FACULTY
OF
THEOLOGY

PRACTICAL GUIDEBOOK FOR
GRADUATE STUDIES

ACADEMIC YEAR
2019 – 2020
# Faculty of Theology
## Practical Guidebook for Graduate Studies

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Academic Year 2019 – 2020
ACADEMIC CALENDAR 2019 – 2020

FALL SESSION (SEPTEMBER - DECEMBER 2019)

September 2, 2019    Labour Day (DUC closed)
September 3, 2019    Registration
September 4, 2019    Meetings, Students’ Association Events, Mass
September 5, 2019    Beginning of courses
September 17, 2019   Last day of registration for Fall term
September 24, 2019   Deadline for changes in course selection
September 30, 2019   Payment deadline for tuition fees
October 8, 2019      Authorized Withdrawal deadline
October 14, 2019     Thanksgiving Day
October 21-25, 2019  Study week
November 24, 2019    Convocation
December 3, 2019     Pre-registration to the Courses of the Winter Session
December 11, 2019    End of courses
December 13-19, 2019 Exams
December 23 – January 3 Christmas Break (DUC closed)

WINTER SESSION (JANUARY - APRIL 2020)

January 6, 2020      Registration/Beginning of courses
January 15, 2020     Last day of registration for Winter term
January 21, 2020     Deadline for changes in course selection
January 25, 2020     St. Thomas Aquinas Feast Day
February 15, 2020    Authorized Withdrawal deadline
February 17, 2020    Family Day (DUC closed)
February 17-21, 2020 Study Week
April 9, 2020        Holy Thursday (DUC closed)
April 10, 2020       Good Friday (DUC closed)
April 13, 2020       Easter Monday (DUC closed)
April 16, 2020       End of courses
April 17-23, 2020    Exams
1. **THE PROGRAM**

**Overview of the program (Academic Year 2019 – 2020)**

**GRADUATE STUDIES PROGRAM**

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**Electives – Graduate Courses**

| DTHY 5591 Aquinas, Virtues, Regimes of Interaction and Society | 3 cr. M. Allard | 202 |

**COURSES IN COMMON WITH THE UNDERGRADUATE LEVEL**

| DTHY 1220 The Letters of Saint Paul | 3 cr. J. Doutre | 221 |
| DTHY 3160 Wisdom Books | 3 cr. H. Tremblay | 221 |
| DTHY 4162 Psalms and their Use in Liturgy | 3 cr. H. Tremblay | 221 |
| DTHY 4351 Consecrated Life | 3 cr. C. Auger | 221 |
| DTHY 1080 Introduction to Christian Art | 3 cr. C. Auger | 221 |
| DTHY 3460 The Church and its Ministries | 3 cr. R. van Lier | 221 |
| DTHY 3462 The Eucharist | 3 cr. M. Allard | 221 |
| DTHY 4582 Introduction to Bioethics | 3 cr. D. Caenepeel, M. Dabrowska | 221 |
| DTHY 3560 Social and Political Commitment of Christians | 3 cr. D. Caenepeel | 221 |

For other elective courses, see also the program in French.
Fall Session (September – December 2019)

GRADUATE STUDIES PROGRAM

Seminars

DTHY 5080/6080 Methodological Seminar (M.A. and Ph.D.) 3 cr.

It is a methodological seminar for the elaboration of research projects and the development of skills suitable for a scientific research at the master's and doctoral levels: definition, presentation, criticism. This seminar is animated by some professors of the Faculty according to the areas of excellence.


Christianity is permeated by a focus on the gift that we can trace from its first theological elaboration, that of the Fathers of the Church. The whole story of God's relationship to humans comes down to the fact that he wants to fulfill them by making them partake of his very life. The creation that inaugurates the fulfillment of his project models the human after his own image, constituting it from its inception as a call to return to him. God becomes closer still to his creation by also making himself, in the Son, a being of flesh. By dying on the cross for their salvation, he will be able to integrate humans - in his resurrected flesh - into the life of the Trinity itself. This, from the full experience of their constitutive reality: the experience of time and history would open them to God, and the earth, place of their deification, would be in solidarity with their ascent to Him. “The glory of God is the living man” says Irenaeus of Lyon, showing how the project of God is shared in his own life and defines for humans a story that is moving towards a return to Him.

COURSES IN COMMON WITH UNDERGRADUATE LEVEL

DTHY 1220 The Letters of Paul 3 cr.

This course will study the timeline and main stages of Pauline thought as well as the major characteristics of each letter. It will then review the general presentation of a few basic theological axes including an analysis of texts from each of the different stages of Pauline thought; the traditional letters, the Jewish crisis and the Colossian crisis. It will then study the Pauline Tradition providing a close analysis of the characteristics and themes proper to the Pastoral letters.
DTHY 3160  Wisdom Books  3 cr.

This course will present a general introduction to the wisdom movement: its definition, origin, social setting, main features, teaching, etc. Then the wisdom books will be studied in a chronological order: Proverbs, Job, Song of Songs, Qohelet, Sirac and Wisdom of Solomon.

DTHY 4351 Consecrated Life  3 cr.

This course will introduce the students to the historical development of consecrated life in the Church. Through preparatory readings and class lectures, the students will explore different topics to better understand how women and men have desired to follow Christ more closely by living together and binding themselves to a simpler life. Special attention will be devoted to the transformations of religious life through the ages as well as its faculties of adaptation and renewal. Students will study a particular tradition or institute, and share what they have learned with the class.

DTHY 4582 Introduction to Bioethics  3 cr.

Bioethics is a field of reflection that focuses on the ethical issues raised by the advances in biomedical sciences and technologies, pushing ever further the limits of human control over one's body, its future, and its environment. The course will explore this interdisciplinary field by identifying approaches, methods and main issues: procreation, the beginning of life, end of life, genetic technologies, organ and tissue transplantation, neuroscience, research and experimentation on humans, clinical decisions, and healthcare policies. The contribution of theology to these ethical questions and issues will be examined.
Winter Session (January – April 2020)

GRADUATE STUDIES PROGRAM

Seminar

DTHY 6581 Seminar – Ethics: Contemporary Issues in End-of-Life Care 3 cr.

The medicalization of the end of life has given rise to new situations and questions that are currently much debated, both in society and in ecclesial circles: medical aid in dying, withholding or withdrawing life-sustaining treatment, therapeutic obstinacy, living wills, palliative care, permanent vegetative states, etc. These questions, deeply marked by complexity and uncertainty, require clarification and deeper analysis. This seminar aims to reflect on the ethical, spiritual and theological issues encountered in end-of-life situations and to examine frameworks and landmarks for developing meaningful practices of moral discernment and spiritual and pastoral accompaniment.

Graduate Courses

DTHY 5591 Aquinas, Virtues, Regimes of Interaction and Society 3 cr.

Articles and books on Aquinas’ idea of virtue and of specific virtues constitute a library, this is without counting the numerable articles and books on “virtue ethics” since Philippa Foot’s seminal text. Most of this literature focuses on the agent, the acts, their motivations and justifications. In the course of this seminar, we will explore the relation between virtues and human acts in so far as they are related to specific regimes of social interactions. Which regimes seem to constitute the locus of which virtues treated by Aquinas? Why these? Could virtues be integrated in other regimes (see Boltanski’s “cities”)? With these questions, this seminar hopes to open new research avenues within thomist circles and to bring Aquinas’ options to enter in conversation with other approaches to human action.

COURSES IN COMMON WITH UNDERGRADUATE LEVEL

DTHY 4162 Psalms and their Use in the Liturgy 3 cr.

The Psalms are among the best known and best liked texts of the Old Testament, even the whole Bible. First, this course will present a general introduction to the Psalms (Name, Place in the canon, Content, Division, Order, Poetic techniques, Titles, Literary genres). Then the course will show how the Psalms were used in the Roman Catholic Liturgy along the centuries, both in the Liturgy of the Hours and the Eucharist. The difference between the scientific exegesis of the first part and the liturgical exegesis of the second part will be studied. Indirectly, since Catholic liturgy has been in Latin for centuries, this course will also be a crash course of Latin.
DTHY 1080  Introduction to Christian Art  

3 cr.

It is impossible to visit a museum, to travel abroad or to read a history book without coming across, at every turn, religious Christian art in its multiple forms (architecture, painting, sculpture), its specific references, its wealth of symbols, its major stages of development (Early Christian, Byzantine, Romanesque, Gothic, Renaissance, Baroque, Modern, Contemporary). These are the elements that will be identified and studied in this course.

DTHY 3460  The Church and Its Ministries  

3 cr.

After studying the scriptural foundations of the Church, this course will evaluate the historical questions, the nature (Body of Christ, People of God, Communion…), the mission, the characteristics and the ministries of the Church. The following themes will act as backdrop to the course: the divine plan, the Incarnation and the Church, the Trinity and the Church, salvation and the Church, unity and diversity, authority and collegiality, ecumenism and religious pluralism. A critical reading of texts from theologians (Cyprian, Augustine, Thomas Aquinas…), from the magisterium (Lumen gentium, Dominus Jesus…) and from other Christian churches will allow for proper contextualization and focus to better understand contemporary issues in the Church.

DTHY 3462  The Eucharist  

3 cr.

First and foremost, the Eucharist will be studied as a memorial of Christ’s death and resurrection, both in its originality and its relation to earlier rituals (Passover, Covenant sealed in blood…). We will then consider why and how the Eucharist can be called thanksgiving, a sacrifice, a meal, and a sacrament, before addressing the multi-faceted dimensions of the Eucharistic presence. The theme of the Eucharist and the Church will be given special emphasis.

DTHY 3560  Social and Political Commitment of Christians  

3 cr.

This course offers a reflection on the social and political commitment of Christians. Some themes that will be studied include: 1) the imperatives of social justice in today’s world; 2) the situations and callings of the Churches; 3) the social teaching within the Catholic Church; 4) the practice of justice on a day-to-day basis, and 5) important theology schools including “Political Theology” and “Liberation Theology”.
2. GRADUATE STUDIES: MASTER LEVEL

The Graduate Studies program includes:

- Required seminars on topics that vary from year to year, aiming at a systematic analysis of an exegetical, historical, patristic or theological issue.
- Every other year, one required course aiming to introduce students to theological methods and assist them in developing their research project. The first block aims to introduce the student to methodology of research in Theology and to help him/her with the research project. The two other blocks present the different methods used in the study of sources (biblical studies and history) and systematic or moral Theology.
- Optional Masters level courses, on topics that vary from year to year regarding various theological subjects.
- Courses common with the optional part of undergraduate studies or graduate studies in Philosophy that allow students to complete the number of required credits according to their personal interest.

OBJECTIVES AND GENERAL ORIENTATION

In relation to undergraduate studies, graduate studies aim at building a basic undergraduate foundation. In this respect, students:

- Will be able to deepen their reflection on an aspect or a problem previously seen at the undergraduate level; to study key questions that affect the faith today; or to participate with regard to a given subject, in interdisciplinary projects concerning exegetes, theologians, and historians;
- Will be able to take on the task of scientific work in theology while perfecting methods used at the undergraduate level or by acquiring other skills needed for research with a strong emphasis on the student’s personal work.

Seminars

Seminars allow for the acquisition of a more developed knowledge of an area in theology and the progressive mastering of methods through the study of a particular question under the advisement of a professor. Seminars also permit the disciplined exchange of ideas in addition to collaborative research.

Seminar Reports

Participation in seminars includes, in the course of the session, writing a paper of around 20 pages in accordance with the requirements given by the professor.
Courses

The courses aim at enlarging the student’s reflection on one or several theological problems.

Final Exam

The final exam consists of a limited number of questions that require from the student an ordered knowledge of the Christian mystery and a rigorous method.

Thesis

The research thesis allows the students to work on one question and to expound their method. This thesis must follow the requirements listed further below according to whether the student is enrolled in a Master of Theology (M. Th.) or Master of Arts in Theology (M.A. Th.).

Tutorials

The thesis advisor can also take on the role of tutor. This also pertains to areas external to the topic of the thesis.

MASTER IN THEOLOGY (M. Th.)

Conditions for Admission

To be admitted to the M.Th. program, applicants must have:

- A Bachelor’s degree in Theology (B.Th.), or studies judged equivalent, with a minimum average of B (75%);
- A perfect command of French or English and a working knowledge (reading and listening) of the other language (English or French).

The possibility of admitting an applicant who does not have any previous knowledge of the required languages and who cannot acquire one before the beginning of the Masters program will be evaluated on an individual basis at the time of admission.

Coursework

The Master in Theology program consists of a total of 24 credits and is completed full-time over the course of a year or 3 semesters: 2 semesters of coursework or 18 credits, and 1 semester during which the student will write the master’s thesis. The requirements of scholarly are as follows:

- 6 seminar credits;
- At least 6 credits within the Graduate Studies Course Program;
- A maximum of 6 credits of courses in common with the undergraduate level and tutorials;
- Comprehensive exam (6 credits) explained in the next paragraph.
Exams

The student must follow the course program and take part in research seminars. In addition to written or oral exams for each of the courses in the program, students are required to pass, at the end of their coursework, an oral Candidacy exam of one hour before a committee of two members of the Faculty. This Comprehensive exam consists of nine important subjects in theology, structured as follows:

- 3 subjects in relation to theological questions studied at the undergraduate level and researched in more detail at the graduate level;
- 3 subjects in relation to theological questions studied at the graduate level;
- 3 subjects in relation to the thesis research domain.

Thesis

Students must also, with the agreement of the Dean of the Faculty, ask a member of the Faculty to advise them on a chosen thesis topic. This thesis must have at least 50 pages. It must demonstrate the student’s ability to carry out theological work and a good knowledge of the scientific research areas on the chosen thesis topic. The thesis must be handed in within 2 years, at the latest, after having completed courses and examinations. It will be submitted to a jury of at least two members appointed by the Faculty.

Requirements

To graduate, the candidate must:

- Maintain an average of not less than B- for all courses and seminars, having obtained a grade of at least C- for each course or seminar.
- Obtain a mark of at least B- on the special examination.
- Obtain a grade of at least B for the thesis.

Any student who fails an exam can retake the exam only once; if he/she fails a total of 6 credits, then he/she fails the entire program.

MASTER OF ARTS (M.A.Th.) AND LICENCE IN THEOLOGY

Conditions for Admission

Masters of Arts in Theology (M.A. Th.)

To be admitted to the M.A. Th. Program, applicants must have:

- A Bachelor’s degree in Theology (B.Th.), or studies judged equivalent, with a minimum average of B+ (77%);
- A perfect command of French or English and a working knowledge (reading and listening) of the other language (English or French).
Licence in Theology (ecclesiastical degree)

To be admitted to the Licence in Theology Program, applicants must have:

- A canonical degree in Theology (S.T.B. or civil B.Th. + philosophy training equivalent to two years full-time), with a minimum average B+ (77%);
- A perfect command of French or English and a working knowledge (reading and listening) of the other language (English or French);
- A knowledge of Latin and Greek.

The possibility of admitting an applicant who does not have any previous knowledge of the required languages and who cannot acquire one before the beginning of the Master program will be evaluated on an individual basis at the time of admission.

Coursework

The Master of Arts in Theology (M.A.Th.) program consists of 36 credits and is normally completed full-time over the course of 2 years of 2 sessions each. The requirements of scholarly are as follows:

- 12 credits in seminars (one per semester);
- At least 10 credits from the Graduate Studies Course Program;
- A maximum of 8 credits of courses in common with the undergraduate level;
- Comprehensive exam of 6 credits, detailed below.

Elective Courses

For the students interested in learning more about different theological milieus and to enroll in a special course or to take part in research seminars that relate directly to their thesis, the Faculty can recognize a maximum of 6 credits obtained at another Faculty of Theology. In this case, the student must consult the Dean beforehand concerning this option.

Exams

The students must follow the course program and take part in research seminars. In addition to written or oral exams for each of the courses in the program, the students are required to pass an oral Candidacy exam of 1 hour before a committee of 2 members of the Faculty. This Comprehensive exam consists of 9 important subjects in theology structured as follows:

- 3 subjects in relation to theological questions studied at the undergraduate level and further researched at the graduate level;
- 3 subjects in relation to theological questions studied at the graduate level;
- 3 subjects in relation to the thesis research domain.
Thesis

Having completed their courses and examinations, students in accordance with the Dean of the Faculty must ask a member of the Faculty to advise them on a chosen thesis topic. This thesis must have at least 100 pages and not more than 150 pages. It must demonstrate the student’s ability to carry out serious theological work on the chosen thesis topic of Theology. The M.A.Th. thesis resembles doctoral research in its aim to be original. The thesis must be completed within 3 years, at the latest, after having completed scholarship. It will be submitted to a jury of at least two members appointed by the Dean of the Faculty. During the writing of the thesis, student must be registered for the three semesters of the academic year.

Requirements

To graduate, the candidate must:

- Maintain an average of not less than B- for all courses and seminars, having obtained a grade of at least C- for each course or seminar.
- Obtain a mark of at least B- on the special examination.
- Obtain a grade of at least B for the thesis.

Any student who fails an exam can retake the exam only once; if he/she fails a total of 6 credits, then he/she fails the entire program.

THESIS

Choosing a Thesis Topic and Advisor

M.Th. or M.A.Th. candidates must, in accordance with the Dean of the Faculty and before October 15 of the first year choose a thesis topic and a thesis advisor, fill the form and submit it to the Dean.

The Advisor’s Role

The thesis advisor will accompany the candidate:

- In delineating the thesis topic;
- In researching the thesis bibliography;
- In overseeing the elaboration of the thesis.

Progress Report and Research Proposal – Master’s Thesis

During the three months following the end of the first academic year (M.Th.) or the beginning of the second year (M.A. Th.), students enrolled in the master program will complete the Progress Report and Research Proposal form for the Master’s Thesis. The report form is handed out at the beginning of the academic year along with the Student’s Manual: Graduate Studies. If need be, an electronic version of the form can be requested by contacting academic services (room 309).
Deadlines

The M.Th. thesis must be submitted no later than 2 years after completion of courses, and the M.A.Th. thesis no later than 3 years. Two copies of this thesis must be deposited binded or in ringed binder in room 309.

Thesis Evaluation

The thesis presented by the candidate is submitted to a jury of at least 2 members designated by the Dean. To be accepted, the M.Th. and M.A. Th. thesis must receive a mark of at least C. Once the required corrections are made (and only those), the candidate will submit one final hard copy version of his/her thesis and one copy on a USB key to the academic secretary, room 309.
CIVIL DOCTORATE (Ph.D.)

Conditions for Admission

To be admitted to the Ph.D. program (civil degree), applicants must have:

- A Masters of Arts in Theology (M.A.) or studies deemed equivalent with a minimum average of A- (80%);
- A perfect command of French or English and a working knowledge (reading and listening) of the other language; a working knowledge of another modern language is also required if the research subject requires it;
- A working knowledge of one or more of the ancient languages (Latin, Greek, Hebrew) necessary for the development of the research subject and the study of the documentary source required for the research;

The possibility of admitting an applicant who does not have any previous knowledge of these languages and who cannot acquire one before the beginning of the Ph.D. program will be evaluated on an individual basis at the time of admission.

CANONICAL DOCTORATE

Conditions for admission are the same as for the civil doctorate degree, plus the following conditions:

- To hold a canonical license (S.T.L or L.Th.) (including the requirement to have a philosophy degree equivalent to two years full-time);
- To have a knowledge of the ancient languages: Latin, Greek and Hebrew.

Coursework

The doctoral program in Theology (Ph.D.) requires a residency of at least 2 years of 3 semesters and the coursework consisting of 3 seminars. During the first year, students must complete:

- Two research seminars among which, as far as possible, one in the field of specialization of the student;
- The methodological seminar for doctorate (DTHY 6080) that continues for two semesters (Fall and Winter).

Comprehensive Examination

At the end of the coursework, students must successfully pass an oral comprehensive exam of two hours and a half on 9 topics related to the thesis and the research seminars. Those questions must be approved by the Faculty.
It is a real qualification exam in which the student must show clear abilities for research and also a level of thinking and analysis proper to the doctorate.

On each question, the candidate can write a one-page sketch that will be used as a reminder during the exam. Submitted to the Dean a week before the exam, the sketches are given to the professors and then returned to the candidate at the beginning of the exam.

The jury is composed of five professors of the Faculty. The passing mark must be at least B-.

**Thesis**

After satisfying the requirements of coursework, the students must, in accordance with the Dean of the Faculty, ask a member of the Faculty to advise them on a chosen thesis topic. This thesis must have a maximum of 300 pages and be a substantial scholarly work showing mastery of a specific field and making an original contribution to theological science. The canonical degree also requires at least the partial publication of the thesis.

**THESIS**

**Choosing a Thesis Topic and Advisor**

In accordance with the Dean, the doctoral candidates in Theology (Ph.D) must, in the first year of their inscription, choose a thesis topic and a thesis advisor, fill the form (room 309) and submit it to the Dean.

**The Advisor’s Role**

The thesis advisor must accompany the candidates:

- In delineating the thesis topic;
- In the assimilation of the latest research on this topic;
- In overseeing research method, approach, and thesis’ process;
- In finalizing methodology;
- In overseeing the elaboration of the thesis.

**Research Proposal – Doctoral Thesis**

During the three months following the end of the coursework or, at the latest, at the comprehensive examination, students enrolled in the doctoral programme will complete the Research Proposal form for the Doctoral Thesis. The form is handed out at the beginning of the academic year along with the Student’s Practical Guidebook: Graduate Studies. If need be, an electronic version of the form can be requested by contacting academic services (room 309).

Once the writing of the thesis has begun, all the students of the program will be required to attend three times every academic year a meeting with the dean and the professors who advise them. The purpose of such a meeting is: 1- to present the evolution of their research project
and to answer the questions of the professors and their fellow students; 2- to submit a chapter or part of a chapter of the thesis. The dates of these meetings will be communicated through email and will take place in the end of December, April and September. The meetings are mandatory.

**Thesis Evaluation and Oral Defence**

The thesis must be defended within 7 years following the first registration. **Five copies of this thesis must be deposited, binded or in a ringed binder** to the office 309. These copies are considered property of the College. The thesis can be written in French or English.

The doctoral thesis (Ph.D) is defended before a jury of four members (civil degree) or five (canonical degree) designated by the Dean of the Faculty. The jury members have three months to submit their evaluation. If the thesis receives favorable evaluations, the Dean convenes the doctoral candidate and the jury members for the final oral defence of the thesis.

The defence lasts 2 hours and a half and is done in the following way: The candidate presents his/her thesis and each member of the jury discusses the thesis with the candidate for half an hour.

Once the required corrections and changes are made (and only those), **the candidate will submit one final hard copy version of his/her thesis and one copy on a USB key** to the coordinator of university affairs, room 309.

**CONDITIONS FOR FURTHER STUDIES AND GRADUATION**

To be able to stay in the program, the candidate must:

- Maintain an average of not less than B- at the end of the three seminars (having obtained for each seminar a grade of at least C-).
- Get a grade of at least B- on the doctoral examination.
- Submit a thesis proposal no later than the end of the first year.

To obtain a diploma, the candidate must also:

- Defend his/her thesis successfully (at least a grade of B) during a thesis defence, preceded by an authorization to submit and a jury evaluation of five professors, including one external to the DUC.
- Publish, at least partially, his/her thesis (required only for the canonical doctorate).
4. **ADMINISTRATIVE SERVICES**

**The Dean**

The Dean is available during regular office hours or by appointment.

Any changes in course selection, topics for papers and dissertation, type of degree, full-time/part-time registration and extension periods for papers/dissertations or exams must be authorized by the Dean. Requests for these changes must be submitted in writing to the Assistant Registrar (room 310).

**The Professors**

Professors are more than willing to meet students and support them during their studies. However, professors request that appointments be made in order to better plan the work and use of time.
Administrative Officers

In order to ensure a smooth running of the administrative services, please note the following distribution of responsibilities:

Assistant Registrar – (room 310)

• Modifications to the student’s academic files
• Transcript, diploma and attestation
• Financial aid
  (OSAP, Prêts et bourses Québec, Foundation Bursary, OGS, SSRHC)
• Income tax declaration (T2202A and transcripts)
• Student Card
• Change of program, course registration and modification
• Complaints (Sexual violence and harassment policy)
• Submission of papers and dissertations
• Dominicus

Coordinator – University and Administrative Services – (room 309)

• Submission of exam selection forms
• Codes and payments for photocopies
• Information on courses (timetables, credits, rooms)
• Room reservations
• Locker allocation
• Course evaluation
• Submission of masters dissertation
• Submission of doctorate thesis

Vice-President, Finance and Administration – (room 303)

• Payment of tuition fees
Library

The opening hours of the library are the following:

- Monday to Thursday 8:00 a.m. – 8:30 p.m.
- Friday 8:00am – 4:00pm
- Saturday and Sunday Closed

Students must obey the library’s rules regarding the use and borrowing of books and periodicals, the reserving of work stations, and the use of computers and copiers.

Whenever students directly take a book or a periodical from a shelf, they must place a cardboard (called “phantom”) indicating the number of the work station, where the book or the periodical is being used. When use is over, students will need to put the book or the periodical on the borrowing counter, at the Library’s entrance.
5. **DEADLINES**

**General Information**

**Deadlines**

The students will bring back their filled and signed inscription form at the deadline date. Lateness will not be tolerated. A **fine of $5.00/day** will be charged until the form is in.

**Incomplete file**

If students receive an incomplete mark (DFR), they will remain at their status as students. They will accordingly pay the fees relative to this status until they obtain a final mark completing the program for which they have enrolled.

**Unauthorized absence**

If students, after having abandoned their studies and without having applied for a leave of absence form and receiving the authorization for it, wish to reactivate their academic file, will have to pay a monetary penalty equivalent to three semesters of full-time studies.

**Registration and Student Records**

The academic year for graduate studies is divided into three **terms** (Fall, Winter and Summer). **Students have to be registered for each term during their programme of studies.**

**Students are responsible for maintaining their student record in order.** All forms and thesis proposals must be delivered to the Assistant Registrar (room 310). Students must have paid their fees in order to be allowed to attend classes and to consult a thesis director.

**Students must complete their program according to the Program Sequence/Timeframe. Full fees are payable until completion, submission and successful defence of thesis.**
Fall Session (September – December 2019)

Registration
September 3
Registration deadline: September 17
* Late fees: $5.00 per working day as of September 16

Change in Course Selection
Deadline for changes in course selection: September 23

Tuition Fees
Tuition fees payment deadline: September 30
* Late fees: $100.00 + $5.00 per working day as of October 1st

Deadline for Authorized Withdrawal
October 8 – without mention of failure

Choice of Thesis Topic and Advisor
Deadline: October 15
Submit the subject of thesis and name of Director.
Form available in room 309. Submission of appropriate form to the Dean.

Pre-registration for the seminars and courses of the Winter Session
Deadline: December 3
Winter Session (January – April 2020)

Beginning of Term
January 6

Registration
Registration deadline: January 15
* Late fees: $5.00 per working day as of January 16

Change in course selection
Deadline for changes to course selection: January 21

Tuition Fees
Tuition fees payment deadline: January 31
* Late fees: $100.00 + $5.00 per working day as of February 1st

Deadline for Authorized Withdrawal
February 15 – without mention of failure

Candidacy Exam Questions
Deadline: March 17
Submit a list of 9 chosen subjects for the Candidacy exam in M.Th. or M.A.Th.