The Graduate Handbook

Department of Political Science

UNIVERSITY OF GUELPH

2016 – 2017
Welcome

Welcome to the Department of Political Science, and the Masters and PhD degree programs. Since the MA program was established in 1968, more than 200 individuals have been granted a MA degree. The PhD program was established in 2009 and offers a quality program with a high degree of individual attention for all incoming students. In offering you a position in either the MA or PhD program, the Department is confident that you have the aptitude, skills, and ambition to succeed, and we will make every effort to support you in your journey through the program. Your success depends on your efforts.

This Handbook is intended to assist you in orienting yourself within the Department and in planning your route through the MA or PhD programs. It further details the general policies and procedures presented in the Calendar of the Faculty of Graduate Studies, University of Guelph, and, in some instances, presents additional departmental policies authorized by the Graduate Calendar. It also offers informal tips and strategies to complete the program in a timely manner.

The “Who's Who” of the Graduate Student Program

Graduate Program Assistant: The Graduate Program Assistant is the daily link between students and the Department. S/he can advise on most technical issues relating to matters such as course additions and deletions, deadlines, leaves of absence – almost anything you might need to know.

Graduate Coordinator: The Graduate Coordinator is the academic head of the graduate program. S/he is responsible for approving your course selections for each semester and can give permission to substitute courses if appropriate. The Coordinator approves Advisory Committees and, after students obtain approval from each of their Committee members for their Thesis proposals or Major Research Paper proposals, the Graduate Coordinator ultimately approves these documents. The Graduate Coordinator also is responsible for organizing MA and PhD Thesis defences.

Graduate Committee: The Graduate Committee consists of the Coordinator and a minimum of two other faculty members, as well as a Graduate Student Representative (see below). The Committee considers course changes and changes to the structure of the program. The Committee also decides on admissions and award nominations, but the Student Representative does not participate in those deliberations. Students should feel free to approach any member of the Graduate Committee for advice.

Graduate Representative: The Graduate Representative is elected in the fall by the graduate students in an online election. The Graduate Representative attends and votes at all meetings of the Graduate Committee, except for meetings or portions of meetings in which specific graduate students are discussed. If asked to do so by a student/s, the Graduate Student Representative also acts as spokesperson in the case of student grievances or student-professor conflicts. This participation could include written inputs to the Graduate Committee at the time of the student progress review at the end of the semester. Note: This is an independent position separate from the graduate students’ representative to the Board of Directors of Graduate Studies. More information on these distinctions is available at the website:

https://www.uoguelph.ca/registrar/calendars/graduate/2014-2015/adminfac/index.shtml

The Department Chair: The Department Chair is the head of both the academic and administrative
units of the Department. S/he has ultimate responsibility for the Graduate Program and for ensuring that the program conforms to the rules established by the University Senate.

**The Dean of Graduate Studies:** Like a Chair, the Dean of Graduate Studies has many responsibilities. Most importantly, it is the Dean’s duty to ensure the fair application of the rules and procedures of the university relating to graduate students. The rules for appealing decisions to the Dean of Graduate Studies can be found at:

https://www.uoguelph.ca/registrar/calendars/graduate/2014-2015/genreg/genreg-aod.shtml

**When You Arrive**

**Registration**

When you arrive, you should report to the Graduate Program Assistant and the Department’s Graduate Coordinator who will assist you with your first semester registration. Registration is completed online through WebAdvisor or, in case you are taking a reading course or a course which requires the instructor’s written consent, with a paper add form that is available from the Graduate Program Assistant. Please check the online schedule of dates to see when registration and payment of fees are required:

https://www.uoguelph.ca/registrar/studentfinance/deadlines

When registering on WebAdvisor, you must enter the following code each semester to activate your registration: UNIV 7510 Active Full-time Registration (scroll around in WebAdvisor for an open section and enter that number too, for example: UNIV 7510, 04). You must register for at least one course each semester; if you have completed your courses, you must register for UNIV 7500 Thesis/Research Writing or POLS 6970 Major Research Paper.

Both MAs and PhDs who are researching/writing a Thesis must register for UNIV 7500. You are allowed to register your courses until the end of the “add” period. Please note the last date to do so (on the web). After the add period ends, you will need to complete a paper add form:

https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate_course_waiver_request.html

This add form requires signatures from the student, the course instructor, and the Graduate Coordinator. Forward this add form to the Graduate Program Assistant for processing.

**Tuition**

After you have completed your registration, you will be able to view your account on WebAdvisor. Also refer to the Student Financial Services site re: payment and registration deadlines. If you would like to use your Graduate Teaching Assistantship salary to pay your tuition, you must complete the “Authorization for Settlement” form and submit it to Student Financial Services.

There are several options for payment – debit, certified cheque, money order, internet/telephone banking, wire transfer, and the graduate settlement option in WebAdvisor. Personal checks and cash will not be accepted. For more information, see:
If you select the graduate settlement option, the Graduate Program Assistant will process your settlement:

https://www.uoguelph.ca/registrar/studentfinance/fees/payment_afs

A portion of your GTA/GRA salary will be deducted to pay your tuition every two weeks (each pay period). When your tuition is paid, any balance will be directly deposited to your account.

Please note that if your funding letter guarantees GTAships for a specific period (i.e. fall and winter semesters of your first year in the program), these GTAships can be waived but not deferred to another semester.

The Department of Political Science’s MA Programs

MA students in the Department of Political Science at the University of Guelph are accepted into one of the following three programs:

1) General MA in Political Science
2) The Collaborative MA Program in International Development Studies (CIDS/IDEV)
3) The Guelph McMaster Collaborative MA Program in Public Policy and Public Administration (The GM Program)

Each of these MA programs has separate course requirements:

https://www.uoguelph.ca/registrar/calendars/graduate/current/gradprog/pols-ma.shtml

What’s the difference between the collaborative programs and the general program?

The CIDS/IDEV program is interdisciplinary. It requires you to take courses in other departments at Guelph. There are other graduate students pursuing the CIDS/IDEV program in other departments. Their “home department” may be any one of the following: Agricultural Economics and Business (OAC), Economics, Geography, Rural Planning and Development, Sociology and Anthropology. If you are a CIDS student, you will be meeting your CIDS peers from other departments early in September.

The GM program allows you to take courses at McMaster. At least one of the seminars is attended by all students enrolled in this program from both campuses.

As a General MA student, you can still take courses in other departments at Guelph. The Department participates in the work of the School of Environmental Design and Rural Development, the Centre for International Programs, the Criminology and Criminal Justice Policy (CCJP) MA, and other programs in the University which are of an interdisciplinary nature. If you are interested in pursuing a course outside of the Department of Political Science, you should discuss this matter with the Graduate Coordinator upon arrival.
Program Planning:

The First Semester
Planning your program is your most important responsibility at the outset of the program. You will want to tailor your courses to meet the program requirements and your own interests. You will find a detailed account of program requirements and available courses in the graduate calendar, available at:

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/gradprog/pols.shtml

All students should take three courses plus the pro-seminar in their first semester. This will give you the flexibility of choosing between the Thesis option and the Major Research Paper option (CIDS/IDEV and General program students) and allow you to complete your degree in three semesters.

Please note that you will be required to take POLS 3650 (Quantitative Data Analysis) if you have not completed an equivalent course during your undergraduate degree.

It is natural to experience a marked increase in course responsibilities (both reading and assignments) in graduate courses. Do not be alarmed if you initially feel overwhelmed. You can draw upon many campus resources as well as your professors for advice on how to manage your schedule. The course load for each semester is designed so that you can balance your academic responsibilities, your teaching assistant responsibilities and your other interests.

General MA Course Requirements
The streams in the MA program allow students the flexibility to pursue a variety of interests in Political Science and tailor their program to suit their future academic and/or career goals. Students may choose to write a Thesis or Major Research Paper.

General MA Thesis Option
If you are writing a Thesis, you are required to complete: Pro-seminar, 5 graduate courses, thesis (2.75 credits). In order to do this, you must register under six course codes:

- POLS 6900 Pro-seminar
- POLS 6940 Qualitative Research Design and Methods
- POLS 6000 Comparative Approaches to Political Science.
- THREE elective Political Science Courses

General MA Major Research Paper Option
If you are writing a Major Research Paper, you are required to complete: Pro-seminar, Major Research Paper, 6 graduate courses (4.25 credits). In order to meet these requirements, you must register under eight course codes:

- POLS 6900 Pro-seminar
- POLS 6940 Qualitative Research Design and Methods
- POLS 6000 Comparative Approaches to Political Science.
- FOUR elective Political Science courses (See the Course Schedule for the specific semester)
**CIDS/IDEV Thesis Option**

If you are writing a Thesis, you are required to complete: *Pro-seminar, Thesis, 2 Political Science grad courses, all CIDS/IDEV requirements (4 graduate courses), (3.25 credits). Occasionally, CIDS Graduate Coordinator will waive a course and its credit.*

In order to meet these requirements, you must register for the following:

- **POLS 6900** Pro-seminar:
- **POLS 6940** Qualitative Research Design and Methods.
- **POLS 6730** The Politics of Development and Underdevelopment
- **IDEV 6100** International Development Studies Seminar.
- **One of the following:**
  - SOC/ANTH 6460 Gender and Development
  - SOC/ANTH 6270 Diversity and Social Equality
  - SOC/ANTH 6420 Global Agro-Food Systems, Communities and Rural Change
  - SOC/ANTH 6480 Work, Gender and Change in a Global Context
  - CDE 6420 Communication for Social and Environmental Change
  - SOC 6520 Social Movements and Collective Action
- **One of the following:**
  - GEOG 6340 Human-Environment Relations
  - GEOG 6400 Urbanization and Development
  - GEOG 6450 Development Geography
  - EDRD 6050 Farming Systems Analysis and Development
  - RPD 6291 Rural Development Administration
- **One of the following:**
  - ECON 6370 Economic Development in Historical Perspective
  - FARE 6600 Food Security and the Economics of Agri Food Systems in Developing Countries
  - ECON 6350 Economic Development

**CIDS/IDEV Major Research Paper Option**

If you are writing a Major Research Paper, you are required to complete: *Pro-seminar, Major Research Paper, 3 Political Science grad courses, all CIDS requirements (4 courses), (4.75 credits).*

To meet these requirements you must register for the following:

- **POLS 6900** Pro-seminar:
- **POLS 6940** Qualitative Research Design and Methods
- **POLS 6730** The Politics of Development and Underdevelopment
- **IDEV 6100** International Development Studies Seminar
- **One Political Science elective (See Schedule)**
- **One of the following:**
  - SOC/ANTH 6460 Gender and Development
  - SOC/ANTH 6270 Diversity and Social Equality
  - SOC/ANTH 6420 Global Agro-Food Systems, Communities and Rural Change
  - SOC/ANTH 6480 Work, Gender and Change in a Global Context
  - CDE 6420 Communication for Social and Environmental Change
  - SOC 6520 Social Movements and Collective Action
- **One of the following:**
  - GEOG*6340 Human-Environment Relations
  - GEOG 6400 Urbanization and Development
  - GEOG 6450 Development Geography
• EDRD*6050 Farming Systems Analysis and Development
• RPD*6291 Rural Development Administration

• One of the following:
  o ECON 6370 Economic Development in Historical Perspective
  o FARE 6600 Food Security and the Economics of Agri Food Systems in Developing Countries

ECON 6350 Economic Development

**Guelph McMaster Collaborative MA Program, Major Research Paper Option**

This stream provides students with the opportunity to draw upon the public policy and public administration resources in the Political Science departments at Guelph and at McMaster.

You are required to complete: *Pro-seminar, Major Research Paper, 4 core courses, 2 specialized electives (4.25 credits)*. In order to do this, you must register under eight course codes:

• POLS 6900 Pro-seminar
• MCM*7940 Public Policy and Administration Research Seminar
• One of the following methodology courses:
  o POLS 6940 Qualitative Research Design and Methods
  o MCM 7960 Research Design and Methods

• One of the following policy courses:
  o POLS 6630 Approaches to Public Policy
  o MCM 7830 Comparative Public Policy

• One of the following management courses:
  o POLS 6640 Canadian Public Administration: Public Sector Management
  o MCM 7850 Public Sector Management

• TWO elective courses offered in Political Science at Guelph or McMaster

**Other MA Information (all streams)**

**Political Science Electives:**

• A graduate course in Political Science; or
• A graduate course in another department, with the permission of the Graduate Coordinator; or
• A senior undergraduate course in Political Science, with the approval of the instructor and the Graduate Coordinator. The course requirements must be adjusted to meet the standards of a Graduate course. This course is taken as POLS 6950: Specialized Topics in Political Studies (see below).

All of the detailed regulations governing our program are on-line. Please read them at:

[https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/gradprog/pols.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/gradprog/pols.shtml)

**Directed Reading Courses**

Graduate students can take a directed reading course. The student should expect a course load equivalent to other graduate classes. The restrictions and procedures for submitting a reading course request are:
• **Restrictions:** Students may not request reading courses that are similar in content and/or purpose to existing courses. Students may not request reading courses that are directly related to topics that are central to their Thesis or Major Research Paper.

• **Procedures:** Students must find a professor to create and offer a reading course. The student then creates, with guidance from the professor, a detailed course outline. This outline must specify readings, grading criteria, deadlines for submission of work, and a schedule of meetings. The student must complete a reading course request form (signed by the professor). The student then submits the form and course outline to the Graduate Committee for approval. Note: if your Advisor is your reading course instructor an outside reader is also required to review your final submission.

**Leave of Absence**

If you decide to take some time off from the program, you must submit a Leave of Absence form. This is subject to Department review and recommendation. The Leave of Absence must be for a specified period of time (not exceeding one year) and be approved by the office of Graduate Studies. During a Leave of Absence, it is understood that you will not use any University resources, either personal or physical. You cannot work with your Advisory Committee during your Leave. You also are ineligible to apply for any GTAships during a Leave of Absence.

**Withdrawal**

If you withdraw from the program, you must complete a Withdrawal Notice form. In this instance, the approving Department officer will be the Graduate Coordinator.

All Graduate Program Services forms are available at: 
https://www.uoguelph.ca/graduatestudies/forms

**Program Planning - Second Semester & Beyond**

**Selecting your Advisor & Advisory Committee**

Students need to select a research advisor in the second semester, preferably by the end of February. You will likely have met most professors by this time, and have had some of them as instructors in your fall term courses. Talk to the Graduate Coordinator, other students and professors in order to narrow down a list of professors with whom you think you might want to work. The more precise idea you have of your research topic, the better you will be able to select a professor with interests close to your own. The Graduate Committee suggests that you provide a potential Advisor with a copy of the literature review related to your research question that you completed in POLS 6940.

It is your responsibility to approach a possible Advisor and ask him or her whether they will accept you as a student. If your Advisor has not yet been appointed to the Graduate Faculty, you will need a Co-Advisor who is a member of the Political Science Graduate Faculty.

You and your advisor must then discuss additional member/s of your Advisory Committee, who must also agree to serve. Your Committee members should possess experience in the fields encompassing your study area.
If you have chosen the Thesis option you will need two other Committee members. You can and are encouraged to consider faculty members from other departments for your Committee.

If you have chosen the Major Research Paper option, you need one other Committee member to act as a second reader.

Committee members are an invaluable resource. Consult the Political Science web site for a list of Political Science faculty:

http://www.uoguelph.ca/polisci/faculty-index

Consult the Graduate Calendar for the names of appropriate Committee members from other departments.

You can download the Advisory form and Graduate Degree program form from the Grad Studies forms site. These forms need to be signed by your advisor, your co-advisor (if applicable), the Graduate Coordinator, and yourself. Once everyone has signed, you can submit these forms to the Graduate Program Assistant in Political Science and your Committee is established. If you need to revise your Committee at a later date, you can submit an updated Advisory and Graduate Degree program form.

**Thesis or Major Research Paper: How to Choose?**

Whether to write a Major Research Paper or a Thesis depends on a variety of factors, in particular your personal preference; your interest in a specific topic; your ability to research and write long term projects; and your time and finances. Both the Major Research Paper and the Thesis will give you the experience of in-depth research and the writing of a lengthy paper. As a Thesis is longer and requires original work, it may give you more of a taste of what it is like to write a PhD Thesis and therefore help you decide whether you want to apply to a PhD program. The fieldwork for CIDS/IDEV students choosing the Thesis option may involve foreign travel. As a result it may increase the length of the program and the total costs. The decision to do a Thesis should be reached by the student in close consultation with his or her Advisory Committee, and in all cases the decision must be approved by the Graduate Coordinator.

You may switch from a MRP to a thesis or vice versa by submitting an Application to Transfer form at Enrolment Services, Third Floor, University Centre. You will also be required to pay the accompanying $35.00 fee:

https://www.uoguelph.ca/graduestudies/sites/uoguelph.ca.graduestudies/files/program_study_transfer.pdf

**MA Plan of Study**

When you have formed your Advisory Committee, you must fill out the Advisory Committee Form and the Graduate Degree Program Form (a list of the courses you have completed for your program). Submit a written copy of this form to the Graduate Program Assistant in Political Science. It must be signed by your Advisor, the Graduate Coordinator, and yourself. When all signatures are present, a copy of this form is put in your department file and the original is sent to the office of Graduate Studies. It is strongly recommended that you complete these forms by the end of February of your second semester. You will not be able to register for your third semester until these forms are submitted to the office of Graduate Studies.

All students must meet with their Committee at least once per semester. However, students are encouraged to see their Advisor more frequently. While the Department’s Graduate Committee and, ultimately, the Department Chair are responsible for monitoring your program and progress, the day-to-day responsibility is
delegated to you, your Advisor and Advisory Committee. The Advisory Committee has the major responsibility for assessing your needs and for helping you develop your program and your timetable.

At a more formal level, your Committee reviews your progress and performance at the conclusion of each semester and reports to the Department Graduate Committee which, in turn, reports to the Department. You will receive a copy of the progress report and a report of any recommendations made by your Advisory Committee, the Graduate Committee, or the Department.

As you proceed through your program, there may be compelling reasons for you to reconstitute your Committee or to make changes to your program. You may do so but you should not request changes without giving careful thought to their overall implications for completing your degree on schedule. Any changes in your program should be made in close consultation with your Advisory Committee. The proposed changes are then submitted to the Graduate Coordinator for further disposition. A revised Advisory Committee/Degree Program form must be completed and signed by your Advisor and the Graduate Coordinator. The Graduate Program Assistant requires a copy and will send the original form to the office of Graduate Studies.

**Ethics**

Ethical clearance must be obtained *before* conducting any research involving human participants. Generally speaking, this requirement applies to any project which involves gathering personal information from the subjects of study. Students should consult with their Advisor on whether ethics clearance is necessary for their research project. The ethics guidelines can be found at:

http://www.uoguelph.ca/research/services-divisions/ethics

Effective September 1, 2016, all students are required to undergo “CORE” (Course on Research Ethics) training prior to engaging in research involving human participants. CORE is offered free online by the Tri-Council’s Panel on Research Ethics. This self-guided course normally takes 2 to 3 hours to complete.

**Requirements: MA Thesis**

**Registration** – Each semester that you are working on your thesis, you must register in UNIV 7500 Thesis and Research/Writing. Do not register in this course code until your other courses are completed.

**Length** - The final Thesis should be no longer than 20,000 words of text.

**Oral Defence** - You will be required to present your Thesis and address questions at an Oral Defence Examination. In attendance at your defence will be members of the Examination Committee, which normally consists of three or four members appointed by the Department Graduate Coordinator. Your Thesis defence is open to the public and the date and time is posted in the Department and on the Department website.

The procedures for submitting your Thesis can be found in the Graduate Calendar, as well as online at:

https://www.uoguelph.ca/graduatestudies/current/completion/submission_checklist

**MA Thesis Defence Guidelines**

The MA thesis oral defence is normally 1.5 hours in duration. The procedure for conducting the defence is as follows.
Introduction (5 minutes)

- The Chair calls the defence to order, and welcomes all in attendance.
- The Chair introduces the student.
- The Chair introduces the Examination Committee in the order of:
  - The External Examiner
  - Faculty member(s) from Political Science
  - The Supervisor
- The Chair outlines the procedure for the defence.

Thesis Presentation (10-15 minutes)

In a maximum of 15 minutes, the candidate summarizes the thesis’ major objectives, content, results, and conclusions.

Questioning (50 minutes)

- The Chair invites the examiners to pose their questions. Comments and discussion not directly related to the questions must be saved for the post-defence meeting of the examiners. The Chair does not normally ask questions.
- The time allotment for each Examiner within each round will be determined by the Chair before the defense and will be defined largely by the number of examiners.
- The order of questioning is:
  - The External Examiner
  - Faculty member(s) from Political Science
  - The Supervisor
- There is a second round of questioning, though individual examiners may choose not to pursue a second round.
- If necessary or if time allows, a supplementary round of questions is possible.
- After questioning is complete, the candidate has the opportunity to make a closing statement.
- The Chair excuses the candidate and any audience members, asking them to leave the room so that the committee can meet in private.

Deliberations (10 minutes)

- When the candidate has left, the Chair outlines the four options for a decision:
  1. **Pass** - The thesis is passed as submitted.
  2. **Pass with Revisions** - The thesis is passed on the condition that the candidate makes revisions, to the satisfaction of the Thesis Supervisor, or another as authorized by the Thesis Examination Committee.
  3. **Defer** - The Thesis Examination Committee defers a decision until the candidate makes substantial changes to the thesis. The candidate may be required to go through the thesis oral defence process a second time.
  4. **Fail** - The thesis is failed.

- The Chair asks a committee member to make a motion that the decision be: Pass, Pass with Revisions, Defer, or Fail.
- When the decision has been made, the Thesis Examination Committee discusses the nature of the required revisions to the thesis (if applicable), and how the candidate will complete them.
Informing the Student (5 minutes) - After the Thesis Examination Committee has made their decision and finished their discussion, the Chair:

- Invites the candidate back into the room.
- Informs the candidate of the committee’s decision.
- If the candidate passes, congratulates the student, and thanks the Thesis Examination Committee members.
- If necessary, tells the candidate of the thesis revisions required, and the plan for the candidate to complete them.
- If the candidate passes without revisions, asks the student to submit via the Atrium one PDF copy of the thesis in the final form, as soon as possible thereafter. Information can be found on the office of Graduate Studies website.
- If the candidate passes, ensures the Thesis Examination Committee signs the Approval/Signature form.
- Adjourns the thesis oral defence.

Requirements: Major Research Paper

Registration - Each semester that you are working on your MRP, you must register in POLS 6970 Major Paper. You are given a grade for this course. Do not register in this course code until your other courses are completed.

Length - The Major Research Paper should be no longer than 10,000 words of text.

Oral Defence - You will be required to orally defend your Major Research Paper. In attendance at your defence will be members of your Advisory Committee. Defence of your Major Research Paper is not open to the public.

Grading – After the defence, the paper will be graded by both members of your Committee. The two grades will be averaged.

How Do you Know When Your MA Thesis or Major Research Paper is Complete?

Your Advisory Committee (which includes your Advisor) determines whether your Major Research Paper or Thesis is ready for Oral Defence Examination. Based on the University of Guelph’s Graduate Calendar, your Advisory Committee is required to “thoroughly review and comment on drafts of written material,” and to “provide feedback to guide the student in satisfactory completion of the work.” Students should expect to submit at least two drafts of their Major Research Paper or Thesis to their entire Advisory Committee. However, it may take more than two drafts before your Thesis or Major Research Paper is ready for Oral Defence Examination.

Advisory Committee members are required to inform the student of the approximate time it will take for submitted written material to be returned with comments. If the expected time exceeds the normal two-week turnaround, for instance because of absence from campus or an unusually heavy workload, Advisory Committee members must “provide the student and the Advisor with an estimate of the time required,” as stipulated in the Graduate Calendar.

Students should “learn about all appropriate deadlines, dates and regulations associated with registration… and graduation requirements,” and are strongly encouraged to establish, as a goal, the completion of their
Major Research Paper or Thesis well in advance of the deadline date for submission of their Thesis or the grade for the Major Research Paper.

Students should carefully review the university’s policy on responsibilities of Advisors, Advisory Committees and graduate students at:

https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml

**Procedures for the Defense of the Major Research Paper**

1. The Examination Committee will consist of the student’s Advisor and second reader. The administration of the examination procedures is the responsibility of the Examination Committee.
2. The student is allowed approximately five minutes for an opening statement.
3. The second reader is then allowed 15-20 minutes to examine the candidate.
4. The Advisor shall then examine the student for 15-20 minutes.
5. Finally, the student will be given an opportunity to make a concluding statement.
6. In general, the examination period shall not last more than one hour.
7. After the student has left the examination room, the two examiners agree upon a grade. In the event that the two examiners cannot agree upon a grade, the average of the two grades shall be submitted as the final grade.
8. The final grade will be given to the Graduate Program Assistant who will record the grade and submit the grade to the office of Graduate Studies.

**The Finishing Touches To Your MA Program**

If you have written a Thesis, a set of forms provided by the office of Graduate Studies at the time of the final defence must be completed and filed with that office. In the case of a Major Research Paper, only a single form, Recommendation for Graduation, needs to be filed. This form is prepared by the office of Graduate Studies upon receiving a memorandum from the Department indicating that your work has been completed.

The Department Chair then signs this form and returns it to the office of Graduate Studies.

After you have successfully defended your Thesis, you must submit a hardbound copy to our Undergraduate Secretary for our archives. Additionally, you are required to submit an e-thesis to Graduate Studies. Please refer to these two links:

https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion

https://www.uoguelph.ca/graduatestudies/current/completion/submission_checklist

MRP students should email a PDF copy of their final MRP to the Graduate Program Assistant.

**Early Completion Rebate Application**

If completion of your work has been delayed by some unexpected event, you must pay tuition for the following semester. If you complete your requirements early in the semester you may qualify for a rebate. For more details, please refer to these links:

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/fees/fees-rof.shtml

You must complete an "Early Completion Rebate Application" form (available on the office of Graduate
Studies form site). The medical insurance premium is not refundable. The effective date of the rebate calculation is when all degree requirements are complete, including receipt of library clearance and submission of one e-copy of your Thesis to Graduate Program Services.

Students continuing a GTA/GRA/GSA appointment to the end of the semester or remaining in the Department in order to use library and department facilities will not qualify for a rebate. Similarly, students must remain registered in order to hold scholarships.

International students should obtain rebate information and the proper form from the International Student Advisor at the Centre for International Programs:

https://www.uoguelph.ca/cip/panel/cip-front-page

Application for Graduation

Once you have defended your Thesis or completed your Major Research Paper, you must file an Application for Graduation form available at:

https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/graduation_application%20a_0.pdf

Application Procedures for Convocation and Graduation are available at:

https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/GR_instruct_web_F16.pdf

and

https://www.uoguelph.ca/registrar/undergraduate/node/53

The Department of Political Science's PhD Program

PhD students in the Department of Political Science at the University of Guelph are accepted into one of two fields: Comparative Politics or Public Policy and Governance.

Students are required to major in one field and minor in the other. Each of these fields has the same course requirements.

Students must obtain a Major and Minor form from the Graduate Program Assistant in Political Science before the end of their second semester in the program. The student and Graduate Coordinator then sign and submit this form to the Graduate Program Assistant.

PhD Course Requirements

Students will be required to successfully complete a minimum of FIVE graduate courses:

- THREE graduate core courses (one in the student’s major field and one in his/her minor field)
  - POLS 6810: Core Seminar in Comparative Politics
Please consult your letter of admissions for any other course requirements.

Program Planning – The First Semester of the PhD

Doctoral students receive a minimum of $17,500 in guaranteed funding for a maximum of 12 semesters (four years) of full-time study. Doctoral students will receive an academic funding letter, outlining the terms of their funding from the Department Chair for that academic year (Fall, Winter and Summer semesters). If a student declines a GTA assigned to them for a specific semester, this funding cannot be deferred only waived.

Planning your program is your most important responsibility at the outset of the program. You will want to tailor your courses to meet the program requirements and your own interests. You will find a detailed account of program requirements and available courses in the graduate calendar, available at:

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/gradprog/sec_d0e24695.shtml

Incoming PhD students will be assigned an Interim Advisor before they arrive. You are strongly advised to meet with this faculty member during the first week of your first semester. The Interim Advisor may or may not become your Advisor for the remainder of your time in the PhD program but, in any case, will be available to provide you with guidance early in the program. Early in the first semester, in consultation with your (Interim) Advisor and the Graduate Committee, you should select your courses and plan your course work in preparation for the Qualifying Examinations and Thesis research.

In your first semester your minimum course load should be one core course and one elective. PhD students are required to successfully complete all courses during their first two semesters of full-time study. A decision to take a reduce course load should be discussed with the Graduate Coordinator.

Adding or Deleting Courses

After consultation with your Advisory Committee, or, in your first semester, the Graduate Coordinator, you can add or delete courses on WebAdvisor or by a paper drop form.

Directed Reading Courses

Graduate students can take directed reading courses in exceptional circumstances. Reading courses are equivalent in credits to other courses (.5 credits each). As such the student should expect a course load equivalent to other graduate classes. The restrictions and procedure for submitting a reading course request are as follows:

- **Restrictions:** Students may not request reading courses that are similar in content and/or purpose to existing courses. Students may not request reading courses that are directly related to topics that are central to their Thesis.

- **Procedures:** Students must find a professor to create and offer a reading course. The student then creates, with guidance from the professor, a detailed course outline. This outline must specify readings, grading criteria, deadlines for submission of work, and a schedule of meetings. The student must complete a
reading course request form and have it signed by the professor. The student should then submit the form and course outline to the Graduate Affairs Committee for approval. Note: if your Advisor is your reading course instructor an outside reader is also required to review your final submission.

**Leave of Absence**

If you decide to take some time off the program, you must submit a Leave of Absence form. This is subject to Departmental review and recommendation. The Leave of Absence must be for a specified period of time, cannot exceed one year, and must be approved by Graduate Program Services. You cannot work with your Advisory Committee during your Leave. You also are ineligible to apply for any GTAships during a Leave of Absence.

During a Leave of Absence, it is understood that you will not use University resources, either personnel or physical, in connection with your graduate studies.

**Withdrawal**

If you withdraw from the program, you must complete a Withdrawal Notice form. In this instance, the approving Department officer will be the Graduate Coordinator.

All Graduate Program Services forms are available at:
https://www.uoguelph.ca/graduatestudies/forms

**Program Planning – The Second Semester of the PhD Program**

**Selecting An Advisor**

All PhD students must complete their course requirements by the end of the second semester. During the second semester, students also need to select a Thesis Advisor. According to university regulations, Advisory Committee forms need to be completed and **submitted to Graduate Programs no later than the 10th week of the student's 2nd semester**. You will likely have met most professors by this time, and have had some of them as instructors in your fall term courses. Talk to the Graduate Coordinator, your Interim Advisor, other students and professors in order to narrow the list of professors with whom you think you might want to work. The more precise idea you have of your research topic, the better you will be able to select a professor with interests close to your own. It is your responsibility to approach a possible Advisor and ask him or her whether they will accept you as a student. If your Advisor has not yet been appointed to the Graduate Faculty, you will need a co-Advisor who is a member of the Political Science Graduate Faculty. If they agree, then the two of you discuss the additional member/s of your Advisory Committee, who must also agree to serve.

When you have formed your Committee, you must fill out the Advisory Committee and Graduate Degree Program forms. Submit these forms to the Graduate Program Assistant in Political Science.

**Advisory Committee**

Your Advisor should help you with the formation of your Advisory Committee. Your Committee members should also possess experience in the fields encompassing your study area. In addition to your Advisor, you will need two other Committee members. You can and are encouraged to consider faculty members from other departments for your Committee. Committee members can be an invaluable resource. Consult the Political Science website for a list of Political Science faculty:

http://www.uoguelph.ca/polisci/faculty-index

Consult other department websites at the University of Guelph for suitable Committee members. If you wish
to add Committee Members from other Universities, please have these faculty email their CV to the Graduate Program Assistant so that a Nomination to Graduate Faculty form can be prepared.

All students must meet with their Committee at least once per semester. However, students are encouraged to see their Advisor more frequently. While the Department’s Graduate Committee and, ultimately, the Department Chair are responsible for monitoring your program and progress, the day-to-day responsibility is delegated to you, your Advisor and Advisory Committee. The Advisory Committee has a responsibility to assess your needs and help you develop your program and your timetable. In addition, your Committee also provides counseling throughout the program.

As you proceed through your program, there may be compelling reasons for you to reconstitute your Committee or to make changes in your program. You may do so without prejudice, but you should not request changes without giving careful thought to their overall implications for completing your degree on schedule. Any changes in your program should be made in close consultation with your Advisory Committee. The proposed changes are then submitted to the Graduate Coordinator. A revised Advisory Committee/Degree Program form must be completed and signed by your Advisor and the Graduate Coordinator.

Program Planning – The Third Semester of the PhD Program

Upon completion of all course work, students must register in UNIV 7500 Thesis/Research Writing for each and every subsequent semester.

PhD Qualifying Examination

All PhD students must write their qualifying examination in the first summer of their program, as stated in the Graduate Calendar. The material for the exams will be derived from the two core courses all doctoral students take during the first year of their program (Public Policy and Governance and Comparative Politics). Doctoral students must successfully complete the two core courses prior to writing the qualifying examination. Both professors teaching these courses should provide a course outline and a supplementary reading list for their respective qualifying exams. Doctoral students are also required to orally defend their written exam for their Qualifying Exam Committee.

In accordance with the Graduate Calendar¹, the qualifying exam will be deemed a pass or a fail, and will be based upon three components:

1. the written component;
2. the oral examination; and
3. the Advisory Committee’s evaluation report.

Qualifying Exam Committee

There is one Qualifying Exam Committee per student. Each Committee will consist of five members:

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¹ Graduate Studies regulation on the Qualifying Examination can be found here: http://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-phd-qualexam.shtml
• one Committee chair, who is usually the Chair of the Department or the Grad Coordinator. This person cannot be on the doctoral student’s Advisory Committee and does not ask questions during the oral examination. The Chair’s primary role is to ensure the overall fairness of the exam process and questions
• two faculty members from the doctoral student’s Advisory Committee
• two faculty members not on the doctoral student’s Advisory Committee
• at least one member of the exam committee shall have an expertise in Comparative Politics and one person shall have expertise in Public Policy and Governance
• one member must be from outside the Political Science department. (If someone on the Advisory Committee is from outside the Department then this person satisfies the requirement of including an external examiner.)

It is the responsibility of the Graduate Coordinator to ensure that each exam committee is properly constituted. The Graduate Coordinator will inform each student of the committee’s membership.

**Timing of Qualifying Exams**
The Graduate Coordinator will determine the dates of the written exam, which will happen in August and the date of the oral exam, which will normally happen during Orientation Week in September. Students will receive written confirmation of all dates and deadlines from the Graduate Coordinator or Graduate Program Assistant. Normally, all PhD students will write the written component during the same time period and have their oral exam on the same day.

The written examination will be distributed in electronic format, and students must confirm with the Graduate Coordinator or Graduate Program Assistant that they have received a copy of the exam. Students are required to submit their answers in electronic format by the assigned time of the fifth day in the examination period. The Graduate Coordinator or the Graduate Program Assistant will confirm with the student that the examination has been received on time.

The timing of the qualifying examination may be altered if a student is granted an academic accommodation (see below). A student who does not write the qualifying examination in the first summer of their program without a formal accommodation (i.e. failing or incomplete core courses, taking leave of absence, failing to register) will write the qualifying examination at the next sitting of the examination (summer semester of the following year).

For scheduling purposes, students requiring accommodation (religious or accessibility) should contact the Graduate Coordinator early in the summer semester.

**Written Examination**
The written examination is a take home exam consisting of five essay questions. These questions will be based on materials covered in the two core courses.

The instructors teaching the two core courses will each provide five suggested questions to the Graduate Coordinator based on the course materials. The Graduate Coordinator will e-mail the pool of questions plus the course syllabi for the core courses to each examination committee. Each committee, led by the Chair of the Exam Committee, will be in charge of determining the final exam questions. The committee may alter or substitute any of the suggested questions in the pool. Each student will be given five questions --- three on their major area of study and two on their minor area. Each Chair will send the selected questions to the Graduate Coordinator and Graduate Program Assistant for formatting.

Students will have a maximum of five days to complete the questions (24 hours per question). The maximum word limit for response per question will be 1500 typed words (five – six pages), excluding references. The
examination must be double-spaced. All answers must be properly referenced (student may select the reference style).

The written exam must be completed on an individual basis. Student may not discuss questions and answers during the five day written exam period. Students may not share the written answers with any other student writing the qualifying examination prior to the end of the oral examination period. Any deviation from this policy will be considered a breach of academic integrity and will be reported to the Dean’s Office.

**Oral Examination**

In the oral examination, the Examination Committee will focus only on two exam questions. The student will not know which question(s) the examination will address until 24 hours before the oral exam takes place. The oral questions cannot go beyond the scope of the written exam questions.

The oral examination is normally 90 minutes in duration. Normally, there will be one round of questioning per question unless time permits.

The Chair invites the examiners to pose their questions. The Chair does not normally ask questions. The typical order of questioning is:

- The committee member who has expertise in field of the question being asked
- The external examiner
- The other committee member
- The supervisor

The oral examination will not be open to the public.

Students may bring a hard copy of their examination and any other relevant notes to the oral examination.

**Evaluation Report**

According to the Graduate Calendar, the Examination Committee’s final judgment must be based upon (1) the student’s knowledge of the subject matter and ability to integrate the material derived from his or her studies; and (2) the student's ability and promise in research. The examining committee, therefore, will receive from the advisory committee a written evaluation of the quality of the student’s research performance to date and of the student's potential as a researcher. The evaluation report will provide an assessment of the student’s performance in the core courses and the electives. The advisor will seek clarification about the student’s performance from the relevant course instructor, and incorporate these comments into the evaluation report.

The evaluation report and a copy of the student’s transcript will be provided to the Exam Committee with an electronic copy of the written examination answers.

The student will not receive a copy of the evaluation report.

**Qualifying Examination Evaluation**

The Examination Committee’s final judgment must be based upon (1) the student's knowledge of the subject matter and ability to integrate the material derived from his or her studies (as demonstrated by the written and oral examinations); and (2) the student's ability and promise in research.
The student is deemed to have passed the qualifying examination if not more than one of the examiners votes negatively. An abstention is regarded as a negative vote.

If the student receives an unsatisfactory in one of the two fields, the examination is deemed unsatisfactory. The student may be given a second attempt in the unsatisfactory field consistent with the policy on second attempts outlined below.

The results of the qualifying examination will be reported to the Dean of Graduate Studies through the Chair of the academic unit. The report to the Dean will record the decision as unsatisfactory or satisfactory.

If unsatisfactory, the student may be given a second attempt at the examination. A student who fails the qualifying examination and who is being given a second opportunity to pass the examination will be required to repeat it no later than six months after the failed attempt. Academic units may impose a shorter time limit. A second failure constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw. See Appeals of Decisions:

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/genreg/genreg-aod.shtml

Students that receive an unsatisfactory result are strongly encouraged to meet with their Advisor and Graduate Coordinator as soon as possible after the oral examination.

Academic Integrity

The Qualifying Examinations are subject to the rules governing Academic Misconduct at the University of Guelph. Students should make sure that they are familiar with all policies, especially those regarding plagiarism and unauthorized collaboration:

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/genreg/sec_d0e2953.shtml

Academic Accommodation

Academic accommodation (for example for reasons of accessibility, religious observance, or compassionate circumstances) is governed by University policy. Students should notify the Graduate Coordinator as soon as possible to set up an accommodation:

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/genreg/sec_d0e2395.shtml

After the exam has taken place, the Qualifying Examination Committee must sign the Qualifying Exam form and return it to the office of Graduate Studies. At this point UNIV*7000 (Qualifying Exam) is added to your record.

Program Planning – The Fourth Semester & Beyond

PhD Thesis Proposal

Before the Thesis research can begin, students are required to write a Thesis Proposal. This proposal should be completed and formally approved by the PhD Advisory Committee early in the second year of the program. Full-time students are usually expected to complete the proposal by the end of the fourth semester and should under no circumstance take longer than until the end of the sixth semester.
The main purpose of the Thesis Proposal is to provide a framework for the actual research. It should not exceed 5,000 words, and should contain the following components:

- Introduction stating the research question and its relevance;
- Description of the scope and objectives of the research;
- Elaboration of the research methodology;
- Discussion of the nature and significance of the anticipated results.

An extensive literature review will not be required for the proposal.

When your Committee has approved your proposal, the members of your Committee will sign a proposal approval form (available from the Graduate Program Assistant). The proposal and approval form will be given to the Graduate Coordinator. Once the Graduate Coordinator has approved it, you are ready to proceed with your research. An e-copy of your proposal and the hard copy, signed approval form should be given to the Graduate Program Assistant for your file.

**Ethics**

Ethical clearance must be obtained *before* conducting any research involving human participants. Generally speaking, this requirement applies to any project which involves gathering personal information from the subjects of the research (interviewees, etc.) or gathering information from individuals who may wish to remain anonymous. Students who think they may be affected should consult with their Advisor. The ethics guidelines can be found at:

[http://www.uoguelph.ca/research/services-divisions/ethics](http://www.uoguelph.ca/research/services-divisions/ethics)

**How Do you Know When Your PhD Thesis is Complete?**

At least five semesters of full-time study must be devoted to the doctoral program following completion of a recognized master's degree. Normally, the Thesis must be formally submitted (see Submission of Thesis in the Graduate Calendar) within forty-eight months of the completion of the minimum duration.

Normally, students will commence research on their Thesis in semester five and defend their Thesis in semester twelve.

Your Advisory Committee determines whether your Thesis is ready for oral examination. Based on the University of Guelph’s Graduate Calendar, your Advisory Committee is required to “thoroughly review and comment on drafts of written material,” and to “provide feedback to guide the student in satisfactory completion of the work.” Students should expect to submit at least two drafts of their Thesis to their entire Advisory Committee. However, it may take more than two drafts before your Thesis is ready for your Oral Defence Examination.

Advisory Committee members are required to inform the student of the approximate time it will take for submitted written material to be returned with comments. If the expected time exceeds the normal two-week turnaround, for instance because of absence from campus or an unusually heavy workload, the Graduate Calendar requires Advisory Committee members to “provide the student and the Advisor with an estimate of the time required.”

Students should “learn about all appropriate deadlines, dates and regulations associated with registration… and graduation requirements,” and are strongly encouraged to establish as a goal, the completion of their Thesis well in advance of the deadline date for submission of their Thesis.
Students should thoroughly read the university’s policy on responsibilities of Advisors, Advisory Committees and graduate students at:

https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml

Submitting and Defending Your PhD Thesis

Each candidate will be required to submit a Thesis, written by the candidate, on the research carried out by the candidate on a topic approved by the Advisory Committee.

The Thesis is expected to be a significant contribution to knowledge in its field and you must indicate in what ways it is a contribution. The Thesis must demonstrate mature scholarship and critical judgment on the part of the candidate, and it must indicate your ability to express yourself in a satisfactory literary style. Approval of the Thesis implies that it is sufficiently meritorious to warrant publication in reputable scholarly media.

Your final Thesis must be a minimum of 200 pages of text. You will also be required to present your Thesis and address questions at an Oral Defence Examination. The Oral Defence Examination will typically last two hours and consist of questions about the Thesis itself as well as more general issues related to the area of research.

For each doctoral Thesis Oral Defence Examination, an External Examiner from outside the university is appointed on behalf of the Dean of Graduate Studies by the Department Chair, in consultation with your Advisor, to participate in the Oral Defence Examination. Your External Examiner should receive a copy of your Thesis at least four weeks prior to the Oral Defence Exam date. The External Examiner will submit a written appraisal of the Thesis (at least seven days prior to the examination) to the Chair of the Department who will then provide these comments to you and your Advisory Committee.

In attendance at your oral exam will be:

- A member of the graduate faculty who is not a member of the Advisory Committee appointed to act as Chair by the Department Chair on behalf of the Dean;
- The External Examiner;
- A member of the graduate faculty, who is not a member of the Advisory Committee, selected by the Department’s Graduate Committee;
- Two members of the student's Advisory Committee, selected by the Advisory Committee.

The Dean of Graduate Studies, or a designate, may attend a part or all of the Examination. The Examination is open to the public but members of the audience may question you only upon invitation of the Committee.

The members of the Examination Committee, including the External Examiner, report individually on the final Examination and the Thesis. You are deemed to have passed if no more than one of the five examiners votes negatively.
Doctoral Oral Defence Guidelines

The thesis oral defence is normally three hours in duration. The procedure for conducting the defence is as follows.

Introduction (10 minutes)

- The Chair calls the defence to order, and welcomes all in attendance.
- The Chair introduces the student.
- The Chair introduces the Examination Committee in the order of:
  - The External Examiner
  - Any other Examiners external Guelph
  - Faculty members external Political Science
  - Faculty members from within Political Science
  - The Supervisor
- The Chair states that all members of the Thesis Examination Committee have read the thesis and have agreed that the thesis is ready for defence.
- The Chair states that the candidate will present the essence of the thesis.

Thesis Presentation (35 minutes)

In a maximum of 30 - 35 minutes, the candidate summarizes the thesis’ major objectives, content, results, and conclusions.

Questioning (95 minutes)

- The Chair invites the examiners to pose their questions. Comments and discussion not directly related to the questions must be saved for the post-defence meeting of the examiners. The Chair does not normally ask questions.
- The time allotment for each Examiner within each round will be determined by the Chair before the defense and will be defined largely by the number of Examiners.
- The order of questioning is:
  - The External Examiner
  - Any other Examiners external Guelph
  - Faculty members external Political Science
  - Faculty members from within Political Science
  - The Supervisor
- There is a second round of questioning, though individual Examiners may choose not to pursue a second round
- If necessary or if time allows, a supplementary round of questions is possible.
- After questioning is complete, the Chair excuses the candidate and any audience members, asking him or her to leave the room so that the committee can meet in private.


**Deliberations** (30 minutes)

- When the candidate has left, the Chair outlines the four options for a decision:
  5. **Pass** - The thesis is passed as submitted.
  6. **Pass with Revisions** - The thesis is passed on the condition that the candidate makes revisions, to the satisfaction of the Thesis Supervisor, or another as authorized by the Thesis Examination Committee.
  7. **Defer** - The Thesis Examination Committee defers a decision until the candidate makes substantial changes to the thesis. The candidate may be required to go through the thesis oral defence process a second time.
  8. **Fail** - The thesis is failed

- The Chair asks a committee member to make a motion that the decision be: Pass, Pass with Revisions, Defer, or Fail.
- When the decision has been made, the Thesis Examination Committee discusses the nature of the required revisions to the thesis (if applicable), and how the candidate will complete them.

**Informing the Student** (10 minutes)

After the Thesis Examination Committee has made their decision and finished their discussion, the Chair:

- Invites the candidate back into the room.
- Informs the candidate of the committee’s decision.
- If necessary, tells the candidate of the thesis revisions required, and the plan for the candidate to complete them.
- If the candidate is successful, he/she will submit via the Atrium, one PDF copy of the thesis in the final form, as soon as possible thereafter. Information can be found on the Graduate Studies website.
- If the candidate passes, congratulates the student, and thanks the Thesis Examination Committee members.
- If the candidate passes, ensures the Thesis Examination Committee signs the Approval/Signature form.
- Adjourns the thesis oral defence.

The University of Guelph requires the electronic submission of all theses. The procedures for submitting your completed Thesis can be found in the Graduate Calendar, as can the procedures for the Oral Defence Examination. In addition, the Thesis Submission Procedures can be found on the web at:

https://www.uoguelph.ca/graduatestudies/thesis/index

For the exact time schedule by which you must complete all work in order to graduate, see:

https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/doctoral_sched

**The Final Steps of the PhD Program**

When you have completed your degree, you need to submit your Application to Graduate form, the Proquest Subject Code Form, the Authority to Distribute form, the Theses Non-Exclusive License form, and the Theses Submission Control sheet. Please refer to:
Early Completion Rebate Application
If completion of your work has been delayed by some unexpected event, you must pay tuition for the following semester. If you complete your requirements before the end of the semester you may qualify for a rebate. For more details, please refer to these links:

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/fees/fees-rof.shtml

https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/fees/fees-ecr.shtml

You must complete an "Early Completion Rebate Application" form (available on the office of Graduate Studies form site). The medical insurance premium is not refundable. The effective date of the rebate calculation is when all degree requirements are complete, including receipt of library clearance and submission of two Thesis copies to the office of Graduate Studies. Students continuing a GTA/GRA/GSA appointment to the end of the semester or remaining in the Department in order to use library and Department facilities, will not qualify for a rebate. Similarly, students must remain registered in order to hold scholarships. International students should obtain rebate information and the proper form from the International Student Advisor, Centre for International Programs:

https://www.uoguelph.ca/cip/panel/cip-front-page

Progress Reports
Your Advisory Committee reviews your progress and performance at the conclusion of each semester and reports to the Department Graduate Committee, which in turn reports to the office of Graduate Studies. You will review a copy of the progress report; you may provide any feedback to the form and are required to sign it and return it to the Graduate Program Assistant.

Academic Integrity
The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. The Academic Misconduct Policy is detailed in the Graduate Calendar:

https://www.uoguelph.ca/registrar/calendars/undergraduate/2016-2017/c08/c08-amisconduct.shtml

Safe Travel Policy
The University’s Safe Travel Policy applies to any activity undertaken outside of Canada by the University’s students in connection with their academic work or any other activity officially organized under the auspices of the University including thesis field work. For more information, see
Graduate Conference & Research Travel Reimbursement Award

The Department of Political Science has a budget to reimburse graduate students who have taken part in academic conference or to conduct research that required travel. A maximum of $500 for national conferences and/or research travel and $1000 for international conferences and/or research travel will be awarded to successful applicants. The funds are intended to subsidize the cost of travel, not to cover them totally. Other avenues of funding should also be pursued.

In order to ensure fairness and to conform to the University of Guelph’s financial processes, the Reimbursement Awards will be allocated once a year in April. Any research or conference travel from the previous year may be eligible for a Reimbursement Award.

Priority will be given to:

- Students with at least an 80% average (A-) in the previous two years of study.
- Students who are presenting papers that are subject to some form of vetting and have been accepted for presentation OR graduate students who are conducting research in order to fulfill degree requirements in our department.

Other Considerations

Depending on the number and quality of applications, students may be awarded a partial amount of the maximum.

- Students may apply for conference travel OR research travel, but not both.
- Masters students cannot receive either award beyond semester 5 of full-time study. Doctoral candidates cannot receive the research award beyond semester 8 of full-time study; doctoral candidates may receive the travel award at any point prior to defending the thesis.
- Priority will be given to students who have not been awarded a conference/travel grant in the previous year.
- Factors such as distance from Guelph of travel and length of travel will also be taken into consideration in allocating reimbursements.

All applications must be submitted electronically (PDF format; preferably in a single document) and include:

<table>
<thead>
<tr>
<th>Conference travel</th>
<th>Research travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Name &amp; Guelph e-mail address</td>
<td>1) Name &amp; Guelph e-mail address</td>
</tr>
<tr>
<td>2) Conference information (name, date, location, short description)</td>
<td>2) A letter from your advisor that research travel is required for the completion of your thesis research</td>
</tr>
<tr>
<td>3) A description of the process used to select papers for the conference</td>
<td>3) A copy of your thesis proposal</td>
</tr>
<tr>
<td>4) Confirmation of participation in conference (e.g. conference program)</td>
<td>4) A detailed breakdown research travel costs</td>
</tr>
<tr>
<td>5) An explanation of the relevance &amp; benefit of the conference for your research</td>
<td>(including transportation, registration, accommodations, etc.)</td>
</tr>
<tr>
<td>6) A detailed breakdown conference costs (including transportation, registration, accommodations, etc.)</td>
<td></td>
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</tbody>
</table>

Please also submit all relevant receipts (originals only) and boarding passes in hardcopy. Reimbursements cannot be processed without this information.
The deadline for application is March 30th, 2017 each year. Any travel completed between April 1, 2016 and March 30, 2017 is eligible. We encourage you to submit your application within 30 days of returning from your travel to avoid lost receipts.

Please submit your applications to:

Graduate Committee
c/o Renée Tavascia, Graduate Program Assistant
rtavasci@uoguelph.ca

Once awards have been allocated, all applicants will be informed by e-mail by the Graduate Coordinator or Graduate Program Assistant. At that time, successful applicants will receive further information and instructions.

Financial Support

Teaching Assistantships

Both MA and PhD students are eligible for Graduate Teaching Assistantships. Graduate Teaching Assistantships (GTAs) positions are posted online for 10 working days towards the end of each semester. Students must apply online. Once you have been assigned your GTA, you will need to contact the professor that you will be working for, find out the professor's expectations of you for the Assistantship and negotiate its terms by completing an Assignment of Work Agreement (available from the Graduate Program Assistant). If you feel uncomfortable with some aspect of the contract, discuss it with the professor at that time.

Note that those hired for GTAships will be selected based on a number of factors including:

1) Eligibility for funding under Offer of Admission and funding letters

2) Levels of Consideration:
   1st level - candidates within their job security period (6 semesters for MA students and 9 semesters for PhD students), guaranteed funding not yet met
   2nd level - candidates that have completed their job security period (guaranteed funding has been met) but still within their prescribed program period (6 semesters for MA students and 9 semesters for PhD students). This standard is defined as the number of semesters the University has deemed standard for the program of study.
   3rd level - candidates that have exceeded their prescribed program period (beyond 6 semesters for MA students and beyond 9 semesters for PhD students).

3) GTA experience in a particular course, familiarity with the subject matter, and skills and abilities required to be a successful GTA. (Note that prior evaluations of your GTA work may be consulted in making a hiring determination).

4) Seniority points: one seniority point is assigned for each GTAship held (whether it is a half or full GTAship)
The Department tries to place all teaching assistants in courses for which they are most suited. MA candidates receive GTA training in the Pro-seminar. Professors are also responsible for training their GTAs. Finally, students are encouraged to ask experienced GTAs for assistance.

One of the tests of a good graduate student is time management. If one of your responsibilities is marking, undergraduate students’ essays and final examinations are likely due at roughly the same time that your own assignments are due. Plan ahead for your own essays and seminar presentations. You must fulfill the responsibilities of your job, but you also remain responsible for completing the expectations in your own courses.

Most professors will ask you to hold office hours in a Political Science office. All GTAs have access to an office in MacKinnon 529 for the purposes of holding office hours with students. If there is overflow, office hours may also be held in 528. Email the Undergraduate Secretary to book office hours: gmccaule@uoguelph.ca

Graduate Teaching Assistantship Contracts

Every GTA and professor must submit an "Assignment of Work Agreement" outlining the GTA’s specific duties and specifying their breakdown of hours. Provide as much detail as possible regarding your GTA duties. Your “Assignment of Work Agreement” must be submitted to the Graduate Program Assistant within 7 days of the commencement of your employment. You retain a copy of your “Assignment of Work Agreement” and your professor also keeps a copy. The Agreement should be followed as closely as possible throughout the semester.

If there are revisions to your GTA duties during your assigned semester, you need to update your Agreement to reflect these changes. Blank copies are available from the Graduate Program Assistant.

A full GTA works 140 hours over approximately 14 weeks (one semester). On average, a full GTA is expected to work 10 hours per week. A half GTA works 70 hours over approximately 14 weeks (one semester). On average, a half GTA is expected to work 5 hours per week. Under the terms of the collective agreement, GTAs cannot work more than 28 hours in any one week. The Department does not have funding to pay overtime. If you are approaching the 28 hour maximum in any one week, please notify your instructor immediately.

Along with your GTA assignments there will be a time sheet for each GTA to keep track of his/her hours. This is for your own information and every two weeks you should inform your professor of how much time remains.

GTAs at the University of Guelph are unionized. Copies of the collective agreement between the University and CUPE will be put in your mail box shortly after the beginning of your first semester. Check with the Graduate Program Assistant which graduate student is the union representative.

If there is a problem with your GTA pay or tuition payments, please check with Student Financial Services, located on the 3rd floor of the University Centre or email: accquest@uoguelph.ca

Other Sources of Financial Support

There is financial support available to MA and PhD students. Be sure to complete a form at:

https://www.uoguelph.ca/registrar/sites/studentfinance/files/forms/GR_NAF_s_NonOSAP.html
The Department makes every effort to provide financial support for graduate students. Upon admission, some students will be awarded a scholarship. Students will be informed of the award in their offer of acceptance from the Department. Occasionally, the Department is able to offer a limited number of students one of these awards at the beginning of the second semester.

The Department occasionally offers graduate research assistantships (GRAs). Please note that it is an exception to have any financial support during the Summer semester which runs from May to August. You will generally have to make alternative plans for financial support during the summer unless, upon admission, you have been guaranteed this support. If you are planning not to study during the summer, you must apply for a Leave of Absence from the program.

**University/College Scholarships and Awards**
For all available university and college awards, students should go to:

https://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-csahs.shtml

and

https://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-uwia.shtml

Students are strongly encouraged to review the eligibility criteria of all awards and apply to all the scholarships for which they are eligible.

**External Funding**
Students are also encouraged to investigate opportunities for external funding such as the Ontario Graduate Scholarship, the Social Sciences and Humanities Research Council of Canada Scholarships, and the Canadian International Development Agency Scholarships. Information on these and other scholarships and fellowships can be obtained from the office of Graduate Studies or at:

https://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards/gradawards-os-awards.shtml

To determine eligibility for nomination for awards and to encourage equity in their distribution, the Department requires graduate students to notify the Department Graduate Office and present documentation of any scholarships, bursaries, or awards received while in the program.

**Staying Connected: On Campus Work and Support**
There are a number of facilities on campus to help you complete your work while staying connected to the Department and your colleagues in the program.

**Housing:**

Refer to the following web page for information on housing:

www.housing.uoguelph.ca
You can apply for graduate housing at:

http://www.housing.uoguelph.ca/page.cfm?id=cbbd1f31-6dbb-48c9-983a-4cff55f1e2ff

**Work Space Options:**
While you might like working off campus, there are a number of facilities reserved especially for you on campus.

- **Blackwood Hall 202** - In September you can request keys for our MA study space in Blackwood Hall, room 202.
- **Library Carrels** - In September you can apply for a carrel which you may share with another graduate student in McLaughlin Library. This provides you with desk space and a convenient locker for books: http://www.lib.uoguelph.ca/about/about-library/study-space

**Teaching Assistant Space**
If part of your teaching assistant duties require that you meet with students, MacKinnon 529 and MACK 528 are available to all GTAs. See the Undergraduate Secretary or Graduate Program Assistant to open these rooms.

**Departmental Communication**
- **Mailbox**
  You will be assigned a mailbox in the photocopy room, which you should check regularly for paper mail.
  
- You will be assigned a University of Guelph email address. This address is the University’s primary mode of communication with you re: important deadlines, course selection etc. Your email address will also be added to the department Listserv to ensure that you receive regular messages regarding important deadlines, awards applications and department lectures

**Computing Assistance**
- **Learning Commons**: Located in the back left of the first floor of the library, the Learning Commons offers a range of workshops, pamphlets and other services:
  
  Learning Commons
  Learning & Writing Services
  commons@uoguelph.ca
  LIB L-1
  519-824-4120 x53632
  Learning Commons Info & Help Desk, Learning & Writing Services
  lcdesk@uoguelph.ca
  
  - **Computing and Communication Services (CCS)**: Located directly behind the MacKinnon Building, and at:  http://www.uoguelph.ca/ccs/, these services provide a wide range of micro-based and main-
frame statistical, word-processing and other computer applications.

- **Computer Services within the Department:** You can also obtain computing and statistical consulting from our Departmental Computer Coordinator, located in MacKinnon 618.

**Graduate Student Learning Initiative and other useful resources:**
The Graduate Student Learning Initiative (GSLI) is a collaborative endeavour that brings together key campus services that support academic and professional skill development for graduate students as learners, instructors, researchers and professionals.

The GSLI offers a wide range of free workshops (teaching, research, career) for graduate students each semester. GSLI also offers free and confidential individual assistance for graduate students.

Visit GSLI website for more information: [http://gsli.uoguelph.ca](http://gsli.uoguelph.ca)

Career services offers help for those looking for jobs: [https://www.recruitguelph.ca/cecs/](https://www.recruitguelph.ca/cecs/)

Graduate Students Association: [http://www.uoguelph.ca/gsa/](http://www.uoguelph.ca/gsa/)

Graduate Housing:

[http://www.housing.uoguelph.ca/page.cfm?id=CBBD1F31-6DBB-48C9-983A-4CFF55F1E2FF](http://www.housing.uoguelph.ca/page.cfm?id=CBBD1F31-6DBB-48C9-983A-4CFF55F1E2FF)

Intercultural Affairs:
[https://studentlife.uoguelph.ca/oia/international-students/supporting-your-success](https://studentlife.uoguelph.ca/oia/international-students/supporting-your-success)

Study permit information:

and


**Graduate Studies awards links:**
Scholarship eligibility: [https://www.uoguelph.ca/graduatestudies/current/funding/scholarships](https://www.uoguelph.ca/graduatestudies/current/funding/scholarships)

Funding tools: [https://www.uoguelph.ca/graduatestudies/current/funding/tools](https://www.uoguelph.ca/graduatestudies/current/funding/tools)

The Ontario Graduate Scholarship (OGS):
[https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/gov-fundedawards/ogs](https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/gov-fundedawards/ogs)

SSHRC:
[https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/gov-fundedawards/cgsm](https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/gov-fundedawards/cgsm)

External graduate awards:
[https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/externalawards](https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/externalawards)

Internal graduate awards: [https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/internal](https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/internal)
Office of Graduate Studies (OGS)
The Office of Graduate Studies (OGS) is located on the third floor of the University Centre. Students will submit their final thesis electronically to the Atrium, Office of Graduate Studies:

https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion

Office of Graduate Studies Schedule of Dates:
https://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml
<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME FRAME/FORMS</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Register for required codes each semester by the registration deadline (check Schedule of Dates on the University of Guelph website). Codes: UNIV*7510, Full-time Registration and your chosen course codes. Course Add/Drop paper forms required for: reading courses, restricted courses and late adds.</td>
<td>Registration Guide: <a href="https://www.uoguelph.ca/graduatestudies/current/registration">https://www.uoguelph.ca/graduatestudies/current/registration</a> Schedule of Dates: <a href="https://www.uoguelph.ca/registrar/calendars/undergraduate/2016-2017/c03/c03-fallsem.shtml">https://www.uoguelph.ca/registrar/calendars/undergraduate/2016-2017/c03/c03-fallsem.shtml</a></td>
</tr>
<tr>
<td>Tuition fees</td>
<td>Check your account on Web Advisor. If selecting graduate settlement to pay tuition, do so using WebAdvisor and by the SFS deadline to avoid late fees.</td>
<td>Student Financial Services: <a href="https://www.uoguelph.ca/registrar/studentfinance/deadlines">https://www.uoguelph.ca/registrar/studentfinance/deadlines</a> WebAdvisor: <a href="https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor?TYP=E&amp;M&amp;PID=CORE-WBMAIN&amp;TOKENIDX=1340163607">https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor?TYP=E&amp;M&amp;PID=CORE-WBMAIN&amp;TOKENIDX=1340163607</a></td>
</tr>
<tr>
<td>Decision to add/delete courses</td>
<td>Check schedule of dates on web Paper form - Course Add/Drop and Change Form</td>
<td><a href="https://www.uoguelph.ca/registrar/calendars/undergraduate/2016-2017/c03/c03-fallsem.shtml">https://www.uoguelph.ca/registrar/calendars/undergraduate/2016-2017/c03/c03-fallsem.shtml</a> <a href="https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate_course_waiver_request.html">https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate_course_waiver_request.html</a></td>
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<td>GTA contract</td>
<td>Accept your GTA offer via email. Complete your Assignment of Work Agreement with your instructor, outlining GTA duties within 7 days of the start of your GTA assignment.</td>
<td>Assignment of Work Agreement available from Graduate Program Assistant.</td>
</tr>
<tr>
<td>Tracking of Hours</td>
<td>GTAs should keep a record of their time and inform</td>
<td></td>
</tr>
<tr>
<td>Choosing your Advisor and Advisory Committee</td>
<td>Assemble your Advisory Committee by February of your second semester. Submit your Advisory form to</td>
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<tr>
<td>Thesis Proposal and Major Research Paper outline</td>
<td>You must have your thesis proposal or your Major Research Paper outline approved by your Advisory Committee and the Graduate Coordinator by the start of the spring semester. Submit your Research Proposal Approval form to the Graduate Program Assistant.</td>
<td>Contact the Graduate Program Assistant for forms.</td>
</tr>
<tr>
<td>Finished Thesis</td>
<td>Advisory Committee and student submit an Examination Request form before the Thesis defence can be booked. Approved thesis submitted to Office of Graduate Studies Atrium.</td>
<td><a href="https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/exam_request%20a.pdf">https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/exam_request%20a.pdf</a> <a href="https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion">https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion</a></td>
</tr>
<tr>
<td>Finished Major Research Paper</td>
<td>Major Research Paper accepted by Advisor. Advisor and second reader agree on a grade which is submitted to the Graduate Program Assistant. Department Chair signs the Recommendation for Graduation form.</td>
<td>Contact the Graduate Program Assistant for further details.</td>
</tr>
<tr>
<td>Ready to Graduate</td>
<td>Check Schedule of dates for last day to apply to graduate.</td>
<td><a href="https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/sched/sched-dates-f10.shtml">https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/sched/sched-dates-f10.shtml</a></td>
</tr>
</tbody>
</table>

The Graduate Handbook is a valuable tool and reference guide for you while you are completing your MA or PhD program. It will be updated regularly. If you find any broken link, please notify the Graduate Program Assistant.