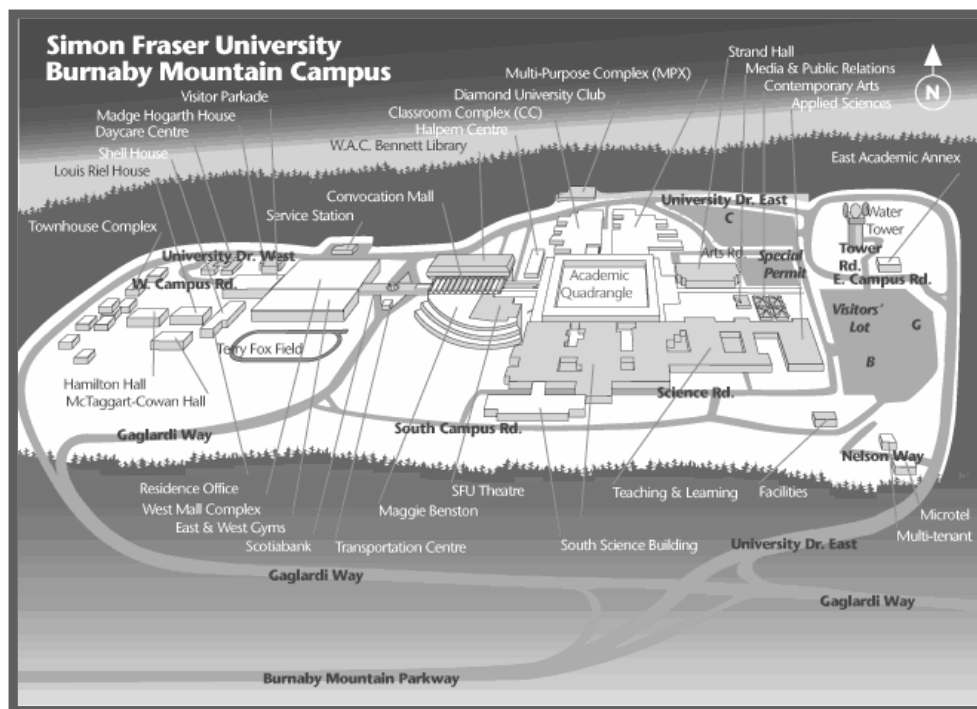


# DEPARTMENT OF POLITICAL SCIENCE



# GRADUATE HANDBOOK

# DEPARTMENT OF POLITICAL SCIENCE

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## **INTRODUCTION**

This handbook provides a statement for faculty members and graduate students concerning the policies, procedures and practices related to Graduate Studies and the Graduate Program in the Political Science Department at Simon Fraser University. The policies and practices are situated within the rules and requirements established by the University and Graduate Studies. In the event that Departmental policies are determined to conflict with University Graduate regulations, the latter will prevail. For details on the policies, procedures and regulations governing all Graduate Studies at SFU, consult the SFU Calendar: <http://students.sfu.ca/calendar/> Please check it frequently, as it changes with each semester.

As policies and regulations change from time to time at the Department level, this handbook will be periodically updated. Given the lag for print timelines, the edition on our website at <http://www.sfu.ca/politics/graduate/current.html#Resources> should be considered the most up to date version.

For other information about opportunities in the Graduate Program and the Faculty Members in the Department, see the Departmental Graduate Booklet, available from the Graduate Program Assistant or at <http://www.sfu.ca/politics>.

## **GRADUATE PROGRAMS**

The graduate programs in the Department focus on three fields of study: Canadian Government and Politics, Comparative Politics, and International Relations, with three distinct thematic emphases of political economy, public policy and governance. These fields and themes constitute our main focus, however, courses in other areas are offered, and advanced study in other theme topics is available subject to faculty research expertise.

## **THE M.A. PROGRAM**

Students may complete an M.A. through one of three streams: (i) the essays or project option; (ii) the thesis option; (iii) the field exam option. Students are initially admitted to the essays or project option. If they wish to transfer to one of the other two streams their transfer must be approved by the graduate program chair. Except in extenuating circumstances, students may transfer streams only once.

## **M.A. EXTENDED ESSAYS/PROJECT STREAM**

### **Requirements**

- This stream requires the successful completion of five graduate level courses. Students must take POL 801 and either POL 802 or POL 803. Their other three courses must include courses in at least two of the three fields of study offered by the Department. Students must complete and successfully defend either one research project or two extended essays.

## The Research Project

- The topic and direction of a research project will be determined by the student, but will also be partly dictated by the availability of a Departmental faculty member who is able to act as a Supervisor for the proposed project. Students should feel free to consult among faculty members about topics and topic proposals.
- Prior to embarking on a research project a student must have found a Senior Supervisor who is able to supervise his or her project. The Senior Supervisor, in consultation with the student, then recommends a second Committee member to the Graduate Program Committee. Together these members will constitute the student's Supervisory Committee.
- Students undertaking a research project must submit a proposal for their project to their Supervisory Committee. A proposal should outline briefly the topic of investigation, the research methods to be used in the project and the body of literature to be addressed. A proposal must then be approved by the student's Supervisory Committee and the appropriate field committee. If the project falls outside the three fields of study offered by the Department, the project must receive the approval of the Graduate Chair.
- The target length for a research project should be between 11,000 and 12,000 words (plus bibliography). It should not exceed 12,500 words. The project should have substantially original content.
- Students should familiarize themselves with the technical requirements for the preparation of projects. Copies of the publication "Preparation of Theses, Extended Essays and Projects" are available from the departmental graduate program assistant or the Assistant for Theses in the S.F.U. Library. A guide for writing theses, projects and extended essays is also available from the Library Webpage at: <http://www.lib.sfu.ca/help/writing/theses>
- Research projects must be examined by a committee in an oral defence. The examining committee includes the members of the student's supervisory committee plus a member of the faculty of the university who is not on the student's committee. This faculty member may be, and usually is, a member of the Political Science Department. The student's Supervisory Committee recommends to the Graduate Chair the additional member of the Examining Committee. The Chair of the Graduate Program or his or her designate acts as the non-voting chair of the examining committee.
- Since the scheduling of the oral defence must begin at least four weeks before the date of defence, a student should consult with her or his Senior Supervisor about a defence date when the project is near completion. A copy of the draft abstract with the title of the thesis must be available before the scheduling process can begin.
- If the project is failed by the Examining Committee, the student is required to withdraw from the University.
- On the requirement for copies of projects, see Graduate Regulation 1.10.4 in the University Calendar. Students should note that they are responsible for providing the library copies required by the University and providing one copy for the Department. The Department undertakes the binding of this copy.

- The deadlines for each term for submission of projects to the library are available in the academic calendar of the University.

### **The Extended Essays**

- Students doing the extended essays must complete essays in two of the three 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 between 11,000 and 12,000 words in length (plus bibliography). They should not to exceed 12,500 words.
- Students should familiarize themselves with the technical requirements for writing extended essays. Copies of the publication "Preparation of Theses, Extended Essays and Projects" are available from the departmental graduate secretary or the Assistant for Theses in the S.F.U. Library A guide for writing theses, projects and extended essays is also available from the Library Webpage at: <http://www.lib.sfu.ca/help/writing/theses>
- Extended essays must be examined by a committee in a single oral defence. The examining committee includes all members of the student's supervisory committee plus a member of the faculty of the university who is not on the student's committee. Normally this faculty member will be a member of the Political Science Department. The Chair of the Graduate Program or his or her designate acts as the non-voting chair of the examining committee.
- On the details of essay defences and the requirements for library copies of the essays see calendar: [http://students.sfu.ca/calendar/for\\_students/grad\\_regulation.html#1.11](http://students.sfu.ca/calendar/for_students/grad_regulation.html#1.11) . Students should note that they are responsible for providing two copies of their essays to the library and one copy for the Department. The Department undertakes the binding of the Departmental copy.
- The deadlines for each term for submission of extended essays to the library are available in the academic calendar of the University.

### **M.A. THESIS STREAM**

#### **Requirements**

- This stream requires the successful completion of four graduate level courses and a thesis. Students must take POL 801 and either POL 802 or POL 803 and their other two courses must be from at least two of the fields of study offered by the Department.
- To be admitted to the thesis stream, a student must identify a thesis topic and find a Departmental faculty member who is available to act as a Senior Supervisor.
- The Senior Supervisor, in consultation with the student, recommends a second Committee member to the Graduate Program Committee. The student must then prepare a thesis proposal for approval by his or her committee.

- The student must complete and successfully defend a thesis.

### **The Thesis Proposal**

- In developing a thesis topic students should be careful to ensure that the source material necessary to complete a thesis on the proposed topic is available.
- The thesis proposal should provide a brief topic summary, outline the relevance of the topic and describe the research methodology to be used and the literature to be addressed. It should provide a chapter-by-chapter outline of the proposed thesis, a timetable for completion and preliminary bibliography.
- The thesis proposal must be approved by the student's Supervisory Committee.
- Once the thesis proposal is approved, the student is formally admitted to the thesis stream.

### **The M.A. Thesis**

- M.A. theses are works of original content and are normally 18,750 to 25,000 words in length (plus bibliography).
- Students should familiarize themselves with the technical requirements for writing theses. Copies of the publication "Preparation of Theses, Extended Essays and Projects" are available from the departmental graduate program assistant or the Assistant for Theses in the S.F.U. Library. A guide for writing theses, projects and extended essays is also available from the Library Webpage at:
- <http://www.lib.sfu.ca/help/writing/theses>
- M.A. theses must be successfully defended at an oral exam. The examining committee includes all members of the student's supervisory committee, plus a member of the faculty of the university or a person otherwise suitably qualified, who is not on the student's committee. Except in extenuating circumstances and with the permission of the chair of the Faculty of Arts Graduate Studies Committee, this examiner must not be a member of the SFU Political Science Department. The Chair of the Graduate Program or his or her designate acts as the non-voting chair of the examining committee.
- Since the scheduling of the oral defence must begin at least four weeks before the date of defence, a student should consult with her or his Senior Supervisor about a defence date when the thesis is near completion. A copy of the draft abstract with the title of the thesis must be available before the scheduling process can begin.
- Students should note that they are responsible for providing two copies of their thesis to the library and one copy for the Department. The Department undertakes the binding of the Departmental copy.
- The deadlines for each term for submission of theses to the library are available in the academic calendar of the University.

### **M.A. Field Exam Stream**

#### **Requirements**

- This stream requires the successful completion of seven graduate level courses including POL 801 and either POL 802 or POL 803. The other five courses to be

completed must be from at least two of the three fields of study offered by the Department.

- Students must pass two field exams.

#### **The Field Exams**

- The field exams are to be taken in one major and one minor field. The field exam reading lists must fall within the three fields of study offered by the Department. They can have a thematic emphasis in Public Policy, Political Economy or Governance.
- To be admitted to the field exam stream, students must submit, first to their supervisory committee and then to the appropriate department field committees, a field exam proposal outlining major and minor fields of study and a timetable for field exam completion.
- The student's Supervisory Committee serves as the nucleus of the field examination committee. In consultation with the student, the supervisory committee will be expanded to include additional examiners if necessary. This expansion must be done at least three weeks prior to the examination date when formal written notification has to be sent to the Graduate Studies Office. Normally, this expansion will be done much earlier.
- In preparation for the examination in their major Field of Study, students will be expected to read a minimum of 12 and a maximum of 14 books or book-length equivalents. (Four journal articles or book chapters are considered equal to one book.)
- In preparation for the field examination in their minor Field of Study, students will be expected to read a minimum of 8 and a maximum of 10 books or book-length equivalents.
- The readings required for each field examination are established by the field committees and reflect a pluralism and diversity of perspectives. With the agreement of the student's Advisory committee, sources from a student's area of specialization may be combined with sources from the student's field examination reading list.
- Students are expected to have completed at least one course in a field of study before taking a field examination in that subject. Exceptions require the permission of the relevant field committee.
- One week before the date of the examination, students will be given six possible examination questions, based on their reading lists. Four of those six questions will appear on the examination and the student will have to answer any three out of four.
- Field examinations are three hours long.
- Assessment of the student's examination will be based on the student's knowledge of the assigned readings, any relevant course work, and the student's ability to present a clear, coherent argument. If a student does not pass a field exam, or there are any serious problems with the exam, the student or the committee may request an oral defence. If, with the oral defence, the student sufficiently meets the concerns of the committee, he or she will be granted a pass. If the student does not meet the concerns of the committee, he or she will be deemed to have failed the exam.

- A student who fails one and only one of the field exams may take a new examination in the field of the failed exam. If the student fails that exam, he or she will be required to withdraw from the program.

## **COURSES FOR M.A. STUDENTS**

Students do not require approval of their Supervisor or the Department to register in courses, but they are encouraged to consult with their Supervisor about their program and the courses they plan to take.

The Department normally offers a minimum of five graduate courses for each of the Fall and Spring terms and one graduate level course 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.

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. 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 courses as a directed readings course at the graduate level. This course must be upgraded to graduate level difficulty. The upgrade typically involves extra readings and assignments for the student and may also include extra meeting time with the instructor.

Students may also apply to take graduate courses in other Departments at SFU or at UBC 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 Calendar at <http://students.sfu.ca/calendar/>

In order to take courses outside the Department, students *must* have the approval of their Supervisor and the Chair of Graduate Studies in the Department. Students must take at least half their course credits within the Department.

## **SENIOR SUPERVISORS AND SUPERVISORY COMMITTEES**

### **Senior Supervisors**

Upon entering the program every M.A. student is assigned a preliminary Senior Supervisor by the Graduate 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 equivalent enrolment after the student's admission.

The Senior Supervisor is the person principally responsible for supervising the student throughout the degree program. A Senior Supervisor must hold the rank of Assistant Professor or above. 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 will be informed in writing of the arrangement.

### **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 equivalent 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. For students in the field exam stream, the Committee should consist of at least one person from each field to be examined.

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 Committee 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.

## **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 Canadian Government and Politics, Comparative Politics, and International Relations with a thematic focus within each field on issues of political economy, public policy and governance.

### **Requirements**

- Students must successfully complete 30 credit hours of graduate level course work beyond the requirements of an M.A. degree.
- Students must complete Political Science 801 and either Political Science 802 or 803, or have completed an equivalent graduate level course in their Masters program.

- Students must successfully pass two comprehensive exams administered by the Political Science Department. Students may take one comp exam while completing the course work requirement (Note: a student will still have to complete two comp exams before embarking on his or her dissertation proposal.) Normally, these exams cover two of the three fields of study offered by the Department. In a special case, this format can be modified with the approval of the graduate studies committee: one (but only one) exam may be on one of the themes designated by the Department (Political Economy, Public Policy, and Governance). In such a case, the term “field” should be read as “theme” in the following sections.
- Students must fulfill a language requirement.
- Students must complete and successfully defend a thesis in an oral examination.
- Normally, Ph.D. students will not be eligible for sessional instructorship in the department, until they have successfully completed their dissertation proposals (POL890).

### **Courses**

- Courses taken by a student should reflect the specialization in fields and/or themes that he or she identified for 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. 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 at UBC with which we have an exchange agreement. Courses taken at UBC may be assigned five credits by the Department, however, graduate courses in other Departments or may occasionally be assigned fewer credits by SFU. While such courses may be fully counted toward the course requirements for our Ph.D., the minimum of 25 credit hours of course work still applies. In order to take courses outside the Department, students must have the approval of their Supervisor and the Chair of Graduate Studies in the Department.

### **Comprehensive Examinations**

Each Comprehensive Exam is to be designed to test the student’s mastery of the field, including his/her ability to synthesize historical and contemporary works and display a requisite level of analytical skill.

**a) Timing**

- 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 Department 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 Chair of the planned dates of the Comprehensive examinations.
- It is expected students will complete the two comprehensive examinations within two semesters.
- Normally, students take comprehensive exams in Week 4 (written exams) and Week 5 (oral exams) of the fall and spring semesters. Under special circumstances, a comprehensive exam can be arranged in the summer semester.

**b) Procedures/Format**

- At least three months prior to the planned date of a Comprehensive Examination, the Graduate Chair, in consultation with the student's Supervisory Committee, shall establish the Comprehensive Examinations Committee for that field.
- Examinations are conducted by a student's comprehensive examination committees. Normally, then 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 delegate shall form the chair of the committee.
- The Comprehensive Examinations Committee is responsible for scheduling, preparing, conducting and evaluating the 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 a failing grade are permitted one retake of that exam no less than one and no more than three months later.

There are two formats. Students are encouraged to take one exam in each format.

**Format 1:**

- The exam consists of a six hour written exam and a one-hour oral exam. Normally, an oral exam is held one week after the written exam.
- An oral exam may cover all the questions presented in the written exam.
- The written format is open-book, in-house exams with no advance notice of the questions but some choice among the questions presented. Each exam shall contain essay-type questions.
- Students may have access to the questions on previous comprehensive exams.
- After the written component of a comprehensive examination is completed, the student is allowed to keep a photocopy of:

- (1) the written exam questions and
- (2) his or her written answers for the purpose of preparing for the oral component.

**Format 2:**

- Consists of a written paper, a course proposal and an oral examination
- The paper should be in the 8,000-10,000 words range and should cover several key themes and debates (certainly more than one ) in the field under examination.
- Discussion in the paper will largely be confined, but not exclusively so, 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.
- Candidate will discuss the content of the paper and the issues to be treated in comparative analytical detail with the members of the examining committee
- Students must design a challenging but pedagogically feasible 300-level course. A detailed syllabus specifying weekly topics, themes and reading 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 as well as the candidate's teaching philosophy.
- The oral exam lasts 90 minutes. Format may vary, but it is recommended that half 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 other half of the exam time will be devoted to questions on the course design, content and rationale. Some 30 minutes might be allocated in the second half of the exam to an illustrative teaching demonstration by the candidate before the exam committee. Format will be determined by the examining committee in consultation with the candidate.

**c) Reading Lists**

- Standardized reading lists for each field are developed by the faculty members on each field committee.
- The field committee may have a standard list of more than forty (40) books, but students are to be examined on forty (40) books (or equivalents) selected by the examination committee.
- Standardized lists are reviewed annually. As part of its annual review process, each committee is to solicit advice from graduate students in the program and to take such student recommendations under advisement prior to finalizing the year's reading list.
- 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.
- When Comprehensive Examination Committees approve of a student's reading lists, one on a field and one on a theme, the Graduate Studies Chair shall insure that no more than 10% will overlap between these lists.

## **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 the Political Science literature written in the language selected.
- Students who wish to take the language examination should contact their Senior Supervisor who will make the arrangements for the exam.

## **The Proposal and the Thesis**

- Upon completion of both comprehensive examinations, candidates are required to register in and complete Political Science 890. While enrolled in this course students, in consultation with their Supervisory Committee, are expected to develop a specific description of their thesis research topic, to work out the theoretical and methodological approaches they intend to use in their study, to determine the body of literature relevant to their topic and to establish the expected contribution it will make to the field in which they would locate their work.
- Political Science 890 culminates with the student's presentation, as a seminar, to the department, of her/his draft research proposal. After the seminar, and in consultation with his/her Supervisory Committee, the candidate will prepare a final proposal for Graduate Studies Committee approval. This proposal must receive the approval of the student's Supervisory Committee prior to being forwarded to the Graduate Studies Committee
- 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.
- POL 890 is considered 'passed' when the student's dissertation proposal is formally accepted by his/her supervisory committee and the Graduate Committee of the Department.
- Students are normally expected to complete POL890 in two semesters.
- During the course of the candidate's research following approval of the thesis proposal, the candidate should keep in contact with her/his Supervisory Committee, especially the Senior Supervisor, to report on the progress of the thesis research and to receive advice and direction about it.
- While candidates may find that in the course of their thesis research, its direction, and even the topic itself may change somewhat, major departures from their original topic approved by the Supervisory Committee and the Graduate Committee must receive further approval.
- The thesis itself must represent an original contribution to the discipline.

- Although length can be expected to vary, the thesis should not exceed 300 pages.
- Students should familiarize themselves with the technical requirements for writing theses. Copies of the publication "Preparation of Theses, Extended Essays and Projects" are available from the departmental graduate secretary or the Assistant for Theses in the S.F.U. Library. A guide for writing theses, is also available from the Library Webpage at: <http://www.lib.sfu.ca/help/writing/theses/>
- Thesis Defence and Final Requirements
- Thesis defences and the nature of Examining Committees are governed by University regulations. See regulations 1.9 to 1.10.3. For elaboration on the best practises for the conduct of thesis defences see:
  - <http://www.sfu.ca/dean-gradstudies/current/conduct.html>
- For information on writing theses and thesis requirements see: <http://www.lib.sfu.ca/help/writing/theses/>
- Students should note that they are responsible for providing two copies of their thesis to the library and copy for the Department. The Department undertakes the binding of this copy.
- The deadlines for each term for submission of theses to the library are available in the academic calendar of the University.

### **Completion**

- University Graduate Regulations establish an eight-year time limit for Ph.D. completion. The Department, however, expects that the Ph.D. program will be completed in four to five years.

Senior Supervisors and Supervisory Committees

### **Senior Supervisors**

Ph.D. students are assigned Senior Supervisors when they are admitted to the program. Although the Graduate Committee attempts to match students with 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. If students wish to change their Senior Supervisors, they must consult the Graduate Chair. Changes must be approved by the Graduate Committee 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 the thesis research and advising the student in the preparation of his or her thesis.
- 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 will be informed in writing of the arrangement.

### **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 the student's progress.
- 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 dissertation project and the department's focus on various fields and themes.
- The members of the Supervisory Committee are usually regular, tenure-track SFU faculty members; i.e. they hold the rank of Assistant, Associate or Full Professor and are on regular (not limited-term or adjunct) appointments.

## **ADMISSION TO THE GRADUATE PROGRAM**

### **General Criteria**

Graduate Admissions are determined by the Graduate Committee on the basis of criteria laid out below for the Masters 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 the student's area of academic interest and whether it coincides with the teaching a research specialties of the faculty. Applicants may defer 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.

## **M.A. PROGRAM**

### **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 discipline.

## **Department Criteria**

- a) A very good and relatively recent undergraduate record. Since the marking practices of universities vary, the Graduate Committee considers applications on an individual basis. The Registrar's Office provides assistance to the Department in determining grade equivalents for foreign universities. Normally, the Committee would expect a successful applicant to have at least a strong B+ average (Grade Point average of better than 3.3) in their final two years.
- b) Students more than 8 years away from their university training are generally asked to take more undergraduate Political Science courses, as a qualifying student. They would then be reconsidered for admission the following year.
- c) Successful applicants are typically expected to have a Bachelor's degree in Political Science or the equivalent of at least 20 upper level Political Science credits (the equivalent of 5 one semester courses). 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.
- d) 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 English must have a TOEFL score of at least 570 for admission consideration (a score of 230 is required for the computer based tests) and 5 for TWE, or TOEFL 88 with a minimum of 20 in each category for internet based tests. Students with TOEFL scores less than 600 (or equivalent on computer based tests) are seldom admitted.
- e) All students must submit a sample of academic work. This sample of work may be used to help the Committee evaluate the student's ability to undertake advanced work in the discipline.

## **PH.D. PROGRAM**

### **University Criteria**

The minimum requirement for admission to a doctoral program at SFU is a master's degree from a recognized university, or the equivalent or a bachelor's degree with a CGPA of at least 3.5 from a recognized university or at least two semesters in a master's program at SFU with a CGPA of 3.5 in 75% of the graduate course work required for the degree.

### **Department Criteria**

The Department requires a completed M.A. or the equivalent in Political Science, normally with a minimum of 3.67 CGPA in graduate courses taken toward the M.A. degree. How well the applicant's proposed research coincides with the department's focus on political economy, public policy and governance is an important consideration for admission. Background deficiencies must be met by taking appropriate courses in addition to normal Ph.D. work.

## **GRADUATE STUDENT STATUS**

### **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.

### **On Leave**

It is generally assumed that a graduate degree involves several consecutive semesters of uninterrupted course work and/or research. A student may, however, apply to go on leave if a situation arises that makes such a leave necessary or desirable. No substantial use is to be made of University facilities by a student on leave.

- Permission to register on leave must be approved by the student's supervisory committee and the graduate program committee.
- The appropriate forms for on leave status must be signed by the student, his or her senior supervisor, the Graduate Chair and submitted to the Graduate Studies Office prior to the last day of registration.
- Students who are on leave must register during the normal registration period for each semester by indicating on leave status.
- Students who do not register their on leave status will be considered to have withdrawn from the University.

Note: On-leave students are charged an on-leave fee, and the on-leave term counts towards the maximum time in program. Also, students who register on leave are not eligible for the waiver of the minimum fee requirements.

In exceptional circumstances involving medical or family situations the on-leave fee can be waived and the on-leave term not counted towards a student's length of time in program. In order to be eligible for this provision, students must provide documentation that the medical or family situation precludes them from working on their graduate program.

See: <http://www.sfu.ca/dean-gradstudies/current/LeavesandWithdrawals.html>

## **REVIEW OF STUDENTS' PROGRESS**

Each student's progress is reviewed once a year. For students in the first year of their program, the yearly review is conducted by the Graduate Studies Committee early in their second semester of study. The Committee will consider each student's academic achievement and progress in the program. Each student will be sent a report, in writing, of the Committee's assessment of the student's progress, a copy of which will be sent to the

student's supervisor. For students who are beyond their first year in the program, their supervisory committee will complete the progress report. This report will be sent, in writing, to the Graduate Studies Committee, with a copy to the student.

The evaluation of students' progress will rely in part on their maintenance of a CGPA of 3.0, as required by graduate regulation 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, if there is one, may:

require the student to withdraw; or

inform the student of the 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.

## **GRADUATE AWARDS AND FUNDING**

The Department of Political Science normally guarantees funding to incoming PhD 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 dissertation proposals, as sessional lecturers) or some combination of these. In practice most PhD students exceed this amount with employment as research assistants.

For incoming M.A. students, we are unable to guarantee all students a particular level of funding, but students in our Masters program can be expected to receive some limited remuneration from Teaching Assistantships. Some MA 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 entrance scholarships: [http://www.sfu.ca/dean-gradstudies/scholarships\\_and\\_awards/](http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/)

Failure to do so may result in less than the guaranteed minimum financing.

The Department holds a workshop for SSHRC applicants every fall.

### ***1. Graduate Fellowships: Value: \$6,250 (M.A. and Ph.D. effective September 2011)***

To be recommended by the Department for a Graduate Fellowship (GF), students must be a fulltime student and meet the minimum eligibility criterion of a CGPA of 3.5. These are one-semester awards that may be held for one, two or three semesters a year. Students apply in an annual competition for GFs. 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. This usually occurs in early October. All graduate students will be notified of the competition and can apply. The above criteria will be used to rank the applications.

## ***2. 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.

In keeping with the provisions of the collective agreement with the TSSU, and the criteria established by the Department, the detailed priority system for allocating Teaching Assistantships is as follows:

1. TSSU Contract Priority (Graduate Students within the Department with fewer than 25 TA base units experience at the MA level and 40 TA base units experience at the PhD level)
2. PhD students in their first nine semesters of full time study.
3. For 300 level courses only, those PhD students with Instructor preference.
4. Full-time MA students not beyond their first five semesters of full-time studies.
5. Those students not holding a concurrent GF fellowship.
6. Those students with the best overall academic performance (as indicated by current graduate GPA, other grades, experience and background, teaching evaluations and supervisory evaluations).
7. Those students with background experience in a particular field of study.

## ***3. Awards administered by the Office of the Dean of Graduate Studies.***

For more information see [http://www.sfu.ca/dean-gradstudies/scholarships\\_and\\_awards/](http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/) . For Bursaries and Loans administered by the University, and External awards see <http://students.sfu.ca/financialaid.html>

## ***4. 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.

## **ADMINISTRATIVE STRUCTURES**

For the University Graduate Administrative structures and personnel, see <http://www.sfu.ca/dean-gradstudies/facstaff/>

Departmental Graduate Studies Program Committee

### **Responsibilities**

- Oversees the graduate program and reviews the Departmental graduate program structure, policies and practices, including policies on curriculum, fellowships, 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 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>)

### **Membership**

The committee consists of:

- a Chair elected by the Department
- the Chair of the Department as an ex officio member
- five faculty members elected by the Department
- two graduate students

The faculty component of the committee must include at least one person from each of the three fields of study in the Graduate Program. 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 Committee**

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 admission process.
- Facilitates the establishment of Students' Supervisory and Examining Committees.
- Approves Supervisory and Examining Committees.
- Helps to arrange for the administering of Field examinations taken by students who have opted for the all-course Master of Arts degree program.
- Ranks students for Graduate Fellowships and scholarships as delegated by the Graduate Committee.
- Assigns Teaching Assistantships as delegated by the Graduate Committee.
- 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.
- 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.

## **PROBLEMS AND APPEALS**

### **Appeals for Course Grades**

In the University, grade appeals are governed by academic policy T 20.01. If a student wishes a reconsideration of their grade, that student should, normally, appeal first to the instructor. If the issue is not resolved with the instructor, there is a formal appeal procedure available in the Department.

## **MISCELLANEOUS**

### **Speaker's Series**

The Department sponsors a speakers' series where academics from inside and outside SFU present their research in a seminar forum. Graduate students are encouraged to attend these seminars and engage in exchange with the speakers and other members of the Department.

### **Graduate Student Research and Travel Funding**

The Department has funding for conference travel and research for which graduate students are eligible. Students must apply to access these funds on a competitive basis. Calls for funding requests will normally be made in mid October, early February and mid May. All projected cost requests approved by the Graduate Committee must be incurred and all expense paperwork submitted by the following dates:

<b>Call Date:</b>	<b>Spending done by:</b>
Mid October	December 15
Early February	March 15
Mid May	June 30th

### **Requests for Travel Funding**

- To be used for Conference Travel which involves presentation of a paper. A copy of the relevant section of the conference programme and original expense receipts will be required for reimbursement.
- The fund will be allocated three times a year by the Graduate Committee. There is a limit of one major award per recipient per year in this category.

### **Requests for Research Funding**

- A competitive allocation, subject to availability of funds (with a PhD career cap of 3,500.00), will occur for the following pool of applicants:
  - a) PhDs not yet ABD and with supervisor's approval;
  - b) PhDs who have received 4 prior awards and have their supervisor's approval;
  - c) M.A. students who have their supervisor's approval – to a max. of 300 per year (there is a 300.00 cap on MA career funding);
- Where there is competition for funds, the Graduate Studies Committee decides on the allocation using criteria determined by the Department on the recommendation of the Graduate Studies Committee.
- In circumstances the Graduate Studies Committee considers exceptional, the maximum for PhD and M.A. students may be exceeded, provided funds are available.

Items eligible for coverage in each financial year may include:

- travel costs for dissertation research
- local research and travel costs for archival (or interview) research in BC or nearby American states
- costs of specialized books, computer software or database information etc.
- any other appropriate scholarly research expense, including skill development courses at other institutions

Grant allocations will be judged competitively based on proposals submitted to the committee and assessed according to the following criteria.

1. PhD students who have completed their coursework will be given priority.
2. Supervisor's assessment and approval
3. Academic merit of the proposal and academic record of the applicant.

Proposals should be limited to one page plus a budget. Proposals should include descriptions of proposed research and /or reasons for the research expense.