

## **APPENDIX 6: MASTER OF ARTS THESIS REQUIREMENTS (POLI 697 and 698)**

The Thesis Proposal must be approved in writing, first by the Thesis Supervisor *before submission* and then by the Thesis Committee. The Thesis Supervisor must be a full-time faculty member of the Department.

**All M.A. thesis research involving human subjects must receive ethics certification from McGill's REB-1.** While certification is not required for submission of the proposal, *certification must be received before any research may be conducted*. For application details please see <http://www.mcgill.ca/researchoffice/compliance/human/>.

The Thesis itself must be passed by both an Internal Examiner (typically the supervisor) and an External Examiner. The External Examiner is appointed by the Office of Graduate and Postdoctoral Studies.

## 1. DEADLINES FOR M.A. THESIS PROPOSAL AND THESIS SUBMISSION, 2011-2012

It is suggested that the thesis proposal is submitted for review 5 months prior to the initial thesis submission.

Thesis Proposal Submission	Initial Thesis Submission	Final Thesis Submission	Additional Session	Thesis Evaluation	Graduation
5 months prior to initial thesis submission	Apr 16 – <b>Aug 15</b>	Aug 16 – <b>Dec 15</b>	Summer	Fall	February
5 months prior to initial thesis submission	Aug 16 – <b>Dec 15</b>	Dec 16 – <b>Apr 15</b>	Fall	Winter	June
5 months prior to initial thesis submission	Dec 16 – <b>Apr 15</b>	Apr 16 – <b>Aug 15</b>	Winter	Summer	October

**For example: October Graduation: Planning to submit initial thesis on March 25. Should submit thesis proposal 5 months earlier on November 25. Final thesis submission should be submitted and approved by supervisor before August 15**

**February Graduation: Planning to submit initial thesis on August 5. Should submit thesis proposal 5 months earlier on March 5. Final thesis submission should be submitted and approved by supervisor before December 15.**

Initial and Final Thesis Submission in the same term					
Thesis Proposal Submission	Initial Thesis Submission	Final Thesis Submission	Additional Session	Thesis Evaluation	Graduation
5 months prior to initial thesis submission	Apr 16 – <b>Aug 15</b>	Apr 16 – <b>Aug 15</b>	Summer	None	October
5 months prior to initial thesis submission	Aug 16 – <b>Dec 15</b>	Aug 16 – <b>Dec 15</b>	Fall	None	February
5 months prior to initial thesis submission	Dec 16 – <b>Apr 15</b>	Dec 16 – <b>Apr 15</b>	Winter	None	June

**NOTE:** Should the deadline date fall on a weekend or a holiday, the effective deadline date will be the previous working day.

If you plan to submit your initial and final thesis during the same term, you must submit your initial thesis at the beginning of the suggested time period to guarantee you graduate during the following session.

**For example: Preparation for October Graduation: There is a good chance you will graduate in October, if the initial thesis submission is on April 30 and the final thesis submission is before August 15. It is unlikely you will graduate in October if you submit your initial thesis on July 15, as you will only have one month to make revisions and have your final thesis approved by your supervisor.**

## 2. M.A. THESIS PROPOSAL GUIDELINES (POLI 697)

### **Proposal Submission and Evaluation Procedures:**

1) Before submission, the research supervisor must approve the proposal in writing. The student should give the supervisor a complete draft of the proposal far enough in advance of the proposal submission deadline for the supervisor to provide comments and for the student to revise the proposal based on those comments. Once the supervisor finds the proposal acceptable, s/he signs the Thesis Proposal Submission Form. The form is attached below and is also available under Graduate Forms at: <http://www.mcgill.ca/politicalscience/grad/gradformsdocs/>.

2) The student submits both the signed Thesis Proposal Submission Form and **four copies** of the proposal to the Department's Graduate Coordinator on or before the appropriate proposal submission deadline above.

3) The Graduate Program Director appoints a three-member Thesis Committee to read the proposal. This Thesis Committee normally consists of the supervisor, plus one person from the subfield and one person from outside the subfield. With the agreement of the GPD, one member may be from outside the Department.

4) The Graduate Coordinator distributes the proposal to the Committee for comments and the GPD relays to the student and supervisor any suggestions the Committee may have concerning the proposed research. On the Committee's recommendation, the GPD may ask the student to revise the proposal before approval.

### **Proposal Format:**

The thesis proposal must outline the problem to be studied and the mode of investigation. The proposal should not be more than 15 double-spaced typed pages, excluding the bibliography. To facilitate evaluation of thesis proposals, students are normally expected to follow the format given below:

#### **I. Introduction**

- a. The problem or topic to be investigated;  
The precise focus of the study;  
The relationships or generalizations to be tested or explored.
- b. The status of earlier and current scholarship on the subject;  
The proposed contribution of the thesis to knowledge.

#### **II. Methodology**

- a. Concepts, approaches, and conceptual frameworks.
- b. Methods – e.g., case selection, surveys, interviewing, statistical methods, etc.

#### **III. Plan of work; accessibility of resources; probable time; travel.**

#### **IV. Tentative outline of the proposed thesis**

#### **V. Brief bibliography**

### 3. M.A. THESIS GUIDELINES (POLI 698)

An M.A. thesis is rarely an original contribution to knowledge in the same sense as a doctoral dissertation. Its purpose is to demonstrate that the student can design and execute with competence a major piece of research. The scope of an M.A. thesis should be comparable to a full-length article in a scholarly journal. It should, in other words, deal with a well-defined problem with sufficient review of previous work.

The length will vary with the nature of the topic. A thesis that contains considerable data analysis might be well developed in 50 pages, while an institutional or historical study would generally be longer. The maximum length allowed will be 100 pages, excluding the bibliography. Requests to exceed this limit must be approved by the Graduate Program Director.

Before the thesis can be formally submitted to the Department and to Graduate and Postdoctoral Studies by the appropriate deadline (above), it must be read and approved by the Thesis Supervisor, who must sign the *Thesis Submission Form*. The Thesis will then be submitted simultaneously to the Department (two copies) and GPS (one copy plus the required forms).

The student must submit the following forms to Graduate and Postdoctoral Studies along with the thesis: *Nomination of Examiners Form*, *Thesis Submission Form*, *Library Waiver Form*, ethics certificate (if applicable), and the *Thesis Submission Checklist*, completed and signed by the student. **Graduate and Postdoctoral Studies has extensive and specific thesis submission requirements and procedures. For details and forms, please refer to "Guidelines for Thesis Submission" at <http://www.mcgill.ca/gps/students/thesis/programs/guidelines/>**

The thesis will then be formally evaluated and passed by an Internal Examiner (typically the supervisor) and by an External Examiner appointed by the Office of Graduate and Postdoctoral Studies (who may be from inside the Department).



McGill University

Department of Political Science

**Thesis Proposal Submission Approval (POLI 697)**

---

Date: \_\_\_\_\_

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Student #: \_\_\_\_\_

POLI 697 - CRN #: \_\_\_\_\_

Year taken: \_\_\_\_\_

Term taken:  Fall  Winter  Summer (check one)

---

**I hereby approve submission of the enclosed thesis proposal:**

TITLE: \_\_\_\_\_

---

---

SIGNATURE: \_\_\_\_\_  
(Supervisor)

Suggested readers (filled out by your Supervisor)

1) \_\_\_\_\_

2) \_\_\_\_\_

## APPENDIX 7

### MCGILL UNIVERSITY RESEARCH ETHICS BOARD-I

#### ETHICAL APPROVAL OF RESEARCH INVOLVING HUMANS

The University Research Ethics Board-I (REB-I) serves the following areas: Anthropology, Biology, CDAS, Economics, Geography, Political Science, School of the Environment, Sociology and the Faculty of Management. For information contact Ethics Officer Lynda McNeil at 398-6831.

**What Needs to be Reviewed?** All research conducted by University-affiliated professors, students or staff that involves human subjects requires review and approval by the REB. This includes all funded (by granting agencies or contracts) and non-funded research, and graduate and undergraduate research and course projects. All approvals must be renewed on an annual basis.

**Procedures:** All applications should consist of the research proposal, the Research Ethics Protocol form and all other required documentation (e.g., consent forms, information sheets, questionnaires, approvals from other organizations). For all REB reviews, seven (7) copies plus the original of the required documents must be submitted to the REB office to the attention of Lynda McNeil, Research Grants Office, James Administration Bldg., Rm 429.

Refer to web site <http://www.mcgill.ca/research/compliance/human/> for further information and for submission deadlines.

Graduate research proposals, undergraduate honours/independent studies proposals - Forward to the REB office with a copy of a letter from the department acknowledging successful academic review within the department.

Course projects - Research projects conducted by undergraduate or graduate students as part of a course requirement may have these projects reviewed and approved by the chair at the departmental level. A copy of the signed Certificate of Ethical Acceptability by the departmental chair must be forwarded to the REB office. Projects involving minors or other vulnerable populations, or that involve more than minimal risk to the research subject, must be reviewed by the REB. Departmental review should not be used for students who are conducting research that is part of a faculty member's own research program. This research must be reviewed by the REB.

Renewal of Approval - To renew an on-going, previously approved project you must submit a brief report of progress to date and indicate if there have been any changes made. Attach details of the proposed changes along with any new documents (e.g., revised consent forms). The title of the project must still be the same.