

# The Graduate Handbook



**Department of Political Science**

**UNIVERSITY  
of GUELPH**

**2019 Edition**

## 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 Graduate 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/2018-2019/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/2018-2019/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 or the Graduate Studies forms site:

[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)

All Graduate Program Services forms are available at:

<https://www.uoguelph.ca/graduatestudies/forms>

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 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) by referring to the schedule of dates in the Graduate Studies Calendar:

<https://www.uoguelph.ca/registrar/calendars/graduate/2018-2019/sched/index.shtml>

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](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 (GTA) salary to pay your tuition, you must complete the graduate settlement (“Authorization for Settlement”) online and the Graduate Program Assistant will process it:

[https://www.uoguelph.ca/registrar/studentfinance/fees/payment\\_afs](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.

There are several other payment methods – debit, certified cheque, money order, internet/telephone banking, wire transfer, in addition to the graduate settlement option in WebAdvisor. Personal checks and cash will not be accepted. For more information, see:

<https://www.uoguelph.ca/registrar/studentfinance/fees/payments>

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 MA Program

The MA program revolves around the theme of **Rights, Justice, Citizenship, and Identity** while allowing flexibility for students to pursue their various interests. Within the broader framework of Rights, Justice, Citizenship and Identity, the department has particular strengths in *Public Policy and Administration* and *Global Justice and Politics* and offers a number of courses related to those topics.

	<i>Course Based</i>	<i>Major Research Paper</i>	<i>Thesis</i>
	<p><b>Research Methods (0.75 credits) +</b></p> <p><b>Communications (0.25 credits) +</b></p> <p><b>5 courses (0.50 credits each)</b></p> <p>-----</p> <p><i>At least 3 of the courses must come from these core courses:</i></p> <ul style="list-style-type: none"> <li>-Rights and Public Policy</li> <li>-Development and Global Justice</li> <li>-Constitutionalism and Judicial Politics</li> <li>-Politics of Identity</li> <li>-Citizenship and Social Policy</li> <li>-Political Participation and Engagement</li> </ul>	<p><b>Research Methods (0.75 credits) +</b></p> <p><b>Communications (0.25 credits) +</b></p> <p><b>4 courses (0.50 credits each) +</b></p> <p><b>MRP</b></p> <p>-----</p> <p><i>At least 2 of the courses must be from these core courses:</i></p> <ul style="list-style-type: none"> <li>-Rights and Public Policy</li> <li>-Development and Global Justice</li> <li>-Constitutionalism and Judicial Politics</li> <li>-Politics of Identity</li> <li>-Citizenship and Social Policy</li> <li>-Political Participation and Engagement]</li> </ul>	<p><b>Research Methods (0.75 credits) +</b></p> <p><b>Communications (0.25 credits) +</b></p> <p><b>3 courses (0.50 credits each) +</b></p> <p><b>Thesis</b></p> <p>-----</p> <p><i>At least 2 of the courses must be from these core courses:</i></p> <ul style="list-style-type: none"> <li>-Rights and Public Policy</li> <li>-Development and Global Justice</li> <li>-Constitutionalism and Judicial Politics</li> <li>-Politics of Identity</li> <li>-Citizenship and Social Policy</li> <li>-Political Participation and Engagement</li> </ul>
<b>Public Policy and Administration concentration (optional)</b>	At least 3 of your courses overall are from the Policy and Administration list (see below)	At least 2 of your courses overall are from the Public Policy and Administration list and the MRP relates to Policy and Administration	At least 2 of your courses overall are from the Public Policy and Administration list and the thesis relates to Policy and Administration
<b>Global Justice and Politics concentration (optional)</b>	At least 3 of your courses overall are from the Global Justice and Politics list (see below)	At least 2 of your courses overall are from the Global Justice and Politics list and the MRP relates to Global Justice and Politics	At least 2 of your courses overall are from the Global Justice and Politics and the Thesis relates to Global Justice and Politics

Our broad range of course offerings and routes to complete the degree allow students to tailor their experience towards their future employment or academic goals. Graduates of the Political Science MA are engaged in a wide range of careers with academic institutions, government and public sector agencies, non-governmental organizations (NGOs), and industry.

## Courses

### Required Courses

POLS\*6940 Research Design and Methods  
POLS\*6900 Communications

### Core Courses:

POLS\*6130 Rights and Public Policy  
POLS\*6150 Constitutionalism and Judicial Politics  
POLS\*6510 Political Participation and Engagement  
POLS\*6050 Politics of Identity  
POLS\*6400 Citizenship and Social Policy  
POLS\*6730 Development and Global Justice

### Courses that count for the OPTIONAL concentrations

<b>Policy and Administration</b>	<b>Global Justice and Politics</b>
Rights and Public Policy	Development and Global Justice
Citizenship and Social Policy	Theories of International Relations
Approaches to Public Policy	Resource Scarcity and Conflict
Canadian Public Administration	International Political Economy (co-listed)
Multi-level Governance in Canada (co-listed)	Human Rights, Ethics and Development (co-listed)
Topics in Public Management (co-listed)	IR Middle East (co-listed)
Topics in Public Policy (co-listed)	Topics in International Relations (co-listed)

### Elective Courses Available in Political Science:

POLS\*6180 Theories of International Relations  
POLS\*6380 State-building and Regime Change  
POLS\*6390 Resource Scarcity and Conflict  
POLS\*6500 Qualitative and Quantitative Data Analysis  
POLS\*6630 Approaches to Public Policy  
POLS\*6640 Canadian Public Administration

### Cross-listings:

POLS\*6160 Multi-level Governance in Canada (cross-listed with POLS\*4160)  
POLS\*6170 Courts and Parliament (cross-listed with POLS\*4070)  
POLS\*6180 Women, Justice and Public Policy (cross-listed with POLS\*4100)  
POLS\*6200 Advanced Topics in Law and Politics (cross-listed with POLS\*4050)  
POLS\*6210 Conceptions of Canada (cross-listed with POLS\*4140)  
POLS\*6520 International Political Economy (cross-listed with POLS\*4200)  
POLS\*6530 Human Rights, Ethics and Development (cross-listed with POLS\*4300)  
POLS\*6540 Topics in Comparative Politics (cross-listed with POLS\*4710)  
POLS\*6550 Topics in Public Management (cross-listed with POLS\*4250)  
POLS\*6560 Topics in Public Policy (cross-listed with POLS\*4260)

POLS\*6570 International Relations of the Middle East (cross-listed with POLS\*4730)  
POLS\*6580 Topics in International Relations (cross-listed with POLS\*4720)  
POLS\*6590 Advanced Topics in Rights and Liberties (cross-listed with POLS\*4740)  
POLS\*6960 Directed Readings

Elective Courses in other programs or departments:

(Note: one of these courses may be taken to fulfill the POLS program requirements with the permission of the Political Science Graduate Coordinator and the permission of the instructor and/or the department or program)

CCJP\*6000 Courts  
CCJP\*6100 Governing Criminal Justice  
ECON\*6400 Public Finance  
EDRD\*6690 Program Evaluation  
EURO\*6050 European Integration and the EU  
LACS\*6030 Globalization and Insecurity in the America  
LACS\*6070 Civil Society and Activism in Latin America  
PHIL\*6600 Social and Political Philosophy  
POPM\*6580 Public Health Administration

### Program Planning:

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/2018-2019/gradprog/pols.shtml>

### The Collaborative Specialization in POLS + IDS (International Development Studies)

The IDS program is interdisciplinary. It requires students to take IDEV courses in addition to the course requirements of their departmental degree. There are other graduate students pursuing the IDS specialization in other departments. Their “home department” may be any one of 19 programs, including Food, Agricultural and Resource Economics, Economics, Geography, Rural Planning and Development, Sociology and Anthropology. If you are an IDS student, you will be meeting your IDS peers from other departments early in September.

Please visit this link for the IDS requirements:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/gradspec/idev-mamsc.shtml>

### Thesis Option

If you are writing a Thesis, you are required to complete: *Communications, Thesis, 2 Political Science graduate courses, all IDS requirements (2 graduate IDEV courses – 1.50 credits), (? credits). Occasionally, the IDS Graduate Coordinator will waive a course and its credit.*

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

- IDEV\*6200 Development Theory, Issues and Process
- IDEV\*6300 Research and Analysis in a Development Context
- POLS\*6730 Development and Global Justice
- POLS\*6900 Communications
- POLS\*6940 Research Design and Methods
- UNIV\*7500 Research/Writing (Thesis)

## Major Research Paper Option

If you are writing a Major Research Paper, you are required to complete: *Communications, Major Research Paper, 3 Political Science graduate courses, all IDS requirements (2 graduate IDEV courses – 1.50 credits), (4.75 credits)*. To meet these requirements, you must register for the following:

- IDEV\*6200 Development Theory, Issues and Process
- IDEV\*6300 Research and Analysis in a Development Context
- POLS\*6730 The Politics of Development and Underdevelopment
- POLS\*6900 Communications
- POLS\*6940 Research Design and Methods
- POLS\*6970 Major Research Paper
- One Additional Course in Political Science

As an 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.

## Additional MA Information

### 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. Then the student must complete a paper add form with a reading course code (POLS\*6960 Directed Readings or POLS\*6950 01 Selected Topics) signed by the professor. The student then submits the course outline to the Graduate Coordinator for approval. If approved, this add form is given to the Graduate Program Assistant. 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 are ineligible to apply for any GTAs during a Leave of Absence. This form is available at:

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/combined\\_loa\\_withdrawal%20a.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/combined_loa_withdrawal%20a.pdf)

## Withdrawal

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

## Program Planning - Second Semester & Beyond

### Selecting your Advisor & Advisory Committee

You need to assemble your Advisory Committee and submit the necessary paperwork (Advisory Committee appointment and Graduate Degree Program forms) before the 20<sup>th</sup> class day 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:

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/webform/advisory\\_cmte\\_graddegree\\_prgm.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/webform/advisory_cmte_graddegree_prgm.pdf)

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.

- Masters students require a minimum of two Advisory Committee Members (Advisor and Second Reader/Committee Member), whether you are doing a Thesis or a Major Research Paper. You can and are encouraged to consider faculty members from other departments for your Committee.

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

<https://www.uoguelph.ca/polisci/people/>

Consult Graduate Studies' 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.

### **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 writing 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. Each student must submit a short proposal for their Committee's Approval, ideally by the end of March in their first winter semester.

With the approval of your Committee, you may switch from an MRP to a Thesis or vice versa by submitting a Study Option or Degree Program Transfer at Enrolment Services, Third Floor, University Centre. You will also be required to pay the accompanying \$35.00 fee:

[https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program\\_study\\_transfer.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program_study_transfer.pdf)

### **MA Plan of Study**

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 revise 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 Research/Writing (Thesis). 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 (Advisor, Committee Member, External Examiner and Examination Chair) 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 distributed to the graduate student Listservs.

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](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 procedures 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 these revisions.

**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 upload their final Thesis to the Atrium: [https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion/masters\\_sched](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/masters_sched)
- If the candidate passes, ensures that 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. Members of your Advisory Committee will attend your defence. The 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 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. For example, if the expected time exceeds the normal two-week turnaround due to 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 their 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. If 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 to submit to the Registrar's office.

### **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:

[https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion)

In the case of a Major Research Paper, only a single form, Recommendation for Graduation, needs to be filed. It is sent to the Graduate Program Assistant. The department Chair then signs this form and returns it to the office of Graduate Studies.

After you have successfully defended your Thesis or Major Research Paper, email a final PDF to the Graduate Program Assistant for our electronic archives. A hard copy is not required. Graduate Studies requires your Thesis to be electronically uploaded to the Atrium. They do not require a copy of your Major Research Paper.

[https://www.uoguelph.ca/graduatestudies/current/completion/submission\\_checklist](https://www.uoguelph.ca/graduatestudies/current/completion/submission_checklist)

### **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/2018-2019/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 (via the atrium).

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

### **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](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\\_W19.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/GR_instruct_web_W19.pdf)

## The Department of Political Science: PhD Program

The PhD program offers students the opportunity to choose from amongst six fields of study: 1) Canadian Politics; 2) Comparative Politics; 3) Gender, Race, Indigeneity, and Sexuality; 4) International Relations; 5) Law and Politics; and 6) Public Policy and Governance. Students are required to major in one field and minor in another field. The department has wide-ranging and various expertise in each of the fields—please consult the department’s website for more information.

The PhD program is designed both for students interested in pursuing academic positions and also for students interested in working in research capacities in the public, non-profit or private sectors.

### Program

Students choose two fields of study (major and minor) and take full-year reading courses in each field to prepare them to write Qualifying Exams. In addition to the field courses, PhD students are required to take two research methods courses (though it is possible to waive one of these requirements if a student can demonstrate that they have taken an equivalent methods course at the graduate level). Finally, students take two elective courses (with the possibility of taking one of those courses in a discipline related to Political Science).

Fall	Winter
Field Course #1 (two semesters 0.5 credit course) [required]	Field Course #1 (two semesters 0.5 credit course) [required]
Field Course #2 (two semesters 0.5 credit course) [required]	Field Course #2 (two semesters 0.5 credit course) [required]
POLS*6940 Research Design and Methods (0.75 credits) [required]	Qualitative and Quantitative Data Analysis (0.5 credit course) [required]
Elective	Elective

### Fields

#### *Canadian Politics*

Canadian Politics studies how institutions (legislatures, executives, courts and constitutions, etc.), groups (parties, interest groups, social movements, the public, etc.) and events (elections, First Ministers’ conferences, political violence, etc.) interact to shape and reflect Canadian politics and identity. Consistency and change in the underlying dynamics of Canadian politics, such as regionalism, language, Quebec, indigenous and Métis peoples is explored.

### *Comparative Politics*

Comparative Politics compares jurisdictions using quantitative or qualitative methods to develop and test theories that relate to the core concepts in the discipline. These concepts include power, the state, regimes and regime change, social movements, institutions, interest groups and political parties.

### *Gender, Race, Indigeneity, and Sexuality (GRIS)*

The GRIS field explores the relationship between identity, politics and power. The ways in which different modes of identity intersect and the implications of that intersection for politics and policy are also examined. Methodological debates about how to study identity and politics will be critically analyzed.

### *International Relations*

International Relations seeks to understand and explain complex interactions between international, regional and local actors using theory and empirical examples. A variety of different subfields explore various aspects of these relations from conflict to international political economy to global governance.

### *Law and Politics*

The field of law and politics explores questions around how law and courts influence and are influenced by politics. Topics include the relationship between courts and other government actors; judicial decision-making; legal mobilization and the interplay between courts, rights and public policy.

### *Public Policy and Governance*

Public Policy and Governance seeks to identify and explain how governments determine what is a problem, what solutions to problems are proposed, and how solutions are implemented and evaluated. Relationships between the political executive and bureaucracies, the public sector, non-governmental organizations, and the private sector are explored in this context.

## **PhD Course Requirements**

### *Required*

POLS\*6500 Qualitative and Quantitative Data Analysis

POLS\*6940 Research Design and Methods

Field Course #1

Field Course #2

### *Electives*

POLS\*6050 Politics of Identity

POLS\*6130 Rights and Public Policy

POLS\*6150 Constitutionalism and Judicial Politics

POLS\*6180 Theories of International Relations

POLS\*6380 State-building and Regime Change  
POLS\*6390 Resource Scarcity and Conflict  
POLS\*6400 Citizenship and Social Policy  
POLS\*6510 Political Participation and Engagement  
POLS\*6630 Approaches to Public Policy  
POLS\*6640 Canadian Public Administration  
POLS\*6730 Development and Global Justice  
POLS\*6960 Directed Readings

Cross-listings:

POLS\*6160 Multi-level Governance in Canada (cross-listed with POLS\*4160)  
POLS\*6170 Courts and Parliament (cross-listed with POLS\*4070)  
POLS\*6180 Women, Justice and Public Policy (cross-listed with POLS\*4100)  
POLS\*6200 Advanced Topics in Law and Politics (cross-listed with POLS\*4050)  
POLS\*6210 Conceptions of Canada (cross-listed with POLS\*4140)  
POLS\*6520 International Political Economy (cross-listed with POLS\*4200)  
POLS\*6530 Human Rights, Ethics and Development (cross-listed with POLS\*4300)  
POLS\*6540 Topics in Comparative Politics (cross-listed with POLS\*4710)  
POLS\*6550 Topics in Public Management (cross-listed with POLS\*4250)  
POLS\*6560 Topics in Public Policy (cross-listed with POLS\*4260)  
POLS\*6570 International Relations of the Middle East (cross-listed with POLS\*4730)  
POLS\*6580 Topics in International Relations (cross-listed with POLS\*4720)  
POLS\*6590 Advanced Topics in Rights and Liberties (cross-listed with POLS\*4740)

*Possible elective Courses in other programs or departments.*

(Note: one of these courses may be taken to fulfill the POLS program requirements with the permission of the Political Science Graduate Coordinator and the permission of the instructor and/or the Department or Program)

CCJP\*6000 Courts  
CCJP\*6100 Governing Criminal Justice  
ECON\*6400 Public Finance  
EDRD\*6690 Program Evaluation  
EURO\*6050 European Integration and the EU  
LACS\*6070 Civil Society and Activism in Latin America  
LACS\*6030 Globalization and Insecurity in the Americas  
PHIL\*6600 Social and Political Philosophy  
POPM\*6580 Public Health Administration

## **Program Planning – The First Semester of the PhD**

Doctoral students receive a minimum of \$17,500 in guaranteed funding per year 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/current//gradprog/sec\\_d0e24111.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/current//gradprog/sec_d0e24111.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 reduced 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 using the paper add form.

### Directed Reading Courses

Graduate students can take directed reading courses in exceptional circumstances. Reading courses are equivalent in credits to other courses (0.5 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 paper add form and have it signed by the professor. The student should then submit the form and course outline to the Graduate Coordinator 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 away from the program, you must submit a Leave of Absence form, 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 permanently 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. By the 20<sup>th</sup> class day of your second semester, you must select your Thesis Advisor and other Advisory Committee members and submit your Advisory and Graduate Degree program forms. You will likely have met most professors by this time and had some as instructors in your fall term courses. Talk to the Graduate Coordinator, your Interim Advisor, other students and professors 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:

<https://www.uoguelph.ca/polisci/people/>

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 update 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 Research/Writing (Thesis) for each and every subsequent semester.

### PhD Qualifying Examination

All PhD students must write their qualifying examination in the first summer of their program. These regulations are stated in Graduate Studies Calendar:

<https://www.uoguelph.ca/registrar/calendars/graduate/2018-2019/degreg/degreg-phd-quaexam.shtml>

The material for the exams will be derived from the two field courses the student has selected (major and minor) out of a possible six different fields. These two field courses are completed in their first two semesters of the program. Doctoral students must successfully complete these two field 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 Calendar<sup>1</sup>, 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:

- 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 the student's chosen major field and one person shall have expertise in the student's chosen minor field
- one QE 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, scheduled in early 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 student's two chosen fields.

The instructors teaching these field 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 these field courses to each examination committee. Each committee, led by the Chair of the Exam Committee, determines 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 in their major area of study and two in their minor area. Each QE 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 on only 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 their two field areas, 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/2018-2019/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/2018-2019/genreg/sec\\_d0e2632.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/2018-2019/genreg/sec_d0e2632.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/2018-2019/genreg/sec\\_d0e2218.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/2018-2019/genreg/sec_d0e2218.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 (Doctoral Qualifying Exam) is added to your record.

## **Program Planning – The Fourth Semester & Beyond**

### **PhD Thesis Proposal**

Each doctoral student must submit a Thesis proposal, which will include a review of the relevant literature in the field. The proposal should normally be submitted in the fifth semester after initial registration and be approved by the end of their sixth semester.

Students cannot defend their Thesis proposal until they have successfully passed qualifying exams in their two chosen fields.

#### **Thesis Proposal**

The student should work with the Advisor and Advisory Committee to clarify expectations for the proposal, but in general a proposal should contain the following components:

1. The research question(s) the Thesis will address.

2. How that question is situated in the relevant literature. (Situating the question involves a discussion of how it contributes to or builds on existing literature or responds to puzzles left unexplained or unexplored. There is no need to identify and read everything that has already been written on the topic.)
3. The research design. (Discuss how the research will proceed and why the approach being taken is appropriate to address the question posed. This will vary depending on the topic, subfield, and approach. As appropriate, you should address issues such as theoretical framework, case selection hypotheses, and research methodology.)
4. A preliminary chapter breakdown.
5. A preliminary timetable for the completion of the research.

The entire proposal should be about 35 double-spaced pages, excluding bibliography.

The proposal should normally be submitted to all members of the Advisory Committee in the fifth semester.

### **Developing the Proposal**

Advisory committees are responsible for assisting the student in developing a proposal. Normally, the Advisor should be the primary point person for the first two or three drafts of the proposal. While students may consult other committee members about the literature and other issues, such as methodologies, the Advisor should be the primary source of guidance in the early stages, at least on the proposal itself. The Advisor should consult informally with committee members about the nature of the project and any issues that may prove difficult. The Advisor should take committee members' feedback under consideration and communicate/discuss the key points with the student in a way that provides clear guidance to the student as to what is necessary to move the proposal forward towards a successful defence.

### **Proposal Defence**

The purpose of the defence is to provide feedback to allow the student to successfully embark on the Thesis research. A proposal defence should normally be scheduled within four weeks of the student submitting the final draft of the proposal. The defence is scheduled by the Advisor (cc'ing the Graduate Coordinator and Graduate Program Assistant). The defence should normally include all members of the Advisory Committee (in cases where a member cannot attend in person or via technology, the member should provide detailed written feedback to the supervisor by the defence date and provide to the Chair a vote on the written proposal – see below). A member of the Department of Political Science who is not on the Advisory Committee will chair the defence. Thesis proposal defences are not open to the public.

The defence should be no longer than 90 minutes. The student will be given 15 minutes to give an oral presentation of the proposal. The Chair will invite each examiner to provide feedback and ask questions.

After the defence the Advisory Committee will discuss the proposal and vote on whether the proposal is approved. The possible outcomes are:

1. Approval with no or minor changes
  - No subsequent draft is required
2. Approval with specified substantive changes that go beyond being minor (see #1 above) but are not so major as to constitute a rejection of the proposal (see #3 below).
  - The student makes changes and incorporates feedback; the supervisor must approve the changes as well as any committee member who wishes; this should be clearly stated in written feedback provided to student. (Note: any remaining dissatisfaction on a committee member's part before providing approval should be communicated to the supervisor) ;
  - Second defence is not necessary
3. Rejection of proposal with a new defence in the next semester

Note: The proposal is rejected if more than one member of the committee (including the supervisor) votes to NOT approve the proposal. Substantive changes are required only if more than one committee member (including the supervisor) votes to require substantive changes.

Regardless of outcome, the student should be provided, in writing, comments, feedback and corrections for improvement. This document should be prepared by the Advisor with input from the committee. If the student is unsuccessful, a timeline for a subsequent proposal and defence should also be provided which should normally take place within the next semester.

The Advisor will complete the following form and submit to the Graduate Program Assistant.

### Other Regulations

Once the student actually embarks on the Thesis research, it is very common to modify the project. The proposal does not need to be re-approved if this happens, unless the change is significant enough to result in change in composition of the Thesis committee (and even then, only if deemed necessary by the Advisor and the Graduate Coordinator).

If Thesis research involves working with human subjects (e.g. interviews or observation research), students will need to apply for ethical review through the University of Guelph Research Ethics Board (REB). With their Advisor's approval, a student may work on their REB application in tandem with the proposal, normally after a first draft has been completed. Please note: the Department of Political Science does not treat the proposal requirement as fully satisfied until ethics approval has been granted. The Advisor must provide a copy of the REB approval to the Graduate Program Assistant. *The student may not undertake any research with human subjects that requires ethics approval without REB approval and proposal approval.* It will be the Advisor's role to interpret the Tri-Council guidelines as to under what circumstances REB approval is required:

<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/introduction/>

## Department of Political Science Doctoral Thesis Proposal Approval Form

Student's Name: \_\_\_\_\_

Thesis Proposal Date: \_\_\_\_\_

**Has the thesis proposal been previously defended?**

Yes

No

**Thesis Requires REB approval** (The Department of Political Science does not treat the proposal requirement as fully satisfied until ethics approval has been granted.)

Yes

No

### Committee Approval Options:

1. Approval with no or minor changes
  - No subsequent draft is required
2. Approval with substantive changes

- The student makes changes and incorporates feedback; a second defence is not necessary
3. Rejection of proposal with a new defence in the next semester

**Advisor:** \_\_\_\_\_

- The thesis proposal is approved.
- The thesis proposal requires substantive changes.
- The thesis proposal is NOT approved.

\_\_\_\_\_  
**Signature**

**Committee Member:** \_\_\_\_\_

- The thesis proposal is approved.
- The thesis proposal requires substantive changes.
- The thesis proposal is NOT approved.

\_\_\_\_\_  
**Signature**

**Committee Member:** \_\_\_\_\_

- The thesis proposal is approved.
- The thesis proposal requires substantive changes.
- The thesis proposal is NOT approved.

\_\_\_\_\_  
**Signature**

**Committee Member:** \_\_\_\_\_

- The thesis proposal is approved.
- The thesis proposal requires substantive changes.
- The thesis proposal is NOT approved.

\_\_\_\_\_  
**Signature**

**Committee Final Decisions** (Regardless of decision, Advisor must provide written feedback, comments and corrections for improvement to student)

- The thesis proposal is approved.
- The thesis proposal requires substantive changes.  
Due Date for Revisions: \_\_\_\_\_
- The thesis proposal is NOT approved.  
Due Date for Revisions: \_\_\_\_\_

\_\_\_\_\_  
**Graduate Coordinator**  
[divisions/ethics](#)

Date

## 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:

[https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion/doctoral\\_sched](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/doctoral_sched)

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 by 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](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:

<https://www.uoguelph.ca/graduatestudies/forms>

### **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/2018-2019/fees/fees-ecr.shtml>

<https://www.uoguelph.ca/registrar/calendars/graduate/2018-2019/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 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.

### **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/2018-2019/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:

<https://www.uoguelph.ca/cip/guelph-students-preparing-study-and-travel-abroad/safe-travel-information>

## Graduate Conference & Research Travel Reimbursement Award

The Political Science program has a (limited) budget to help defray some of the costs for graduate students who plan to present at an academic conference or conduct research that requires travel. Up to a maximum of \$750 per PhD student and \$500 per MA student is available for successful applicants during the duration of their studies. Please note that the funds are intended to subsidize cost of travel, not to cover them totally, so the department encourages students to seek funding from alternate sources such as university travel grants, supervisors, and so on.

### Priority

Priority will be given to graduate students who are presenting papers or posters that are subject to some form of vetting and have been accepted for presentation OR graduate students who are conducting dissertation/Thesis/ MRP research in order to fulfill requirements of the PhD or Master's program.

**Please note:** Only those students who are enrolled at the time of the conference or research trip are eligible.

### Applications

Applications must be submitted electronically and include:

#### **For conference travel:**

- Confirmation of paper or poster acceptance

- Name of conference
- Location of conference
- Dates of conference
- Short description of the conference
- A description of the process used to select papers or posters for the conference
- An explanation of the nature of your participation in the conference
- An explanation of the relevance & benefit of conference for your research
- An abstract or brief summary of the paper or poster you are to present
- A breakdown and justification of conference costs (Please note that only transportation, accommodation, food and registration costs will be considered.)
- A letter or email from your Advisor indicating whether or not they will be contributing to the travel costs and a declaration of other funds that have been secured.

**For research travel:**

- A letter from your Advisor that research travel is required for completion of your dissertation or thesis/MRP research
- A copy of your dissertation or Thesis/ MRP proposal
- A breakdown and justification of research travel costs
- A letter or email from your Advisor indicating whether they will be contributing to travel costs and a declaration of other funds secured through other channels.

Graduate students should apply well ahead of the date they plan to travel and are encouraged to pursue other avenues of funding.

Please submit your applications via email to:

Graduate Committee c/o Renée Tavascia, Graduate Program Assistant, Political Science  
[rtavasci@uoguelph.ca](mailto:rtavasci@uoguelph.ca)).

## 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 *Communications* course. 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 528 for the purposes of holding office hours with students. Email the Undergraduate Program Assistant to book office hours: [lfyke@uoguelph.ca](mailto:lfyke@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. They belong to CUPE 3913, Unit 1. Copies of the collective agreement between the University and CUPE may be downloaded at the following link:

[https://www.uoguelph.ca/vpacademic/facultyrelations/pdf/CUPE\\_Local\\_3913\\_Unit1\\_C.pdf](https://www.uoguelph.ca/vpacademic/facultyrelations/pdf/CUPE_Local_3913_Unit1_C.pdf)

If there is a problem with your GTA pay or tuition payments, please check with Student Financial Services, located on the 3<sup>rd</sup> floor of the University Centre or email: [accquest@uoguelph.ca](mailto: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](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 scholarships such as a Dean's Award or a Board of Graduate Studies Research 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:

<https://www.uoguelph.ca/registrar/studentfinance/apps/grawards?id=A5743>

<https://www.uoguelph.ca/registrar/studentfinance/apps/grawards?id=A5644>

Once enrolled, students can also use the Graduate Award Search tool to determine the procedures for applying for various internal award opportunities:

<https://www.uoguelph.ca/registrar/studentfinance/apps/grawards?app=grawards>

The Department occasionally offers graduate research assistantships (GRAs) or Fellowships as part of the student's funding offer. Some GRAs may include a work commitment while others may not. Fellowships are tied to a work commitment for a specific faculty member:

<https://www.uoguelph.ca/polisci/news/2018/04/announcement-new-graduate-fellowship-opportunities>

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 check:

(College-wide)

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

and

(University-wide)

<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 at:

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

and

<https://www.uoguelph.ca/graduatestudies/current/funding/scholarships/gov-fundedawards>

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](http://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, room 202* – contact the Graduate Program Assistant to request keys for our MA study space in Blackwood Hall. A small key deposit is required. You will be reimbursed this deposit when you return your keys. You can retain your keys throughout your time in our program.
- *Library Carrels* - In September you can apply for a study space 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>

## Departmental Communication

- Each student is assigned a mailbox in the photocopy room (MacKinnon 522). If the department receives cheques for you, we will email you to pick them up from the front reception desk.
- 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. If you have any issues with your email address, please contact Computing & Communications Services (CCS) at: [58888help@uoguelph.ca](mailto:58888help@uoguelph.ca)

## Technical Assistance

- *Learning Commons*: Located in the library, the Learning Commons offers a range of workshops, pamphlets and other services: <https://www.lib.uoguelph.ca/get-assistance>

Learning Commons

Learning & Writing Services [commons@uoguelph.ca](mailto:commons@uoguelph.ca)

LIB L-1

519-824-4120 x53632

Learning Commons Info & Help Desk, Learning & Writing Services: [lcdesk@uoguelph.ca](mailto: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 mainframe 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>

Career services offers help for those looking for jobs: <https://www.recruitguelph.ca/cecs/>

Graduate Students Association: <http://www.uoguelph.ca/gsa/>

Student Life, international student support:

<https://studentlife.uoguelph.ca/oia/international-students/supporting-your-success>

Study permit information:

<http://www.cic.gc.ca/english/index.asp>

and

<http://www.cic.gc.ca/english/study/index.asp>

## **Graduate and Postdoctoral Studies**

The office of Graduate and Postdoctoral Studies is located on the third floor of the University Centre:

<https://www.uoguelph.ca/graduatestudies/current>

Refer to this link for their Policies and Guidelines (including their Graduate Calendar):

<https://www.uoguelph.ca/graduatestudies/current/policy>

Schedule of Dates:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml>

Students upload their final Thesis electronically to the atrium (located in the library):

<https://atrium.lib.uoguelph.ca/>

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 links, please notify the Graduate Program Assistant.