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1
Introduction
This handbook was prepared to provide you with information useful to your daily life as a graduate student. We recommend that you familiarize yourself with this information.

University policies and procedures can be found on the Dean of Graduate Studies website: http://www.sfu.ca/dean-gradstudies.html and in the university calendar: http://students.sfu.ca/calendar/. The calendar changes each semester so please check it regularly.

Find a helpful blog run by Graduate Studies here: http://www.sfu.ca/dean-gradstudies/blog.html. If this handbook is in conflict with University Graduate calendar regulations, the latter will prevail.

For other information about the department and faculty, please visit the Political Science website at http://www.sfu.ca/politics/graduate.html

We hope this handbook will be helpful to you as you plan your Graduate Program in Political Science, and we wish you success throughout your program!

Administrative Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Alex Moens</td>
<td><a href="mailto:moens@sfu.ca">moens@sfu.ca</a></td>
<td>AQ 6071</td>
<td>778-782-3729</td>
</tr>
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<td></td>
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<tr>
<td>Assistant to the Chair</td>
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<tr>
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<td>778-782-3588</td>
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<tr>
<td>Graduate Program Chair</td>
<td>Mark Pickup</td>
<td><a href="mailto:pol_gradchair@sfu.ca">pol_gradchair@sfu.ca</a></td>
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<td>778-782-8640</td>
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<tr>
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<td>778-782-5487</td>
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<td>AQ 6052</td>
<td>778-782-5838</td>
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<td></td>
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<td></td>
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<tr>
<td>Undergraduate Program Assistant</td>
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<td>778-782-7797</td>
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Graduate Program Fields of Study
The Department has five fields of study:

- Political Theory and Methodology,
- Canadian Government and Politics, including political behaviour and political economy,
- Comparative Government and Politics,
- International Relations including foreign policy analysis and international political economy, and
- Public Policy, Public Administration, and Local Governance.

The M.A. Program
The M.A. program may be completed while pursuing one of three options. The first involves a project paper or two extended essays, the second option is course intensive and the third is a thesis option. Students wishing to pursue the thesis option must receive approval from their supervisor. Except in extenuating circumstances, students may only transfer from one option to another once.

M.A. Project/Extended Essays Option
Requirements:
This option requires the successful completion of six graduate level courses. Students must take POL 800 and either POL 802 or POL 803 as part of their coursework. The other four courses must include courses in at least two of the five fields of study offered by the Department. Students pursuing the project or extended essays option must also complete a proposal (POL 891). Students must successfully defend either their research project or one of their extended essays in an oral defence. For more information on the proposal and defence please see the appropriate sections below.

The Research Project (POL 892):
Students determine the topic and direction of their research project subject to availability of a Departmental faculty member able to supervise the proposed project. Students are encouraged to consult among faculty members about topics and topic proposals.

Before embarking on a research project a student must have arranged for a Senior Supervisor to supervise his or her project. The Senior Supervisor, in consultation with the student, then recommends a second Committee member to the Graduate Program Chair to complete the student’s Supervisory Committee.

The target length for a research project should be between 11,000 and 12,500 words. It should not exceed 12,500 words. The project should have substantial original content. Students should familiarize themselves with the technical requirements for the preparation of projects. A guide for writing theses, projects and extended essays can be found here http://www.lib.sfu.ca/help/publish/thesis.
The Extended Essays (POL 895):

Students doing the extended essays must complete essays in two of the five fields of study offered by the Department. Each extended essay is expected to elaborate upon course work research. Students who wish to do extended essays should discuss this option with the instructors in the courses from which they will draw their research. These faculty members will normally compose their Supervisory Committee.

Each extended essay should be no more than 7,500 words in length. One must be examined by a committee in an oral defence.

Students should familiarize themselves with the technical requirements for writing extended essays. A guide for writing theses, projects and extended essays can be found here http://www.lib.sfu.ca/help/publish/thesis.

M.A. Thesis Option
Requirements:

This stream requires the successful completion of five graduate level courses and a thesis. Students must take POL 800 and either POL 802 or POL 803 and their other three courses must be from at least two of the five fields of study offered by the Department. Students must complete a proposal (POL 891) and successfully defend their thesis at an oral defence. For more information on the proposal and defence please see the appropriate sections below.

To be admitted to the thesis stream, a student must identify a thesis topic and find a Departmental faculty member to act as a Senior Supervisor. The student must petition the Graduate Program Chair in order to switch to this stream.

The M.A. Thesis (POL 898):

M.A. theses are works of original content and are normally 18,750 to 25,000 words in length.

Students should familiarize themselves with the technical requirements for writing extended essays. A guide for writing theses, projects and extended essays can be found here http://www.lib.sfu.ca/help/publish/thesis.

M.A. Course Intensive Option
Requirements:

This stream requires the successful completion of seven graduate level courses and an exam taken in one of the seven courses. Students must take POL 800 and one of POL 802 or POL 803 as part of their coursework. The other five courses to be completed must be from at least two of the five fields of study offered by the Department.
The Course Intensive Examination (POL 897):

The student’s course instructor serves as the nucleus of the examination committee. In consultation with the student, the course instructor will arrange for a second examiner.

The examination will take the form of either a take home examination based on the course readings in one graduate course or a graduate course research (capstone) essay. The format of the examination will be determined by the two examining faculty. This can but does not have to include an oral examination.

The take-home exam or capstone essay will be marked by the instructor and one other faculty member in that field (e.g. Comparative Politics), on a pass/fail basis. The capstone essay alternative is essentially an essay submitted for a graduate course, which the student revises to deepen and polish the analysis. The take-home exam will test the student’s ability to demonstrate an understanding of course readings in essay answers to exam questions. A student who fails either the course materials exam or the capstone essay will be permitted one, and only one, attempt at a second course-based exam.

Courses for M.A. Students

Students do not require approval of their supervisor or the Department to register in Political Science Graduate courses, but they are encouraged to consult with their supervisor about their program and the courses they plan to take. Students wishing to take graduate courses outside of the department should consult with their supervisors and the instructor of the course they wish to take to ensure that it is a suitable course for their program of study.

The Department normally offers a minimum of five graduate courses for each of the fall and spring terms and one to two graduate level courses in the summer term. While students are strongly encouraged to enroll in scheduled courses, it is possible for students to arrange to take up to two directed reading courses during the course of their programs (POL 893 and 894). In order to take a directed readings course, a student must first identify and gain permission from the faculty member with whom the course will be taken. Then, in conjunction with that faculty member (the course supervisor), the student will develop a course outline and bibliography. This outline and bibliography must then be approved by the course supervisor and the Chair of the Graduate Program. When the details of the course have been finalized, complete the “POL 893 Directed Readings I or POL 894 Directed Readings II” approval form and submit it, with an outline of the proposed course, to the Graduate Assistant. Normally, students enrolled in a directed readings course meet at least every two weeks with the course supervisor. Students may arrange to take a selected fourth year undergraduate course as a directed readings course at the graduate level. This course must be upgraded to involve extra readings and assignments and may also include extra meeting time with the instructor. Course Supervisor and Grad Chair approval are required for these directed readings as well.

Students may also apply to take graduate courses in other Departments at SFU or any other western Canadian university with which we have an exchange agreement. Graduate courses in
other Departments may, however, be assigned fewer than the five credits assigned to graduate courses in the Political Science Department. While such courses may be fully counted toward the course requirements for our M.A., the University’s minimum credit requirements still apply. For these see the University regulations at http://www.sfu.ca/students/calendar/fees-and-regulations/grad-regulation.html#1.7. In order to take courses outside the Department, students must have the approval of their senior supervisor and the Chair of Graduate Studies in the Department as well as the permission of the instructor of the course. Students must take at least half their course credits within the Department. Once you have completed an off campus course and received your grade, it is your responsibility to request official transcripts from the host institution to ensure that you receive credit for the course. Note that the Department is able to assign 5 credits for an off campus course even if the home institution does not assign the course 5 credits. Please follow up with the Department and the Graduate Chair to be sure that you receive the appropriate credits. Once you have requested your transcript it should be sent to the Office of Graduate Studies in the Maggie Benston Centre.

**The M.A. Proposal**

Once your course work has been completed and your committee has been selected and documented, you are required to write a proposal for your thesis, extended essays or project (no proposal is required for course-intensive students, but they are strongly encouraged to consult with their supervisors).

You must register in POL 891 during preparation of your proposal and continue registering in POL 891 until your proposal is completed. POL 891 is considered ‘passed’ when the student’s proposal is formally accepted by his/her supervisory committee and the POL 891 Seminar Approval Form has been signed and submitted to the Graduate Program Assistant.

**Basic Requirements of the Proposal:**

In developing a topic, students should ensure that the source material necessary to complete a project paper on the proposed topic is available. If the project falls outside the five fields of study offered by the Department, the project must receive the approval of the Graduate Chair. Your research proposal should contain the following elements:

- A clear statement about your research question or the problem you will investigate. Be careful that your question/problem is sufficiently focused and that its scope is reasonable (see below on research questions).
- An indication of why your question/problem is significant, relevant and/or interesting. There are a number of criteria you can use to establish the significance of your question. These may include: a gap in the research on this question; a newly emerging issue is examined; an important concept or relationship is addressed; a broad or important population is involved; broader theoretical or normative concerns are at issue.
- You should indicate the body of literature that you are addressing in your project and you should situate your question/problem in that literature.
- A brief discussion of your research strategy and method(s). These will vary depending upon the nature of your research question but would include the cases/events/persons/processes/outcomes you will examine, your sources of
information and data, and your method of analysis. You should also indicate why the approach you are taking is appropriate to address the question you pose. As appropriate, you should discuss your theoretical approach.

- Lay out a brief chapter outline.
- Append a bibliography.

Developing an Appropriate Research Question/Problem:

Your research question/problem should be focused and of limited scope. You should consider the limited page length of the work you will produce (a project should not exceed 12,500 words and a thesis should be between 18,750 to 25,000 words) and the limited time and resources you have available to do your research. Most students begin with a general topic area in which they are interested and then focus on a more specific aspect of that topic. Your supervisor can help you decide if your question is sufficiently limited to address in a project or thesis. Do some reading about your topic and have some concrete ideas about possible project/thesis topics before you talk to your supervisor. Be flexible about your research question – your original idea may be too ambitious or otherwise not feasible.

The M.A. Defence

Each candidate for a master’s degree shall be examined on the thesis, an extended essay, or project (no defence is required for students in the course intensive option). See regulations 1.9.1 - 1.9.2, and 1.10.1 - 1.10.2.

M.A. Examining Committee:

The examining committee for the thesis consists of

- The chair of the graduate program committee (or designate),*
- All members of the student’s supervisory committee, and
- A member of faculty at the university, or a person otherwise suitably qualified, who is not a member of the student’s supervisory committee. For a thesis examination in the Faculty of Arts and Social Sciences, a master's examiner may not be a member of the same department as the one granting the degree, unless a waiver is granted by the Dean of Arts and Social Sciences or designate.

*Note: The graduate program chair has the prerogative to chair an MA project defence but a committee member may chair otherwise.

Preparation for the Defence Examination:

Preparation for the examination of a project/thesis/extended essays shall not take place until the project/thesis/extended essays are substantially complete and in the required format. When you are preparing for your defence please check the M.A. defence checklist found on the department website (http://www.sfu.ca/politics/graduate/current/resources.html) to ensure you follow all the appropriate steps required to complete your program.
The Senior Supervisor should initiate the defence paperwork with the Graduate Assistant a minimum of 4 weeks prior to the defence date. All relevant documentation will be sent to the Dean of Graduate Studies for approval. All documentation must reach DGS no later than four weeks before the examination date. At this time an abstract of the thesis is required to schedule a defence.

At least two weeks before the date of the defence examination a digital copy of the completed work should be received by the Graduate Assistant so it can be distributed to the examining committee.

**Defence Examination:**

The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.

The candidate shall give an oral account of the research on which the thesis is based (approximately 20 minutes) and defend the thesis itself. The candidate must be prepared to answer questions on the field of the research and related fields.

M.A. Defences are scheduled for a total of 2 hours. The student will present for 20 minutes and then two rounds of questions from the examining committee will follow.

Questions will begin with the external/internal examiner, then second and first supervisors. Following this the second round of questions will begin.

**Outcomes of the Defence Examination:**

There are four possible outcomes of the thesis examination (see Regulations 1.10.2)

1. The thesis may be passed as submitted.
2. The thesis may be passed on the condition that revisions be completed to the satisfaction of the senior supervisor.
3. The examining committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate. A thesis upon which judgment is deferred shall come forward for re-examination within a period specified by the examining committee. The examining committee may require formal re-examination under section 1.10.1 or may reach its decision by examination of the revised thesis. The examining committee may not defer judgment a second time.
4. The thesis may be failed. In this case, the candidate is required to withdraw from the University.

**Recommendation of the Award of Degree:**

When a student has successfully defended the thesis or project and made any minor revisions required, the supervisory committee shall recommend award of degree. This recommendation goes for approval respectively to the graduate program committee, the faculty graduate studies
committee, the senate graduate studies committee and senate, which has the final authority to award the degree.

Submission of the Thesis to the Library:

If the examining committee has required minor revisions to a thesis, these will be completed as soon as possible after the examination and checked by the senior supervisor. A digital copy of the final draft of the completed thesis shall be sent to the library together with a memorandum from the senior supervisor certifying that all required revisions have been made.

When the library's assistant for theses has checked the thesis and accepted the format, the representative will notify the director of graduate programs, admissions and records. No degree will be approved by Senate until the director of graduate programs, admissions and records has been so notified.

M.A. Registration Guidelines
There are a series of courses specific to the M.A. program. Please use this table as a guide to determine which course you should be registered in while working on your thesis/project/essays/exams.

<table>
<thead>
<tr>
<th>Course</th>
<th>When to register</th>
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<tbody>
<tr>
<td>POL 891 Master’s Seminar</td>
<td>While preparing your thesis, project, or essays proposal</td>
</tr>
<tr>
<td>POL 892 Research Project</td>
<td>While writing your project, after your M.A. Research Proposal has been approved and you have submitted the “POL 891 Master’s Seminar Approval” form to the Graduate Assistant</td>
</tr>
<tr>
<td>POL 895 Extended Essays</td>
<td>While writing your extended essays, after your M.A. Research Proposal has been approved and you have submitted the “POL 891 Master’s Seminar Approval” form to the Graduate Assistant</td>
</tr>
<tr>
<td>POL 897 Field Examinations in Major Areas of M.A.</td>
<td>When you are ready to write your exam for the course intensive program option</td>
</tr>
<tr>
<td>Concentration</td>
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</tr>
<tr>
<td>POL 898 Master’s Thesis</td>
<td>While writing your thesis, after your M.A. Thesis Proposal has been approved and you have submitted the “POL 891 Master’s Seminar Approval” form to the Grad Assistant</td>
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</table>
Length of M.A. Program
To complete all of your degree requirements in 3 semesters the typical patterns of your coursework look as follows:

<table>
<thead>
<tr>
<th></th>
<th>Project/Essays Option</th>
<th>Thesis Option</th>
<th>Course Intensive Option</th>
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</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
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<tr>
<td>2nd Semester</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>0 to 2 courses + Project/Essays</td>
<td>0 to 1 courses + Thesis</td>
<td>1 to 3 course + exams</td>
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To complete your degree requirements in 4 semesters the typical patterns of your coursework look as follows:

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<tr>
<th></th>
<th>Project/Essays Option</th>
<th>Thesis Option</th>
<th>Course Intensive Option</th>
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</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
<td>2 or 3 courses</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>0 to 2 courses + Project/Essays</td>
<td>0 to 1 course + Thesis</td>
<td>1 to 3 courses</td>
</tr>
<tr>
<td>4th Semester</td>
<td>Project/Essays</td>
<td>Thesis</td>
<td>Oral or written exam</td>
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</table>

Model Calendar for an M.A. Student*
*Project/ Essays Option (1 year)*

1 / Fall
2 or 3 courses
Early in the semester, meet with preliminary Supervisor
Begin planning for a project topic

2 / Spring
2 or 3 courses
By mid-January, select Senior Supervisor and secondary Supervisor
Project proposal completed by end of semester

3 / Summer
0 to 2 Courses,
First draft of project by early June, revisions throughout July
Mid-June, determine a defence date and an internal examiner
By early-Mid August, defend (*paperwork must be initiated 4 weeks in advance*)
By mid to late August, complete all requirements to graduate in October

**Thesis Option (1 year)**

1 / Fall 2 or 3 courses
Early in the semester, meet with Supervisor
Begin planning for thesis topic

2 / Spring 2 or 3 courses
By mid-January, select Senior Supervisor and secondary Supervisor
Thesis proposal completed by end of semester

3 / Summer 0 to 1 courses
First draft of thesis by early June, revision throughout July
Mid-June, determine a defence date and an external examiner
Early-Mid August, defend (*paperwork must be initiated 4 weeks in advance*)
By mid to late August, complete all requirements to graduate in October

**Course Intensive Option (1 year)**

1 / Fall 2 or 3 courses

2 / Spring 2 or 3 courses

3 / Summer 1 to 3 courses
Complete course intensive field examination (*paperwork must be initiated 3 weeks in advance*)

*Note: model calendars are for students completing their degrees in one year. Adjust accordingly for longer semester patterns.*

**M.A. Senior Supervisors and Supervisory Committees**

**Senior Supervisors:**

The senior supervisor is the person principally responsible for supervising the student throughout their degree program. For students in the thesis, project, or extended essays streams the senior supervisor must hold the rank of Assistant Professor or above. For course intensive students the supervisor must be a SFU faculty member. A senior supervisor who is planning to be off campus for any length of time must arrange for proper supervision of the student during this absence. The Graduate Program Committee and the Dean of Graduate Studies must be informed of this arrangement.

Upon entering the program every M.A. student is assigned a preliminary senior supervisor by the Graduate Admissions Committee. It is the responsibility of the student to arrange a meeting with her/his senior supervisor within the early weeks of arrival in the program. The supervisor
may be a source of advice about the program, courses, the student’s progress, and scholarship and fellowship applications. The Graduate Committee attempts to match faculty and students in terms of their academic interests in the assignment of preliminary supervisors. It is, however, quite possible that students’ subsequent choice of project, essays or thesis topic may mean a different senior supervisor would be appropriate as the student’s final senior supervisor. Students should consult the Graduate Chair if they wish to change from their preliminary supervisor. Normally, this change should be made by the beginning of the third semester of full-time enrolment after the student’s admission.

Your choice of Supervisor will be related to the topic of your intended project. Please be aware that if a topic you have chosen is not relevant to the research expertise of any faculty member in the Department, you may not find a Supervisor for that project and you may have to change your topic. You may seek advice from the Graduate Studies Chair about an appropriate Senior Supervisor, if you need help finding a Supervisor or if are unsure of your appropriate options.

Once you have selected your senior supervisor this must be officially declared to the Office of Graduate Studies. The form “Approval of Supervisory Committee” must be filled out, signed and submitted to the Graduate Program Assistant. See your Graduate Program Assistant for assistance with regards to this.

**Supervisory Committees:**

For all M.A. streams, a Supervisory Committee, consisting of the Senior Supervisor and one other faculty member, must be established. In consultation with the student, the senior supervisor recommends the second Committee member to the Graduate Program Committee. Normally, this appointment shall be made no later than the beginning of the second semester of full time enrolment after the student’s admission, although with the permission of the Senate Graduate Studies Committee, departments may define a later date. University Regulations require that the committee must be formed before the end of the student’s first year in the program. The members of the supervisory committee are usually regular, tenure-track SFU faculty members, although exceptions may be made for academic reasons. The composition of the supervisory committee must be approved by the Graduate Program Chair and sent to the Dean of Graduate Studies for final approval.

The supervisory committee is responsible for helping the student in her or his program of study and for assessing the student’s progress in the program. Members of the committee should be available to the student for academic consultation.

If you are writing two extended essays, your Senior Supervisor and secondary supervisor are the two instructors in the courses from which the essays will draw their research, as the essays are expected to elaborate on research done during your coursework. You can set up your supervisory committee when you have determined your essay topics and have agreement on them from the instructors in the courses involved.

In the course intensive option, your Senior Supervisor alone constitutes your supervisory committee. Your supervisor will organize your exam committee.
Checklist for M.A. Students and their Senior Supervisors

Every semester:

☐ There is a regular meeting schedule established; it is understood what the student will report on, and areas where supervision is most likely to be needed.
☐ The goals for the semester have been established (e.g. courses, research, writing etc.).
☐ Plans for professional development (e.g. conferences, field schools, and methods workshops) are known and have been allotted sufficient time.

At least once a year:

☐ There is an agreement on the student’s goals, and a timeline for achieving them.
☐ Progress from the year has been assessed.
☐ Major absences by committee members and/or student are indicated.
☐ The plan for completion of the degree has been reviewed.

The Ph.D. Program

Our Ph.D. Program is designed primarily to prepare students for careers in advanced research and university teaching. It offers specialized research resources in the fields of Political Theory and Methodology, Canadian Government and Politics, Comparative Government and Politics, International Relations, and Public Policy, Public Administration, Local Governance and Administration.

Requirements:

- Students must successfully complete 30 credit hours of graduate level course work beyond the requirements of an M.A. degree, an equivalent of six graduate courses.
- Students must complete POL 801 and either POL 802 or 803.
- Students must successfully pass two comprehensive exams administered by the Political Science Department. Students may take one comprehensive exam while completing the course work requirement; a student will still have to complete two such exams before embarking on his or her thesis proposal. Normally, these exams cover two of the five fields of study offered by the Department. In special cases, this format can be modified with the approval of the graduate studies committee.
- Candidates having successfully completed both comprehensive exams will then complete POL 890 (Ph.D. Proposal) which culminates in the presentation of a proposal, as a seminar, to the department outlining the student’s doctoral research proposal.
- Students must fulfill a language requirement. Those studying subjects related to Canadian politics must demonstrate an ability to read French in a time limited exam consisting of a dictionary aided translation of a political science literature passage written in the language selected.
- Students must complete and successfully defend a doctoral thesis.

Normally, Ph.D. students will not be eligible for sessional instructorship in the department, until they have successfully completed their thesis proposals (POL 890).
Courses for Ph.D. Students
Courses taken by a student should reflect the specialization in fields that he or she identified during admission to the program. Courses should also include at least one course in each of the two fields in which the student writes comprehensive examinations. Students may, with the permission of the instructor, audit any graduate course in the Department. Such courses will be recorded as audits on the student’s transcript.

While students are strongly encouraged to enroll in scheduled courses, it is possible to arrange to take up to two directed reading courses (POL 893 and 894). In order to take a directed readings course, a student must first identify and gain permission from the faculty member with whom the course will be taken. Then, in conjunction with that faculty member (the Course Supervisor), the student will develop a course outline and bibliography. This outline and bibliography must be approved by the course supervisor and the Chair of the Graduate Program. Normally, students enrolled in a directed readings course meet at least every two weeks with the Course Supervisor.

Students may also apply to take graduate courses in other Departments at SFU or any other western university with which we have an exchange agreement. Graduate courses in other Departments may, however, be assigned fewer than the five credits assigned to graduate courses in the Political Science Department. While such courses may be fully counted toward the course requirements for our Ph.D., the University’s minimum credit requirements still apply. For these see the University regulations at http://www.sfu.ca/students/calendar/fees-and-regulations/grad-regulation.html#1.7. In order to take courses outside the Department, students must have the approval of their senior supervisor and the Chair of Graduate Studies in the Department as well as the permission of the instructor of the course. Students must take at least half their course credits within the Department. Once you have completed an off campus course and received your grade, it is your responsibility to request official transcripts from the host institution to ensure that you receive credit for the course. Note that the Department is able to assign 5 credits for an off campus course even if the home institution does not assign the course 5 credits. Please follow up with the Department and the Graduate Chair to be sure that you receive the appropriate credits. Once you have requested your transcript it should be sent to the Office of Graduate Studies in the Maggie Benston Centre.

Comprehensive Examinations (POL 896)
General Information:
Each Comprehensive Exam is designed to test a student’s mastery of the field, including his/her ability to synthesize historical and contemporary works and display a requisite level of analytical skill. By the end of the second semester of fulltime study (or equivalent), the student’s senior supervisor must notify the Graduate Studies Committee of the two fields of study in which the student will write her/his exam.

Upon completion of the student’s course work, the senior supervisor, in consultation with the supervisory committee, shall inform the Graduate Program Assistant of the planned dates of the comprehensive examinations. It is expected that students will complete the two comprehensive examinations within two semesters.
Comprehensive Exam Committee:

At least three months prior to the planned date of a comprehensive examination, a student’s senior supervisor in consultation with the Graduate Program Chair, shall establish the comprehensive examinations committee for that field. Examinations are conducted by a student’s comprehensive examination committees. Normally, each student will have two different exam committees. Each committee will be composed of at least one member from the student’s supervisory committee and at least two faculty members from the field of study being examined. At least one faculty member on the committee is not on the student’s supervisory committee. The Graduate Chair or designate shall chair the comprehensive oral examinations. Comprehensive Examinations Committees are responsible for working with the Graduate Program Assistant to schedule, prepare, and conduct the exams.

Format of the Exams:

The Comprehensive Exam(s) can take two forms:

Option 1:
The exam consists of a six-hour written exam and a one-hour oral exam. The written format is open-book (only books and journal articles may be consulted during the written exam; notes are not permitted), with no advance notice of the questions but some choice among the questions presented. Each exam shall contain essay-type questions. Students answer 3 out of 6 questions.

After the written component of a comprehensive examination is completed, the student is allowed to keep a copy of the written exam questions and her/his written answers for the purpose of preparing for the oral component.

Normally, the oral exam is held one week after the written exam. The oral exam may cover all the questions presented in the written exam as well as questions concerning readings on the reading list not discussed in the written exam.

Typically, oral exams are chaired by the Graduate Chair or designate. The Graduate Chair should be present if requested by the student or a member of the examination committee or if the student is repeating the exam.

The oral exam procedure is the following:

- The candidate should be invited to make any comments about the exam and/or his/her answers before the questions begin (although this is not necessary, it is a nice way to begin).
- There should be two rounds of questions, beginning with the third reader (similar to the project or thesis defence). Questioning is not to go beyond one hour.
- At the end of the question period, the candidate is asked to leave. Beginning with the third reader, each committee member will indicate his/her views on the candidate’s performance on both the written and oral component. The options are: pass with distinction, pass or fail. If there is disagreement, a majority decision determines the
assessment outcome. Additional information: each candidate can re-take one exam (out of their two comps).

Option 2:

This option consists of a written paper, a course proposal, and a one-hour oral examination. The paper should be between 8,000-10,000 words, should cover several key themes in the field, and should analytically engage the major theoretical debates.

The discussion and analysis in the paper will largely be confined, but not exclusively, to the readings that are placed on the prepared comprehensive reading list. Students may introduce other writings at their discretion, so long as the concepts and approaches in the main list are dealt with satisfactorily.

Students must design a challenging but pedagogically feasible 300-level course. A detailed syllabus specifying weekly topics, themes and readings should be provided. There should be a clear written rationale of some 4 to 5 pages accompanying the syllabus that explains the instructional goals of the course.

Students are strongly advised to consult with their supervisor and thesis committee when preparing for this examination option.

The Graduate Chair should be present at the oral exam if requested by the student or a member of the examination committee or if the student is repeating the exam.

The oral exam lasts 60 minutes. Format may vary, but it is recommended that 30 minutes of this time be devoted to questions concerning the written paper and other readings that were on the core list but were not discussed in the paper. The remaining 30 minutes of the exam time should be devoted to questions on the course design, content, and rationale. Format will be determined by the examining committee in consultation with the candidate.

The oral exam procedure is the following:

- The candidate should be invited to make any comments about the exam and/or his/her answers before the questions begin (although this is not necessary, it is a nice way to begin).
- There should be two rounds of questions, beginning with the third reader (similar to the project or thesis defence). Questioning is not to go beyond one hour.
- At the end of the question period, the candidate is asked to leave. Beginning with the third reader, each committee member will indicate his/her views on the candidate’s performance on both the written and oral component. The options are: pass with distinction, pass or fail. If there is disagreement, a majority decision determines the assessment outcome. Additional information: each candidate can re-take one exam (out of their two comps).

Grading of Comprehensive Exams:

Students receive a grade of pass with distinction, pass, or unsatisfactory from the comprehensive examination committee following completion of the written and oral
component of each field. Students who receive an unsatisfactory result are permitted one retake of that exam no less than one month and no more than three months later.

**Reading Lists:**

Faculty members working in each of the five fields of study will provide standardized reading lists of more than 40 books for each field. Fields may have a standard list of more than forty (40) books, but students are to be examined on only forty (40) books (or book equivalents) selected by the examination committee. Standardized lists are to be reviewed annually. As part of its annual review process, field members will take note of advice solicited from graduate students in the program under advisement prior to finalizing the year’s reading lists.

A very limited number of books (or book equivalents) may be substituted for the common standardized field list at the instigation of the student or the student’s senior supervisor provided that they both concur with the proposed substitution.

**Language Requirement**

Students must demonstrate a reading ability in one language other than English that is acceptable to the student’s supervisory committee. Students studying subjects related to Canadian politics must demonstrate an ability to read French. Ability to meet the language requirement is determined by the successful completion of a time-limited examination, consisting of a dictionary-aided translation of a passage from Political Science literature written in the language selected. Students who are ready to take the language examination should contact their senior supervisor who will make the arrangements for the exam.

**The Ph.D. Seminar Proposal (POL 890)**

Upon completion of both comprehensive examinations, candidates are required to register in and complete POL 890. While enrolled in this course, students are expected to develop a specific account of and rationale for their thesis research topic, in consultation with their supervisory committee. This will clarify and defend the theoretical and methodological approaches they intend to use in their study, determine the body of literature relevant to their topic, and establish the contribution it will make to the field in which they locate their work. The research proposal will state the thesis title, topic, general intent, methodology and bibliography and will be accompanied by a detailed research plan and timetable for the completion of each thesis chapter. The thesis proposal should not exceed 25 pages in length, excluding bibliographic references.

Students are normally expected to complete POL 890 in two semesters. When your Supervisory Committee determines that your draft proposal is ready for presentation, schedule a proposal presentation with the Graduate Program Assistant. Please give at least 2 weeks’ notice.

POL 890 culminates with the student’s seminar presentation of her/his draft research proposal to the department. After the seminar, and in consultation with his/her Supervisory Committee, the candidate’s final proposal must receive Graduate Studies Committee approval. POL 890 is considered 'passed' when the student's thesis proposal is formally accepted by his/her
supervisory committee and the Graduate Committee of the Department. The POL 890 Ph.D. Seminar Approval form must be signed and received by the Graduate Program Assistant.

Ph.D. Thesis (POL 899)
The thesis must represent an original contribution to the discipline. Ph.D. theses should be coherent, integrated works focused on a clearly defined topic. They should make original contributions to knowledge. They should include an introductory chapter outlining the research and a concluding chapter, which must, at a minimum, summarize the major findings. While candidates may find that in the course of their thesis research, its direction, and even the topic itself may change, major departures from their original topic approved by the supervisory committee and the Graduate Committee must receive further approval. Although length can be expected to vary, the thesis should not exceed 300 pages.

The central purpose of a research project at the graduate level is to fix a key problem in the existing knowledge of and literature on a particular topic or to identify a new problem not yet addressed. If you cannot find an important deficiency, there is no need to conduct a research project on that topic. Those who have published on the topic of your choice should be the primary audience of your proposal, whom you must convince (1) that they have a serious problem to be fixed, and (2) that your proposed solution (i.e., your methodology) seems reasonably workable to solve that problem. Your primary audience asks, for example:

- Have you identified a clear problem in our area that needs to be addressed? Is there a gap in our literature with respect to this problem? Locate your problem in the literature.
- Is such a problem serious enough to warrant a major research project?
- What is the theoretical context of the problem you have identified? Have you situated your problem within this context?
- Now that you have identified a significant problem, how do you address it (what is your methodology)? Give us details.
- In some cases you may have identified an original approach to answering an old problem. Is your approach convincing?
- Is your methodology logically consistent? Is it feasible?
- Why is your methodology better than other methodologies in addressing your problem?
- Do you have the necessary experience or training to complete the proposed project successfully?
- What are potential pitfalls when implementing your research project? What is your contingency plan?
- Granted that your research project is, in the view of specialists, worth conducting, who else (other Political scientists) would benefit from your research findings (who is the secondary audience)? Why should they care?

Ph.D. Paper-Based Thesis Guidelines:

In addition to the traditional format for a thesis, the following paper-based format is available to graduate students in consultation with their supervisor and committee. Ph.D. theses should be coherent, integrated works focused on a clearly defined topic. They should make original
contributions to knowledge. They should include an introductory chapter outlining the research and a concluding chapter, which must, at a minimum, summarize the major findings. These principles hold true even if the thesis consists of several papers.

Supervisory committees for student’s writing paper-based theses will provide clear (preferably written) guidance at an early stage in the student’s career regarding expectations for a paper in the student’s sub-discipline. A minimum of three substantive papers is required for a paper-based thesis. At least two of the included papers must be sole-authored, unless there are exceptional circumstances. Coauthored papers included must be principally authored by the student. At least two must be deemed to be of publishable quality by the student’s supervisory committee prior to the defense.

Each paper in the thesis must be unique. They may be accompanied by supporting material (e.g., unpublished methodology and literature review chapters, an overarching conceptual framework, and/or brief one- or two-page ‘linking’ chapters which improve the coherence of the final written work) and by appropriate appendices. The supervisory committee will explain, in written communication with the student, which supporting materials are necessary and whether they should appear in the thesis proposal or as thesis chapters or appendices. The thesis proposal must outline how the papers will comprise a cohesive whole within a unifying framework.

Continuous pagination, a common table of contents, and a single, integrated reference list for the whole work are required in all cases.

Paper-based thesis will be judged using the same intellectual criteria as traditional thesis. The final decision on whether a thesis is of suitable intellectual quality is the supervisory committees.

When papers included in the thesis have been published prior to its submission to the library, the student will be responsible for ensuring that appropriate copyright permissions have been gained in writing from the publishers. Manuscripts submitted before matriculation in the Ph.D. program cannot be used for the thesis.

**Guidelines specific to co-authorship:**
In general, the student will be the sole or principal (i.e. first) author of the papers included in the thesis. As principal author, the student must make the leading contribution to formulating and executing the research, analysis, and writing. In exceptional cases, if the student is not first author but is one of the principal contributors to the paper, it may be included. This will be allowed only in cases where the paper is crucial to the thesis as a whole. In all cases of co-authored papers, students must include a detailed written comment on the respective roles of all co-authors. When articles have been co-authored by the student and others, the student will be responsible for ensuring that all co-authors have agreed in writing to the article’s use in the thesis.
The Ph.D. Defence
Thesis defences and the nature of the examining committees are governed by University regulations (see regulations 1.9.3 to 1.10.2).

Ph.D. Examining Committee:
The examining committee for the thesis consists of

- The chair of the graduate program committee (or designate) who is a non-voting chair,
- All members of the student’s supervisory committee,
- An internal examiner who is a member of faculty at SFU but who is not a member of the student’s supervisory committee, and
- An external examiner who is specifically qualified in the topic of the thesis and is not a member of faculty at SFU.

The choice of both examiners should be made in consultation with the graduate student, who should be informed about the qualifications of the examiners. Examiners should have no personal, financial or professional relationship with the student that would lead to any conflict of interest. The thesis is not sent to the external examiner until it has approval of the full supervisory committee. Selection of the external examiner is organized by your Senior Supervisor. Students must have NO contact with the external examiner until the date of their defence.

Preparation for the Defence Examination:
Preparation for the examination of a doctoral thesis shall not take place until the thesis is substantially complete and in the required format. When you are preparing for your defence please check the Ph.D. defence checklist, found on the department website (http://www.sfu.ca/politics/graduate/current/resources.html), to ensure you follow all the appropriate steps required to complete your program.

Your Senior Supervisor should initiate the paperwork with the Graduate Assistant a minimum of 6 weeks prior to the defence date. At this time an electronic draft copy of your thesis, an abstract of your thesis, and the c.v. of your external examiner (acquired by your Senior Supervisor) are required to schedule your defence. If you have any special requirements for your defence (i.e. overhead projector) you should tell the Graduate Assistant at this time. Be sure to check the thesis submission deadline when planning a defence date.

All relevant documentation will be sent to the Dean of Graduate Studies for approval. Once approved, DGS will invite the external examiner and distribute digital copies of the completed thesis to the examining committee. Any changes to the date of the examination must be approved by the Dean of Graduate Studies.

Defence Examination:
The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.
The candidate shall give an oral account of the research on which the thesis is based and defend the thesis itself. The candidate must be prepared to answer questions on the field of the research and related fields.

Ph.D. Defences are scheduled for a total of 3 hours. The student will present for 20-30 minutes and then two rounds of questions from the examining committee will follow.

Questions will begin with the external examiner, then the internal examiner, then third, second and first supervisors. Following this the second round of questions will begin.

Outcomes of the Defence Examination:

There are four possible outcomes of the thesis examination (see Regulations 1.10.2).

1. The thesis may be passed as submitted
2. The thesis may be passed on the condition that revisions be completed to the satisfaction of the senior supervisor
3. The examining committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate. A thesis upon which judgment is deferred shall come forward for re-examination within a period specified by the examining committee. The examining committee may require formal re-examination under section 1.10.1 or may reach its decision by examination of the revised thesis. The examining committee may not defer judgment a second time.
4. The thesis may be failed. In this case, the candidate is required to withdraw from the University.

Recommendation of the Award of the Degree:

When a student has successfully defended the thesis and made any minor revisions required, the supervisory committee shall recommend award of degree. This recommendation goes for approval respectively to the graduate program committee, the faculty graduate studies committee, the senate graduate studies committee and Senate, which has the final authority to award the degree.

Submission of the Thesis to the Library:

If the examining committee has required minor revisions to a thesis, these will be completed as soon as possible after the examination and checked by the senior supervisor. A digital copy of the final draft of the completed thesis shall be sent to the library together with a memorandum from the senior supervisor certifying that all required revisions have been made.

When the library's assistant for theses has checked the thesis and accepted the format, the representative will notify the director of graduate programs, admissions and records. No degree will be approved by senate until the director of graduate programs, admissions and records has been so notified.
Ph.D. Registration Guidelines
There are a series of courses specific to thesis preparation. Please use this table as a guide to determine which course you should be registered in while working on your thesis/project/essays.

<table>
<thead>
<tr>
<th>Course</th>
<th>When to Register</th>
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<tbody>
<tr>
<td>POL 896 Ph.D. Comprehensive Exam</td>
<td>While preparing for and writing your Comprehensive Exams</td>
</tr>
<tr>
<td>POL 890 Ph.D. Seminar</td>
<td>While preparing your Ph.D. thesis proposal</td>
</tr>
<tr>
<td>POL 899 Ph.D. Thesis Research</td>
<td>While writing your thesis</td>
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Model Calendar for a Ph.D. Student

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<tr>
<th>Year 1:</th>
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<tbody>
<tr>
<td>Fall 2-3 courses</td>
</tr>
<tr>
<td>Starting course work requirements</td>
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<tr>
<td>Early in the semester, meet with senior supervisor</td>
</tr>
<tr>
<td>Early in the semester, participate in departmental and SFU orientations</td>
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<tr>
<td>Spring 2-3 courses</td>
</tr>
<tr>
<td>Continuing on course work requirements</td>
</tr>
<tr>
<td>Form Supervisory committee (Senior + 2) *</td>
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<tr>
<td>2 comp exam fields and planned exam dates decided by April 1</td>
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<tr>
<td>2 comp exam committees formed by May 1</td>
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<tr>
<td>Summer 2-3 courses</td>
</tr>
<tr>
<td>Completing any remaining course work requirements</td>
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<tr>
<td>Preparing for comp exams (enroll in POL 896)</td>
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<tr>
<th>Year 2:</th>
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<tbody>
<tr>
<td>Fall</td>
</tr>
<tr>
<td>Completing 1st comp exam requirement*</td>
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<tr>
<td>Spring</td>
</tr>
<tr>
<td>Completing 2nd comp exam*</td>
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<tr>
<td>Summer</td>
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<tr>
<td>Begin working on thesis proposal (enroll in POL 890)</td>
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<tr>
<td>Completing language requirement (or later)*</td>
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<th>Year 3:</th>
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<tr>
<td>Fall</td>
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<tr>
<td>Completing thesis proposal*</td>
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<tr>
<td>Beginning thesis research (enroll in POL 899)</td>
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<tr>
<td>Spring</td>
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<tr>
<td>Continuing thesis research</td>
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<td>Summer</td>
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<tr>
<td>Continuing thesis research</td>
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<td>Year 4:</td>
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<td>Fall</td>
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<td>Spring</td>
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<td>Summer</td>
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**Ph.D. Senior Supervisors and Supervisory Committees**

**Senior Supervisors:**

Ph.D. students are assigned Senior Supervisors when they are admitted to the program. Although the Graduate Admissions Committee attempts to match students with senior supervisors whose research and teaching backgrounds most closely match the research proposals presented in the students’ applications, students’ research interests sometimes change after they have entered the program. It is the responsibility of the student to arrange a meeting with her/his senior supervisor within the early weeks of arrival in the program. If students wish to change their senior supervisors, they must consult the Graduate Program Chair. Changes must be approved by the Graduate Chair and approved by the Dean of Graduate Studies.

Senior Supervisors play a central role for Ph.D. students. The senior supervisor is principally responsible for supervising the student throughout the program and helping the student to map out an agenda of study. At the candidacy stage (after the student has successfully completed her/his comprehensive examinations) the senior supervisor is particularly critical in assisting the student in the planning of thesis research.

A Senior Supervisor must hold the rank of Assistant Professor or above and must be a faculty member in the Department of Political Science. Adjunct professors are not eligible to serve as senior supervisors. A senior supervisor who is planning to be off campus for any length of time must arrange for proper supervision of the student during this absence. The Graduate Program Committee and the Dean of Graduate Studies must be informed of this arrangement.

Selection of a final Senior Supervisor and other members of the Supervisory Committee should occur as early as possible in a student's program, consistent with a clear definition of the student's research interests and an informed decision.

**Supervisory Committee:**

The Supervisory Committee for a Ph.D. student consists of the student’s senior supervisor and two second supervisors. Shortly after a student enters the Ph.D. program, his or her senior supervisor, in consultation with the student, will make recommendations for second supervisors.
The Supervisory Committee is responsible for monitoring and assisting a student’s progress through the program. The second supervisors on the Committee should be available for consultation and advice throughout the student’s program, and should be prepared to read various drafts of the student’s proposal and final thesis. The Supervisory Committee will be structured to reflect the topic of the student’s thesis project and the department’s various fields. The members of the Supervisory Committee hold the rank of Assistant, Associate or Full Professor and are on regular (not limited-term or adjunct) appointments.

Change in membership of the Supervisory Committee may be initiated by the student, any member of the Supervisory Committee or any member of the departmental Graduate Program Committee. A graduate student may wish to change his or her Senior Supervisor and/or committee member(s) for any number of valid reasons. These reasons include, but are not limited to, change in direction of research, change of interests and irreconcilable academic or personal conflicts. Intellectual debate is an important part of university activity. Occasionally, fundamental differences in substance, style or philosophy may render debate counter-productive. Every effort should be made by faculty members and graduate students to address such difficulties. Departments are encouraged to establish mechanisms to mediate or otherwise resolve such differences before they become irreconcilable. If it becomes apparent to either party that intellectual differences have become irreconcilable and that debate between them has become more negative than constructive, each has a responsibility to reconsider working together. Students should be able to change Senior Supervisors without subsequent negative consequences. This involves faculty members disavowing proprietary attitudes regarding graduate students and ensuring that past conflicts do not color future relations with the student. If the faculty member is unable to detach him/herself, then he or she should remove him/herself from any further formal and informal evaluative functions regarding the student.

**Checklist for Ph.D. Students and their Senior Supervisors**

**Every semester:**
- □ There is a regular meeting schedule established; it is understood what the student will report on, and areas where supervision is most likely to be needed
- □ Goals for the semester have been established (e.g. courses, research, writing etc.)
- □ Plans for professional development (e.g. conferences, learning new techniques) are known and have been allotted sufficient time
- □ The student has a plan for financial support

**At least once a year:**
- □ The student and the entire supervisory committee have met and discussed plans for the year
- □ Progress from the previous year has been assessed
- □ Plans for financial support have been discussed
- □ Major absences of committee members and/or student are known
- □ The long-term plan for completion of the degree has been reviewed; the current year’s plan is consistent with the long-term plan
There is a plan to publish research results, and the rules for co-authorship have been discussed.

The student has consulted with the supervisory committee about career goals following graduation.

**Ph.D. Professional Development Planning**

**Can you become my colleague?**

This is the question that faculty members consider when they see you in job interviews. Whether you successfully get a job may depend on many factors beyond your control. But if you cannot convince the faculty members in a department that you will be an excellent colleague, your chances of getting a job are much lower. So, what are they looking for? They want someone who can come into their department and immediately start working (with some minor guidance) as a junior professor—and a colleague. You must always remember that you are applying for a job to fill some void in a department. Professors in that department may not have your particular academic expertise but you must demonstrate your compatibility with them. You may have considerable expertise on a particular topic or area of research, but if you cannot connect with your future colleagues, they will not be keen to hire you. Making these connections involves three areas: teaching, research and administration.

**Teaching Skills:**

Can you teach general courses like Politics 100 as well as, e.g., "Theories of International Relations" at the graduate level? Can you teach a general course on research design, and a senior level course on qualitative analysis? Most departments want their new faculty to have teaching experience and they prefer someone with experience as a course instructor (not as a teaching assistant, but as someone who has had full responsibility for a course). Furthermore, they want someone who can teach not only specialized courses but also general courses. After all, they want someone who is useful for the teaching roster of their department, not someone who can teach only a very narrow range of "boutique" courses. Quite often, as part of a job interview, you are asked to give a lecture in a classroom setting so that your potential colleagues can see how you do in front of students. Be prepared to show your teaching dossier, which should include a statement of your teaching philosophy, syllabi you have taught or are prepared to teach, and course evaluations.

**Research Skills:**

Are you an engaged researcher? Do you have a coherent research program? Can you plan and complete a research project? Can you do collaborative research with someone else? Can you communicate your research findings in a scholarly language that your colleagues can understand? In short, can you become an asset in a department—for professors and students—on research matters? These are the typical questions that you face—at least implicitly—during a research seminar that you are asked to give in front of faculty members, as well as during a series of interviews with faculty and students. To be sure, the successful completion of a Ph.D. thesis is a good indicator of your research ability. But it is very common for a candidate to have a publication or two in addition to a Ph.D. thesis. Very often you are asked to articulate what
your research program is (your future research plans in addition to your current research activities). A research program means a group of research projects focused on a theme. Your Ph.D. thesis project is only one project among many that make up a research program, and you must be able to articulate your (potential) projects after your Ph.D. is completed. Faculty members engaged in the hiring process want to know if you have a research program, and if it is compatible with the needs of their Department. In addition to publications, delivering conference papers is seen as an indicator of research activity. It is therefore important to follow leading journals in your field. As a scholar you are supposed to read leading journals regularly. Remember, you are being assessed as to whether you are a scholar—not a student—worth working with. It is critical to demonstrate that you are able to communicate your research findings to your future colleagues. A research seminar is an excellent chance to do this. Your audience often has little knowledge about the specific dimensions of your research topic so it is your task to describe your research to the audience in the language of Political Science, but in a manner that is accessible and interesting to non-specialists.

**Administrative Skills:**

Unlike teaching and research skills, administrative skills are not formally covered by Ph.D. training. Nevertheless, it is important to indicate that you will be an excellent colleague who is willing and able to share administrative duties. Involvement in administrative committees in your Ph.D. department (e.g., a graduate representative to a departmental committee) can be useful in this regard. Although whether you have administrative experiences is typically a minor issue, you can increase your appeal to your future colleagues by getting involved in your Ph.D. department.

Given the above requirements for successfully obtaining an academic position, some of what you should be doing in your Ph.D. training is clear. As a foundation for teaching general courses, comprehensive exams are an excellent vehicle. Your reading for these exams could be supplemented afterwards by reading more of the classics in the discipline, by following the major controversies in the discipline and reading books on Political Theory. Remember, you are a Political Scientist first, and a field specialist second. In fact, such a foundation will help you to keep growing intellectually after you start your teaching career. Also, read the leading journals in your field. After you pass your comprehensive exam and you have your Ph.D. thesis proposal approved, present a paper in an academic conference. Publish a paper in a refereed journal. Seek lectureship opportunities. Sit on a committee. In short act like a junior scholar and most importantly act like a professional.

**Professional Development Checklist:**

The following questions are concerned with the research-related activities in which beginning professional Political Scientists are typically engaged, in a self-directed manner:
Are you a member of a national-level academic organization in the field of your research activities (e.g., the Canadian Political Science Association, the International Studies Association)?

Have you attended a conference organized by such an organization?

Have you presented a paper in a conference organized by such an organization?

Have you sent an article manuscript to a refereed academic journal?

Do you have a publication(s) in a refereed academic journal?

Are you working on an article and/or a book manuscript now?

Are you attending research colloquia regularly?

Have you applied for a research grant?

Have you received a research grant?

Have you read most of the classics in your field and in Political science more generally, even if they are not taught in courses?

Are you reading journals directly addressing your research interest on a regular basis? (Can you cite the newest publications relevant to your research program?)

Are you reading leading journals in your field on a regular basis?

Are you following publications produced by major publishers well known in your field (e.g., the University of Toronto Press in the field of Canadian Politics)?

Are you reading review articles or "reviews of fields" publications such as Annual Review of Political Science?

Have you made an oral presentation of your research findings as an invited guest speaker in a colloquium?

Can you summarize the history of how your field has developed?

Can you summarize your research program (i.e., a series of your research projects that as a whole center on a particular theme)?

Information for Both M.A. and Ph.D. Students

Registering in Classes

Be sure to check the registration deadline which can be found in the University Calendar of Events. You can enroll in classes through your GoSFU account.

All graduate students are required to maintain continuous enrollment unless they have been granted a leave of absence from their program (see 1.4.3 in Graduate General Regulations). Enrollment in an audit course only does not satisfy this requirement. When a student is not enrolled and is not on an approved leave of absence, the student is considered withdrawn from the University. To be approved for a leave of absence (see 1.8.4 in Graduate General Regulations) you must hand in a completed leave request form to the Graduate Assistant with the appropriate signatures prior to the start of the term for which leave is being requested.

Review of Students Progress

Student progress is reviewed once a year through the online Graduate Progress Report. The report is generally sent out in July of each year but students who begin in a semester other than the Fall can expect their reports at a later term. For example, students with a Spring admit term will have their reports generated in the upcoming Fall term, and students with a Summer admit term will receive their reports in the following Spring term. Once the report has been generated
the student will receive an email to log into their GoSFU account and complete the assessment. Once the student has completed their section, the report will then be open to their senior supervisor to provide their assessment and comments.

The evaluation of students’ progress will rely in part on their maintenance of a CGPA of 3.0, as required by graduate regulations 1.5.4. In the event a student’s progress is assessed to be unsatisfactory, the Graduate Studies Committee, in consultation with the student’s supervisory committee may: (1) Require the student to withdraw; or (2) Inform the student of their unsatisfactory progress and require the student to improve in specific ways in a specific amount of time. If the student has failed to maintain a CGPA of 3.0, the committee will normally require the student to complete all the courses in which he or she has registered and achieve a CGPA of 3.0 by the end of the current semester. The student concerned has the right to appear before the Graduate Program Committee when the case is considered, and may submit any materials relevant to the case.

**Political Science Graduate Forms**
Coursework and other program requirement forms can be found on the Department website at http://www.sfu.ca/politics/graduate/current/forms.html.

Other graduate student forms (ex. leave of absence requests, program extension forms, etc.) can be found on the Dean of Graduate Studies website at http://www.sfu.ca/dean-gradstudies/current/forms.html.

**Guidelines for M.A. and Ph.D. Supervisor-Student Relations**
**General Guidelines:**

Expectations that are clear, explicit, and mutually-accepted are the basis of a good supervisory relationship. These expectations should be discussed and agreed upon early in the relationship.

With the participation of the Supervisory Committee, Senior Supervisors and students should, at the start of the supervisory relationship, agree on a plan of study for the student's degree program with clear 'milestones' denoting progress. The plan may be expressed in writing. In all cases, there should be an explicit understanding that it may be changed in light of future developments.

Students must be made aware of evaluation criteria for all work before work commences. If ambiguities remain, students should discuss them with the senior supervisor and resolve them before proceeding.

Senior Supervisors and members of Supervisory Committees should inform graduate students of their disciplinary orientation and views on controversial topics in the field and state their expectations of graduate students in relation to these.

It is the responsibility of Senior Supervisors to inform students in advance of evaluation procedures, the outcome(s) of those procedures (in written form) and the means available to students to respond to evaluation outcomes.
Whenever research is being planned, faculty members and graduate students should reach agreement on the ownership of any intellectual property that may result. This will include patents, licenses and the authorship of any publications which may arise from the research. The principle that all students who participate in research that leads to publication (or profit) should receive appropriate credit should be maintained. It is recommended that a written agreement be concluded. Similar discussions should occur between instructors and students in courses in which new data and ideas may be generated. In all cases, the agreements reached must be consistent with University Policies on intellectual property (R30.03 http://www.sfu.ca/policies/gazette/research/r30-03.html).

Faculty members should be familiar with department and University Policies and procedures, and with sources of information on graduate student support. Similarly, students are responsible for familiarizing themselves with the University Calendar, the Graduate Studies Handbook and official written departmental and University documentation pertaining to graduate education.

The essence of graduate education is development of research skills/professional competence. Senior Supervisors are responsible for ensuring that a student has access to intellectual resources and to research opportunities. Other members of the Supervisory Committee and the department share in these responsibilities. Graduate students are expected to take advantage of the resources and opportunities that are provided and to pursue actively support for their research and themselves. To the extent possible, the Senior Supervisor should provide financial support for student’s research and for the student.

Faculty members should be available for regular consultation with students. Senior Supervisors, other committee members and course instructors should be available to students on a schedule appropriate to the needs of both parties. Students should meet with their Senior Supervisors and/or full Supervisory Committees on a regular basis to set both short- and long-term goals (which may be modified from time to time) and to ensure continuation of common expectations. Normally, students should arrange the meetings.

The Senior Supervisor and the student share the responsibility of ensuring that examinations such as minor fields and comprehensive examinations are arranged in a timely way.

The Senior Supervisor is responsible for ensuring that the student’s progress is assessed at least once each year (Graduate General Regulations 1.8.1). This will often entail formal meetings of the Supervisory Committee (which may or may not include all members of the committee) and the student. A copy of the assessment will be available to the student, the senior supervisor and the graduate chair.

Senior Supervisors must inform their students of planned absences well in advance and make arrangements for an acting supervisor, who would normally be a member of the Supervisory Committee. A senior supervisor who is planning to be off campus for more than three months shall arrange for proper supervision of the student during this absence. The graduate program committee and the dean of graduate studies shall be informed in writing of the arrangement (Graduate General Regulation 1.6.3). Similarly, students should inform their Senior Supervisors...
of planned absences in advance. In cases of unplanned absences, notification should be as soon as possible.

The purposes of evaluation of students are to improve academic skills in research, writing, critical thinking, analysis, etc. and to assess the progress of the student toward the degree. Evaluation should be fair, sensitive and provided in a timely fashion. Criticism should be specific and constructively presented. Evaluation should include specific suggestions for improvement, when indicated. Students have the obligation to respond in a timely way to criticism and suggestions for improvement.

Faculty members who feel they cannot, or can no longer, evaluate a student's work in an unbiased way should arrange to have another qualified person evaluate the work. Evaluation of the student’s work in one area should not be affected by evaluation in another area. Students who feel their work is not being evaluated fairly should notify the Graduate Program Chair in their department and seek resolution. If satisfactory resolution cannot be reached at this level, the Graduate Appeal Procedures (GGR 1.16) may be applicable.

Please see //www.sfu.ca/dean-gradstudies/current/managing_your_progress/supervision.html.

Interpersonal Conflicts of Interest:

The relationship between supervisors and students should be purely an academic one. Romantic, intimate relationships (including but not limited to sexual intimacy) are unacceptable between faculty members and graduate students because of the increased potential for coercion, favouritism and harassment and so should be avoided. The societal view of "consenting adults" does not apply in the faculty member-graduate student case, because of pre-existing imbalances in power. Faculty members are responsible for drawing a clear line of separation between their professional and their personal lives.

A faculty member who enters into an intimate or close personal relationship with a graduate student who is, or will be, subject to the faculty member for any evaluation, supervision or employment should terminate or decline the evaluative/supervisory/employment role(s) and take all necessary steps to avoid any suggestion of bias, including informing the department chair of the situation.

Faculty members who are in a financial relationship with a student shall not be involved in any evaluative role with respect to the student. Such relationships may include business partnership or an employee-employer relationship outside the normal scope of research or teaching assistantships, but normally exclude situations where both faculty member and student are co-holders of the rights to intellectual property.

Faculty members who play more than one role with respect to the student should not take unfair advantage of this situation. One example is serving as both Senior Supervisor and course instructor in a course where the student is employed as a teaching assistant, which could result in undue pressure on the student to perform work beyond that specified under the TA terms of employment.
Faculty members must not permit personal conflict with a graduate student to impinge on that student's relationship with other faculty members. Similarly, faculty members should not allow personal animosities among colleagues to influence graduate students' relationships with those colleagues.

Please see http://www.sfu.ca/dean-gradstudies/current/managing_your_progress/supervision.html.

Conflict of Interests Policy (General Policy 37):

Simon Fraser University is committed to academic freedom and to excellence in teaching and research. As a place of learning, the University encourages its faculty, staff and students to be broadly involved in professional interests and activities compatible with the University’s mission, values and commitments. Occasionally, the best interests of the University and the personal interests of its Members may conflict, or may be perceived to conflict.

To maintain public and professional trust and confidence, the University must deal with real or perceived conflicts of interest (COIs) in a fair, open, consistent and practical way. Rather than taking a rigid approach, the University prefers to assess COIs on an individual basis and to manage conflict, where appropriate.

To that end, this Policy sets out a mechanism for identifying and addressing conflicts of interest, whether real or perceived, so that the University and its external constituencies can be confident decisions and actions are not inappropriately influenced by private interests. At the heart of this Policy is the duty of each Member to assess his or her own activities and to report any real or potential conflicts of interest as prescribed in this Policy and its accompanying Procedures.

Please see http://www.sfu.ca/policies/gazette/general/gp37.html.

Academic Honesty and Student Conduct Policies (Policy S10.01-.04):

Simon Fraser University is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety and freedom from harassment and discrimination.

Each student is responsible for his or her conduct as it affects the University community. This Code shall not be construed so as to unreasonably limit peaceful assemblies, demonstrations or the free expression of ideas.

All members of the University community share the responsibility for the academic standards and reputation of the University. Academic integrity is a cornerstone of the development and acquisition of knowledge. It is founded on principles of respect for knowledge, truth, scholarship and acting with honesty. Upholding academic integrity is a condition of continued membership in the university community.

Academic dishonesty, in whatever form, is ultimately destructive of the values of the University. Furthermore, it is unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University.
The purpose of this policy is to define students' basic responsibilities as members of the academic community and to define inappropriate student behaviour.

Please see https://www.sfu.ca/policies/gazette/student.html.

Human Rights Policy (General Policy 18):
Simon Fraser University promotes teaching, scholarship and research, and the free and critical discussion of ideas. The University is committed to providing a working and learning environment that allows for the full and free participation of all members of the University community. Discrimination undermines these objectives, violates the fundamental rights, personal dignity and integrity of individuals or groups of individuals and may require remedial action by the University. Harassment is a form of discrimination that is prohibited under this Policy and may result in the imposition of disciplinary sanctions including, where appropriate, dismissal or permanent suspension.

This Policy responds to the University's responsibility under the Human Rights Code of British Columbia (“the Human Rights Code”) to prevent discrimination, to provide procedures to handle complaints, to resolve problems, and to remedy situations when a violation of this Policy occurs. The University offers educational and training programs designed to support the administration of this Policy and to ensure that all members of the University community are aware of their responsibilities under the Human Rights Code and this Policy.

Consult this policy at: https://www.sfu.ca/policies/gazette/general/gp18.html.

Sexual Violence and Misconduct (General Policy 44):
Simon Fraser University values and promotes the health, safety and well-being of individuals and the community. The University does not tolerate sexual violence and misconduct. The purpose of the Sexual Violence and Misconduct Prevention, Education and Support policy is to affirm the University’s commitment to maintain and enhancing a safe and healthy campus for all members of the University community and to state that the University’s commitment to addressing Sexual Violence and Misconduct.

Please see https://www.sfu.ca/policies/gazette/general/gp44.html.

Graduate Student Awards and Funding
The Department of Political Science normally guarantees funding to incoming Ph.D. students of at least $15,000 per year for three years. This financial support will be based on: scholarships (for example, internal Graduate Fellowships or Entrance Scholarships or external SSHRC awards) or employment as a teacher (as a Teaching Assistant, or, for students who have completed their thesis proposals, as sessional lecturers) or some combination of these. In practice most Ph.D. students exceed this amount with employment as research assistants.

We are unable to guarantee all incoming M.A. students a particular level of funding, but M.A. students can usually expect to receive some limited remuneration from Teaching
Assistantships. Some M.A. students may be able to supplement this with employment as research assistants.

Students are expected to apply for all available sources of funding (internal and external) for which they are eligible. We especially encourage applicants to apply for TriCouncil awards (https://www.sfu.ca/dean-gradstudies/awards/external-awards/tricouncil-doctoral.html). The Office of Grad Studies holds a workshop for SSHRC applicants every fall.

Where funding is allocated on a competitive basis by the Graduate Committee, the committee will adjudicate award applications on the basis of merit. In particular, members consider the strength of the applicant’s GPA, proposal (where required), and letters of recommendation. Committee members may also take into consider progress through the respective program and track record of conferences and publications.

**Graduate Fellowships: Value: $3,250 or $6,500 (M.A. and Ph.D.):**

To be recommended by the Department for a Graduate Fellowship (GF), students must be registered fulltime and meet the minimum eligibility criteria of a CGPA of 3.5. Graduate Fellowships are one-semester awards that may be held for one, two or three semesters a year depending on the amount awarded. Applications are ranked in light of the four criteria below:

- Academic merit based on grades and progress in the graduate program.
- Financial commitments made to students upon admission.
- Stage in the program. Ph.D. students in their first six semesters and M.A. students in their first four semesters receive priority over students in later semesters.
- Level of University or other academic financial support.

If additional GFs become available to the Department during the year, a competition for these new awards will be held. All graduate students will be notified of the competition and can apply. The above criteria will be used to rank the applications.

**Teaching Assistantships:**

Teaching Assistants conduct weekly tutorials and have grading responsibilities as well. The maximum hours of work are governed by an agreement between the University and the Teaching Support Staff Union (TSSU), as are the pay rates. Approximately 10 weeks prior to the start of semester, TA positions for the upcoming semester are posted on the Political Science website. An email will be sent out via the listserv about the competition. All currently registered grad students are welcome to apply. TA applications are available on the Political Science website. A deadline for applications will be stated on the posting and applicants should make sure all required documents are submitted to the Graduate Program Assistant.

In keeping with the provisions of the collective agreement with the TSSU, and the criteria established by the Department, the most current detailed priority system for allocating Teaching Assistantships can be found on the departmental website: http://www.sfu.ca/politics/graduate/current/ta_positions.html.

**Awards administered by the Office of the Dean of Graduate Studies:**
For a list of private awards, please see http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/.

**Department FIC Travel Funding:**

Limited travel funds may be available to graduate students. For Ph.D. students, there is a program cap of $3500, and for M.A. students there is a cap of $300. In circumstances the Graduate Program Committee considers exceptional, the maximum for Ph.D. and M.A. students may be exceeded, provided funds are available.

Items eligible for coverage in each financial year may include:

- Travel costs for conference presentations.
- Travel costs for thesis research.
- Travel costs for field schools.
- Local research and travel costs for archival (or interview) research in BC or nearby American states.
- Any other appropriate scholarly research expenses, including skill development courses at other institutions.

**Research Funds of Faculty Members:**

A number of faculty members have research grants and funded programs that can provide employment support for students. The Department encourages its faculty members to seek research funding to support our graduate students. Faculty members with research grants are encouraged to advertise research assistantships to the graduate students in the department. Prospective graduate students are encouraged to contact their intended supervisors to ascertain the possibility of such employment.

**Travel and Minor Research Awards:**

On occasion, the Department may have additional funding available for travel and research awards (TMRAs) for which graduate students are eligible. Students must apply for these funds on a competitive basis. Calls for funding requests will normally be made in mid-May if funds are available.

**Financial Aid:**

Students requiring assistance with Financial Aid (student loans, bursaries, work study*, emergency funds) should contact the Financial Aid Office: Maggie Benston Centre, 3200 Level. Phone: 778.782.6930, http://students.sfu.ca/financialaid.html.

*The Work-Study program is an excellent opportunity to earn a supplemental source of income, while gaining valuable work experience working for various members of the SFU community. The value of each work-study placement will vary depending on the applicant’s need, funding
availability, and length of the project. For more information on work-study see: https://www.sfu.ca/students/financialaid/grad/work-study.html.

SFU Survival Handbook
Departmental Information
Office Space and Keys:

The Department tries to provide all Teaching Assistants (TA) with office space. The Graduate Program Assistant will prepare a key requisition form for students. A $20.00 deposit is required for the key. Key processing may take four to five business days after which time the key(s) can be retrieved by students from Safety & Risk Services in Discovery 1 Building. Keys should be returned to Safety & Risk services when you leave the program and your deposit will be returned to you at that time.

Computer Labs:

The department has a computer lab/student lounge located at AQ 6046. There is also a joint Political Science and Sociology Microcomputer Lab in AQ 5081 (this lab is mainly an undergraduate student lab and has scheduled times for other use). In addition, there are several communal computers throughout the campus and in the library.

Printing/Photocopying in the Grad Lab:

There is a Konica photocopier and printer in the Grad Lab for student use. Each academic year (September – August) all graduate students are allotted 200 pages of free printing. This is printing that the department covers. This allotment is renewed each academic year. If you go over your printing limit before the next academic year you will have to pay to have additional pages of printing added to your account. It is 5 cents per page.

TAs are also allocated 200 copies of printing to use per semester, in addition to their graduate allocation.

Departmental Seminars:

The department has a regular speaker series (typically held on Mondays) at which papers are presented by scholars from within and outside SFU. Graduate students are strongly encouraged to attend the series. Other formal and informal seminars and workshops (e.g., on how to write a research proposal) will be organized as well.

Graduate Student Email Listserv:

The Graduate Assistant maintains an email listserv for all current Political Science graduate students. When you are admitted to the program, your email address will be added to the listserv. It is important that any changes to your email address be communicated to the Graduate Assistant so he/she can update the listserv. Important notices about funding opportunities, deadlines etc. are communicated via this listserv. Only @SFU accounts are included on this listserv. If you do not check your SFU account often please ensure that you do or have your email to that account forwarded to an account you do check regularly. Most
official correspondence from the Department and the University get sent to grad students’ SFU email accounts.

**Mail:**

Students will be provided with a space in the grad student lounge where you can pick up your mail. Please check it regularly.

**Phone:**

The department does not provide student offices with telephones.

**Campus Services**

**Research Commons:**

Supports the research endeavours of the University community, with particular focus on graduate students during all stages of the research lifecycle - ideas, partners, proposal writing, research process, and publication - and provides easy access to both physical and virtual research resources.

http://www.lib.sfu.ca/about/branches-depts/rc.

**Bookstore:**

The SFU Burnaby Campus bookstore is located in the Maggie Benston Centre. The bookstore sells textbooks, books, souvenirs, clothing, greeting cards, stationary, office supplies and giftware.


**Centre for Students with Disabilities:**

Simon Fraser University strives to provide an accessible learning environment for students with disabilities. The Centre works with other University departments, staff and faculty to ensure accessible campus services are in place.

https://www.sfu.ca/students/disabilityaccess.html.

**Childcare Facility:**

For information on on-campus childcare, please visit the Childcare Society website at http://www.sfuchildcare.ca/.

**Co-op Education:**

Co-op is an educational, non-credit work experience program providing paid, full-time job opportunities for students. For more information see the co-op website:
International Student Resources:

If you are an international student and would like assistance with relocation and settlement in British Columbia, please contact SFU International Services for Students:

http://www.sfu.ca/international.html.

Graduate Health and Dental Plan Information:

As a Graduate student at SFU, you are a member of the Simon Fraser Student Society, which advocates on your behalf, and provides a number of valuable services to you. One of these services is the Graduate Student Benefits Plan, which provides eligible students with Health and Dental insurance coverage. For more information please contact the Benefit Plan Coordinator in the Maggie Benson Centre Rm. 2205 Phone: 778-782-3899, http://sfugradsociety.ca/benefit-plan.

Medical and Counselling Services:

The Health Counselling and Career Centre helps students realize their full potential and achieve their academic, personal and career goals. Physicians, emergency care, physiotherapy, health promotion, counselling, etc. is located at Maggie Benston Centre Room 0101. Ph: 778.782.4615.

A peer crisis line (Nightline) is also available at 604.857.7148. SFU Nightline is a crisis line available to members of the SFU community after-hours and staffed by trained student volunteers. Hours are 4:30 pm to 8:30 am weekdays, 24 hours weekends and holidays.

Career Services:

Career support including advising, workshops, job postings, mentor program, etc.

http://www.sfu.ca/career.html

GoSFU:

Login to go.sfu.ca to enroll in classes, order transcripts, pay tuition fees, and apply to graduate (http://www.sfu.ca/convocation/students/howtoapply.html).

U-Pass BC:

UPASS is a mandatory program that provides all eligible SFU students with unlimited access to transit services in the Greater Vancouver Regional District (GVRD) which is unlimited access to TransLink Bus (including Community Shuttles and West Vancouver Blue Buses), SkyTrain and SeaBus services (all zones). Consult the Dean of Graduate Studies at http://www.sfu.ca/dean-gradstudies/future/ tuition-and-fees.html for the cost of the U-Pass fee. It is automatically added to your student account, and must be paid at the same time as your tuition.

For information on how to obtain your compass card and using the U-Pass on your compass card see: https://www.sfu.ca/students/upass.html.
Administrative Structures

Departmental Graduate Studies Program Committee:

- Oversees the graduate program and reviews the Departmental graduate program structure, policies and practices, including policies on curriculum, fellowships, and scholarships, teaching assistantships and resources for students.
- Recommends to the Department changes to program structure, policies and practices.
- Selects qualified applicants for the graduate program and makes recommendations for the admission of applicants to the university.
- Reviews the progress of students within the graduate program and hears student appeals related to progress evaluations.
- Decides upon the allocation of Departmental fellowships and awards for students as well as recommendations for graduate fellowships for incoming students, or delegates such authority to the chair of the committee.
- Assigns Teaching Assistant positions or delegates such authority to the Chair of the committee.
- Makes recommendations on graduate course offerings via semester reviews of yearly course scheduling.
- Reviews and makes recommendations to the Department on new graduate course proposals.
- Through the Graduate Chair, approves the composition of students’ Supervisory Committees.
- Liaises with University bodies with respect to Graduate matters.
- May review decisions of the Graduate Chair on issues the Committee has delegated to the Chair. (For the list of duties formally assigned to the Committee see the Departmental Bylaw 3.3.1 at: http://www.sfu.ca/politics).

The committee consists of:

a) Graduate Program Chair
b) The Chair of the Department as an ex officio member
c) Three or four faculty members elected by the Department, and
d) Graduate Student Rep (the graduate student representatives do not participate in meetings concerning the admission of new students, the assignment of Teaching Assistant positions, or in discussions concerning individual students or in the discussion of the allocation of money by the committee pursuant to its duties).

Chair of the Departmental Graduate Studies Program:

The Graduate Studies Chair administers the graduate program for the Committee and the Department, and acts for the Graduate Committee with respect to a number of its duties. The responsibilities of the Chair include, but are not restricted to, the following:

- Facilitates and coordinates the recruitment and admissions process.
- Approves Supervisory and Examining Committees.
• Ranks students for Graduate Fellowships and scholarships as delegated by the Graduate Committee.
• Assigns Teaching Assistantships using the Priority Criteria.
• Approves Directed Readings course proposals.
• Organizes an orientation program for incoming students in September.
• Acts as or arranges for Chairs for all thesis and project defences.
• Facilitates the review of yearly course scheduling.
• Represents the Department to the Faculty of Arts Graduate Studies Committee and the Senate Graduate Studies Committee.
• Reports to the Department Meeting on the activities and progress of the Graduate Committee.

Departmental Chair:
As the administrative head of the Department, the Department Chair has a number of responsibilities relevant to the Graduate Program. They include, but are not limited to the following:

• Allocates faculty teaching assignments in the Graduate Program.
• Allocates sessional teaching assignments to Doctoral Candidates where appropriate.
• Facilitates the adjudication of formal grade appeals from graduate courses.
• Facilitates adjudication by the Departmental Grievance Committee of complaints by or involving Graduate Students in relationships outlined in section 6.3 of the Departmental By-laws.
• Establishes, in accordance with university policies and collective agreement provisions, the quantity and distribution of work available for assignment to teaching assistants.

Graduate Program Assistant:
The Graduate Program Assistant provides administrative support to the Graduate Chair and the Graduate Committee. The GPA’s main duties include, but are not limited to the following.

• Schedules committee meetings, compiles agenda items and takes minutes.
• Responds to telephone, email, and in-person enquiries concerning the graduate program.
• Advises prospective and enrolled graduate students about the graduate program and admission requirements, registration rules and regulations, course selection, campus life and other student related issues.
• Keeps confidential student files and teaching assistant files.
• Updates student database(s).
• Prepares course outlines, calendar changes, new course proposals, timetable/exam schedules.
• Informs students of upcoming university and privately funded fellowships, scholarships and bursaries and reviews student applications.
• Posts Teaching Assistant (TA) positions and prepares employment contracts and teaching guidelines in accordance with the collective agreement.
- Arranges seminars, colloquia, and defences by booking the room, sending out announcements and processing necessary documentation.
- Organizes graduate student orientation sessions and department socials.

**Admission to the Graduate Program**

**General Criteria:**

Graduate Admissions are determined by the Graduate Committee on the basis of the criteria laid out below for both the M.A. and Ph.D. programs. The number of students offered admission to the program each year will vary depending upon the number of students who meet the Departmental criteria for admission and the Department’s assessment of the number and distribution of students it can successfully accommodate. Applications will be considered with reference to students’ areas of academic interest and whether they coincide with teaching and research specialties of our faculty. Applicants may defer acceptance of offers of admission by up to one year, but there will be no guarantee of funding if admission is deferred. The applicant may, however, be considered for funding with the pool of applicants for the following year when the applicant enters the program.

**Adjudication Process:**

- All faculty members of the department have access to the Oasis application system.
- The Graduate Committee begins reviewing the files shortly after the deadline.
- The Graduate Committee members individually rank the files and collectively finalize these rankings.
- The Graduate Chair aims to send offer letters as soon as possible after rankings are finalized.

**M.A. Program Admission**

**University Criteria:**

The minimum University requirements for admission to a master’s program are a bachelor’s degree with a cumulative grade point average (CGPA) of at least 3.0 from a recognized university, or the equivalent, and evidence of the student’s ability to undertake advanced work in the area of interest.

English is the language of instruction and communication in the Department and the University. An applicant whose primary language is not English or whose first university degree was not from Canada or from a university whose language of instruction is not English must submit TOEFL or IELTS test scores.

**Department Criteria:**

The Department strongly prefers that applicants to the MA program have a B.A. in Political Science. The minimum SFU requirement for admission to an M.A. program is a Bachelor’s degree with a Cumulative Grade Point Average (CGPA) of at least 3.0 (or B average) from a recognized university. In practice, however, our successful applicants have much higher CGPAs.
Students with excellent records in other social science disciplines will be considered on a case-by-case basis. Such students may be asked to undertake more Political Science courses as a qualifying student. They would then be reconsidered for admission the following year.

We suggest that students coming into the program have at least two years of background in political science. Some students with insufficient political science training may be required to take up to a year of qualifying work in the upper-division undergraduate courses in our department. They would then be reconsidered for admission the following year.

All students must submit a writing sample of their academic work, official transcripts from all post-secondary institutions attended, a statement of interests and three academic references. The writing sample will be used to help the Committee evaluate the student’s ability to undertake advanced work in the discipline.

**Qualifying Student:**

The Department sometimes admits applicants to its graduate programs as qualifying students. Normally such students will be working to improve their CGPA or, more often, to make up deficiencies in their academic background. An applicant is recommended for admission as a qualifying student when the Graduate Committee expects that the admission requirements for a master’s program can be met through the satisfactory completion of no more than 30 credit hours of course work in Political Science. Satisfactory completion usually means a GPA of B+ or better and some marks of A- or better. Students accepted into a qualifying year are mainly accepted for the master’s program. Students are rarely accepted into a qualifying year for the Ph.D. program.

**Ph.D. Program Admission**

**University Criteria:**

The minimum requirement for admission to a doctoral program at SFU is a master’s degree from a recognized university and evidence that the applicant is capable of undertaking substantial original research.

English is the language of instruction and communication in the Department and the University. An applicant whose primary language is not English or whose first university degree was not from Canada or from a university whose language of instruction is not English must submit TOEFL or IELTS test scores.

**Department Criteria:**

The Department requires a completed M.A. or the equivalent in Political Science, normally with a minimum 3.67 CGPA in graduate courses taken toward the M.A. degree. Much depends on how well the applicant’s proposed research coincides with the department’s expertise in five fields of study: Political Theory and Methodology, Canadian Government and Politics and Political Economy, Comparative Politics and Democracy, International Relations and International Political Economy, and Public Policy, Public Administration, Local Government,
and Governance. Background deficiencies must be made up by taking appropriate courses in addition to normal Ph.D. work.

All students must submit a sample of their academic work. This sample of work will be used to help the Committee evaluate the student’s ability to undertake advanced work in the discipline. Applicants must also submit official transcripts from all post-secondary institutions attended, a statement of interest, and three academic references.