

## Ph.D. Seminar

### INSTRUCTIONS

The PhD seminar is a course with a pass/fail grade. In order to receive that pass grade the following procedure is normally followed.

Permission to complete the seminar must first be given by your Supervisory Committee. This approval needs to be indicated on the SC Report form in the appropriate section at your most recent meeting.

**To receive a grade the seminar must be advertised in advance – attach proof of this to this form.**

Depending on the research area the seminar is normally given in either the WIPS or EEL series but can also be given in another appropriate departmental seminar series.

Students must be registered for the seminar in advance of their presentation. Registration is usually done in the PhD 5 year, even if the seminar is only to be given in the year following registration. If the seminar is planned prior to the PhD 5 year, please see the Graduate Coordinator for registration instructions.

**Once all conditions noted above have been met, your Supervisor should sign and return the form below to the Graduate Coordinator who will record the grade for the course.**

Return this form to Ancil Gittens, either by fax (514-398-5069), scanned e-mail attachment to [ancil.gittens@mcgill.ca](mailto:ancil.gittens@mcgill.ca) in person or by mail to Ancil Gittens, Department of Biology, Stewart Biology Building, Room N7/18B, 1205 Avenue Dr. Penfield, Montreal, QC, H3A 1B1.

#### PLEASE SIGN AND RETURN AFTER Ph.D. SEMINAR HAS BEEN PRESENTED

This is to confirm that \_\_\_\_\_ has successfully presented a Ph.D. Seminar and a grade of PASS may be recorded.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_