change (including to the results) and your jury's corrections are in progress or have already been made, you can inform your jury of this change directly for approval.
- If you are the (co-)author of an article, you must use it by including a preamble before the article to indicate your contribution.

4.11. Notice of deposit and thesis submission

At least two months before your thesis is due to be submitted, you must fill in the doctoral thesis [submission](#) notice of deposit. Your research supervisor must be informed of your intention to submit your thesis, and should normally give his or her approval. This notification initiates the process of official jury appointment by the Faculty of Graduate and Postdoctoral Studies. You must send it [by e-mail](#) to your TGDE.

4.12. Appointment of the thesis jury



The [jury nomination form](#) must be completed by the student and his/her supervisor **at least 2 months before the date of submission**. The jury is usually made up of 4 people (5 if co-directed): a president, the research director, 1 internal member and 1 external member (from another university).

The addition of a 2nd nomination for these positions is now optional when the members of the 1st nomination have completed and signed [the conflict of interest declaration form](#). You will need to send this form to your TGDE so that it can be approved by the Program director and then by the Vice Dean. The Faculty may also refuse the proposed choice, for example if there is a conflict of interest between members.

Members of the [mentoring/advisory](#) committee may act as members of the thesis jury.

💡 **Important** 💡

At least one member (preferably the chair) should be a member of our faculty, and all members must comply with conflict-of-interest regulations (no publications or grants between supervisor and members in the last 5 years).
There is no list of representatives of the Dean, but generally it is preferable that they be from another research centre or campus. They may be professors from another department of the Faculty of Medicine (Biochemistry, Biomolecular Sciences, Pathology, etc.).
One should avoid having too many jury members from the same research center
You must ensure that all proposed jury members have completed and signed [this](#).

The jury nomination, conflict of interest declaration forms and filing notice should be **sent in a single email** to the TGDE. Any incomplete nominations will not be forwarded to the Vice-Dean.

4.13. Submission

Send your thesis to your TGDE [by e-mail](#). You will be given a receipt of 1st deposit signed by the TGDE confirming receipt and distribution of your thesis to your jury.

The jury has around 3 months to submit their assessment.

You now have the status of "correction" student until the jury has submitted the [final report](#) form indicating that the thesis has been accepted.

There is no need to contact the TGDE or the jury members again. You will receive an e-mail indicating whether the corrections are minor or major, either from the TGDE or from your jury.

4.14. Preliminary report and corrections

The preliminary report is an internal form. You won't see it and it won't be given to you. It is sent directly to TGDE.

Once the thesis has been submitted, the jury may take up to 3 months to reach a verdict, depending on the circumstances. It can either accept the thesis as is (exceptional situation) and send the [final report](#) to the TGDE, or ask for minor corrections (frequent situation) and send the [preliminary report](#) to the TGDE with the corrections to be made. The TGDE will notify you by e-mail. In this case, you will have 1 month to submit your corrected copy to the president-rapporteur by e-mail. Don't forget to send a copy the TGDE.

The jury may also request major corrections (an infrequent occurrence). You will then have up to 12 months to make the corrections. This will be a 2nd submission, using the same procedure as for the 1st submission.

Following these corrections, the members of the jury will decide whether or not to recommend the thesis for defense.

4.15. Defense

It is your responsibility to coordinate this with your research advisor, set the date and time, and find a venue for the defense that is acceptable for all members of your

committee. Don't forget to arrange for additional IT equipment—such as a “Hibou” (to be requested when booking the room)—in case some committee members are joining remotely, and to generate a Zoom link.

Your committee received several forms during the first submission, including the defense recommendation. This document is internal and is sent directly by your committee to the TGDE once the date and location are confirmed. Subsequently, the defense notice is generated by the TGDE and distributed to your committee along with the defense report, as well as to graduate students. A notice will also be posted on the website.

There are no strict guidelines for the length of your oral presentation, but it's usually around 45 minutes. The jury then asks two or three rounds of questions, starting with the external member, the internal member, the chairman and your supervisor. Each round lasts about 15 minutes. The dean's representative is the last member of the jury to ask questions, usually at the end of the 2nd or 3rd round. Thereafter, the general public is invited to ask questions before the jury begins its deliberations.

You can find more details on [MonUDM](#).

Once the defense has been successfully completed, the jury will also submit the final report form to the department's TDGE.

📢 Important 📢

Please note that no official certificate or report card will be issued if your tuition fees are not paid in full.

4.16. Final report

This form is also internal and will not be given to you. It is sent by your jury members directly to TGDE after your defense. It confirms that your thesis has been accepted by the jury and that you can proceed to the final stage of your career:

★ Congratulations! ★

4.17. Deposit in Papyrus

This is the final stage of the mandatory steps!

You will need to wait until you receive an e-mail from TGDE indicating that you can proceed to deposit your thesis in Papyrus. You will then have to deposit your thesis electronically on the Papyrus platform. The Faculty of Graduate and Postdoctoral Studies will then be able to issue you with an official "Grade conferred" bulletin.

You won't need to notify your TGDE of the deposit, as an automatic e-mail will be generated to let them know.

You can consult the libraries' website as needed. You'll find a wealth of relevant information: [dissertation/thesis deposit in papyrus](#)

Here are a few points to check:

- Submit your manuscript as presented and accepted by the jury in PDF format
- Make your deposit in the right collection
- Have submitted to your TGDE the signed embargo form approved by your supervisor, if applicable

Please note that a thesis is only circulated once the grade has been granted, and that the delay can be up to 9 months after the deposit has been accepted.

Special Procedures for Withdrawing or Modifying a Thesis or Dissertation Submitted to Papyrus

Students who wish to withdraw or modify a thesis or dissertation submitted to Papyrus, or who wish to request a publication embargo, must:

- Submit a request by completing the appropriate form:
 - [Request for Confidentiality of a Thesis or Dissertation](#) or
 - [Request for a Delay in the Release of a Thesis or Dissertation](#), or
 - [Request to Modify a Thesis or Dissertation](#).
- This form must be signed by the student and their research advisor.
- Submit the form to Graduate and Postdoctoral Studies (ESP): direction-esp@esp.umontreal.ca

This type of request is accepted only in exceptional cases. ESP will only approve it for cases that call into question the integrity of the thesis or dissertation and are supported by the research supervisor. Formatting errors and spelling mistakes are not valid reasons. Please note that a request for withdrawal or modification in Papyrus does not correct or remove the copy already harvested and integrated into [Theses Canada](#). The ESP administration is also the point of contact for any other questions regarding the content of a thesis or dissertation in the Papyrus repository.

🔔 Important 🔔

Please note that no official attestation or report card and no validation for graduation will be made or **issued if your tuition fees are not paid in full. As a reminder, the department does not issue certificates.**

What about the diploma?

You can visit the [Convocation website](#) to check the schedule and register, **once TGDE has sent you an e-mail** confirming that all the steps have been completed.

[Diploma process and delivery](#)

[Diploma questions](#)

5. Additional information

5.1. Admission, enrolment, pre- and post-graduation certificates

The department is not authorized to issue admission or registration certificates. Only the Registrar's Office can issue these attestations (telephone number: ((514)343-5734 or online at the Student Centre). To order [an attestation](#) or use the [online guide to ordering an attestation](#)

The content of the standard enrolment certificate has been enhanced to meet the needs of international students, among others, and to help them renew their immigration documents. In addition to the usual information (program(s) and study status), the document will now show the term of admission, the expected end date of graduate candidacy, the start date of writing (if applicable) and the duration of schooling according to program-specific regulations. The attestation will also detail the number of credits accumulated and contributed to the program, the number of credits outside the program, surplus, complementary or preparatory credits, as well as the total number of credits in the structure.

From now on, the attestation of enrolment used to obtain or renew study authorizations must be ordered directly from the Student Center, rather than through a special attestation request. Processing times range from 2 to 5 working days, depending on the retrieval or shipping option selected, in addition to variable postal delays. In urgent cases, same-day delivery is available at the Registrar's Office counter.

We invite you to update your reference documents if necessary, and to keep and share the link to the [Order a document](#) page.

File status	Certificate produced by :
Before graduation	ESP: esp-admission@esp.umontreal.ca Telephone: 514-343-6111, #6426
Following graduation	Registrar's Office Registrar's Office - info@regis.umontreal.ca
International students	Registrar's Office - info@regis.umontreal.ca

5.2. Psychological help and mental well-being

No matter what is going on in your life, you can always contact [crisis centers](#), [the social services center for immigrants](#), or [221](#) (call this number as well) for free assistance.

5.2.1. Psychological support

Front door: Help desk Point de repère - Psychosocial support

- ✓ The Bureau d'aide Point de repère is pleased to offer a rapid response service for students requiring psychosocial support. The service corridor developed with the CSCP enables us to respond more quickly to the needs of the Faculty's students.
- ✓ Free, confidential consultations with psychosocial counsellors for difficulties such as stress and anxiety, depression, break-ups, adjustment difficulties, family issues, etc.
- ✓ Bookings on Bookings or at repere@meddir.umontreal.ca
- ✓ Center de santé et de consultation psychologique - Student Life Services
- ✓ ASEQ Wellness Program 1-833-851-1363

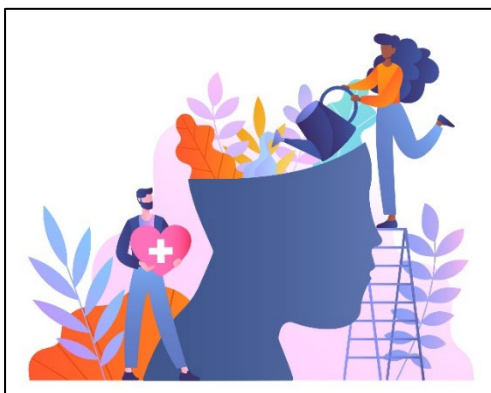
5.2.2. Learning support

Front door: Help desk Landmark - Learning support

- ✓ Free, confidential consultations with success counsellors for learning difficulties (e.g. time and priority management, work methods, study strategies, etc.).
- ✓ Working in close collaboration with the AAS, this service provides rapid assistance while also giving students access to Learning Support services.
- ✓ Bookings on Bookings or at repere-reussite@meddir.umontreal.ca
- ✓ Apprenticeship support - Student life services
- ✓ Support for students with disabilities - Student Life Services

5.2.3. Well-being at UdeM

Several resources are available to you



- [Well-being](#)
- [Syntone](#), the app for your well-being, at your own pace
- [A short student survival guide](#)
- [Well-being program offered by FAECUM](#)
- Your TGDE is a [sentinelle](#), and any communication you have with them is personal and confidential

6. Technical information

6.1. TGDE operating hours

Our office hours are 7.30 a.m. to 12.00 p.m. and 1.30 p.m. to 3.30 p.m. These are modified during the summer semester: among other things, the offices **are not open on Fridays between the end of June and mid-August**.

Whenever possible, it's best to make an appointment before coming to the secretary's office or a professor's office. That way, you won't have to make an unnecessary trip, and you'll be sure to get the best possible service.

6.2. Useful hyperlinks

For all students wishing [to apply](#)

- Student associations

The Fédération des associations étudiantes du campus de l'Université de Montréal (FAECUM) is a student organization elected by its members. Its executive members sit on various campus-wide committees. The FAECUM also oversees the organization of all student life activities. In addition, through its educational and entertaining activities, the association ensures good communication between students, professors, stakeholders and employers.

[FAECUM web page](#)

☎ 514 343-5947

Faculty of Medicine Student Council (CEFM) at <https://medecine.umontreal.ca/etudes/vie-etudiante/>

Association générale des étudiants(e)s de microbiologie, infectiologie et immunologie de l'Université de Montréal: agemium@gcourriel.com
<https://microbiologie.umontreal.ca/ressources/associations-etudiantes/>

- Websites

The Faculty of Medicine has a website. We invite you to consult it for further information on the faculty and its programs and departments.

Faculty of Medicine: <http://medecine.umontreal.ca/>

Department of [Microbiology, Infectious Diseases and Immunology](#):
<https://microbiologie.umontreal.ca/>

The compass: resources for success:

<https://medecine.umontreal.ca/ressources/etudiants/la-boussole/>

My UdeM - Academic career - Graduate and postdoctoral studies:

<https://monudem.umontreal.ca/visualiser/sites/ESP/Pages/Espace/Cheminement/parcours-academique.aspx>

- **Student Services (SAE)**

UdeM offers a variety of campus services for students. Workshops and activities of all kinds are organized on a regular basis. There are also many resources to help you throughout your studies.

StudiUM: <https://studium.umontreal.ca/>

Humanitarian and community action: <http://www.serdahc.umontreal.ca>

Cultural activities: <http://www.sac.umontreal.ca>

Financial aid office: <https://vieetudiante.umontreal.ca/aide-financiere-emploi>
office: <https://bourses.umontreal.ca/accueil/>

Office for Students with Disabilities: <http://www.bsesh.umontreal.ca/>

International Student Office: <http://www.bei.umontreal.ca>

Off-campus housing office: <http://www.logement.umontreal.ca>

Health and psychological counselling center: <http://www.cscp.umontreal.ca>

Student Success Center: <http://www.cesar.umontreal.ca>

International House: <http://www.bei.umontreal.ca/maisoninternationale>

- **Other UdeM services**

All information on **graduate studies** at UdeM (pedagogical regulations, plagiarism, study paths, financial aid, etc.) can be found on the *Faculty of Graduate and Postdoctoral Studies* website: <http://www.fesp.umontreal.ca/>.

Service directory: <http://www.umontreal.ca/repertoires/services.html>

Libraries: <http://www.bib.umontreal.ca/>

Safety Office: <http://www.dps.umontreal.ca/>

Office of the Ombudsman: <https://ombudsman.umontreal.ca/accueil/>

Legal Services Office: <https://droit.umontreal.ca/bourses-ressources-et-services/clinique-juridique/>

Office of Respect for the Person: <https://respect.umontreal.ca/accueil/>

CEPSUM: <http://www.cepsum.umontreal.ca/>

Written communication center: <http://www.cce.umontreal.ca/>

Childcare center: <http://cpeudem.com/>

HEC-Poly-UdeM Entrepreneurship Center: <http://entrepreneuriat.poly-udem.ca/>

Test center: http://www.sac.umontreal.ca/pub/theatre/Centre_essai.htm

UdeM exhibition center: <https://www.centre-expo-udem.com/>

Kinesiology clinic: <http://www.cliniquekinesio.umontreal.ca/>

University Vision Clinic - School of Optometry: <http://www.opto.umontreal.ca/clinique/>

University Nutrition Clinic: <https://nutrition.umontreal.ca/clinique/>

University psychology clinic: <http://psy.umontreal.ca/ressources-services/clinique-university-of-psychology/>

University Dental Clinic: <http://www.medent.umontreal.ca>

Standing Committee on the Status of Women at 3744, rue Jean-Brillant, 514 343-6111, ext. 1668

Printing services: <http://www.sium.umontreal.ca/>

Direction générale des technologies de l'information et de la communication (TI):
<https://ti.umontreal.ca/pages/joindre.html>

Les Presses de l'Université de Montréal (PUM): <https://www.pum.umontreal.ca/>

Registrar's office: <https://registraire.umontreal.ca/nous-joindre/bureau-du-registraire/>

6.3. Department address and contact details

- Address

Department of Microbiology, Infectious Diseases and Immunology
University of Montreal
P.O. Box 6128, Station
Centre-ville Montréal
(Québec)
H3C 3J7

- Contact



Program Director:

George Szatmari

@ george.szatmari@umontreal.ca

📞 514-343-5767



Graduate student file management technician (TGDE) :

Elvina Mottereau

@ elvina.mottereau@umontreal.ca

P615- Pavillon Roger Gaudry

📞 514-343-6111 ext. 3129