APPENDIX 4: MASTER OF ARTS RESEARCH ESSAY REQUIREMENTS (POLI 693 and 699)

The M.A. Research Essay will normally be based on a paper written for a graduate seminar or an independent reading course. The Research Essay is intended to be of more limited scope than an M.A. Thesis. The Essay should focus on a clearly defined research problem, in the process demonstrating familiarity with relevant scholarly work and the ability to carry out research and organize the results.
The Research Essay should be about 50 pages in length. Under no circumstances will a Research Essay be accepted that is longer than 60 double-spaced pages, excluding bibliography.

The Research Essay Supervisor must be a full-time faculty member of the Department. The supervisor is usually the faculty member for whom the student wrote the seminar paper upon which the Research Essay is to be based. Once a student and supervisor have agreed to work with each other, both must confirm this agreement with the Graduate Coordinator and Graduate Program Director in writing (e-mail is acceptable).

All M.A. 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/research/researchers/compliance/human.

1. DEADLINES FOR M.A. RESEARCH ESSAY PROPOSAL AND FINAL SUBMISSION, 2016-2017

Expected Term of Graduation	Submission of Research Essay Proposal to Department	Submission of Final Research Essay to the Department
Fall 2016 (February 2017 Granting of degrees)	November 4, 2016	January 6, 2017
Winter 2017 (Spring 2017 Convocation)	January 30, 2017	April 7, 2017
Summer 2017 (Fall 2017 Convocation)	June 2, 2017	September 1, 2017

The student is responsible for submitting the Non-Thesis Application for Graduation form (available on Minerva) well in advance of the deadline. Deadlines vary, depending on graduation dates, and can be found in here: http://www.mcgill.ca/students/graduation/applying

2. M.A. RESEARCH ESSAY PROPOSAL GUIDELINES (POLI 693)

If the Research Essay is to be based on a paper written for a graduate seminar or for an independent reading course, the proposal will comprise the original paper plus a one-page statement of intent outlining the proposed revisions to the paper. A more elaborate research proposal (approximately five pages) is required when a seminar paper does not serve as the basis for the M.A. Research Essay.

Before submission to the department, 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 Research Essay Proposal Submission Form. The form is attached below and is also available under Graduate Forms at http://www.mcgill.ca/politicalscience/grad/gradformsdocs/)

The student must then submit **three copies** of the proposal as well as the signed Research Essay Submission Form to the Graduate Coordinator by the appropriate deadline (above).

The Graduate Program Director will appoint a second faculty member to evaluate the proposal. Although the second reader is typically a member of the Political Science Department, under special circumstances the second reader may be a faculty member in another department. The second reader will provide written comments on the proposal and the GPD will relay these comments to the student and supervisor. The GPD may ask the student to revise the proposal before final approval.

3. M.A. RESEARCH ESSAY GUIDELINES (POLI 699)

Two copies of the final M.A. Research Essay should be submitted to the Graduate Coordinator by the appropriate deadline (above).

The Essay will then be evaluated by the supervisor and by a second faculty member to be nominated by the GPD from among two names recommended by the supervisor.

Both faculty members will submit a written evaluation and a grade to the Graduate Coordinator. The grades received from each faculty member will be recorded individually; however, as the University requires a single grade to be reported, the grades will be averaged and this grade will then be submitted to the Faculty as the final grade for the M.A. Research Essay (POLI 699).

If it is felt that a passing grade is not warranted (minimum passing grade is B-), the evaluator must specify in writing those revisions necessary for a passing grade. In this case, the student may either:

a) Resubmit the revised essay to the original evaluators within two months of the initial evaluation (the revised essay must receive a passing grade from both evaluators); or

b) Request that the original, unrevised research essay be submitted to two new evaluators chosen by the GPD. The research essay must receive a passing grade from both. If it does not, the student must then revise and resubmit to the original evaluators in accordance with option A above.

Once a passing grade has been received, the student must submit one copy of the final research essay bound in acco-press folder (available in the bookstore) to the Graduate Coordinator. This copy will be sent to the library.

McGILL UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE

RESEARCH ESSAY PROPOSAL POLI 693

Date: _____

Last name: _____

First name: _____

Student #: _____

POLI 693 - CRN #:_____

Year taken: _____

Term taken: ☐ Fall ☐ Winter ☐ Summer **(check one)**

I hereby approve submission of the enclosed Research Essay proposal:

TITLE:_____

_____

SIGNATURE: _____
(Supervisor)

*The Supervisor is typically the professor for whom you wrote a paper which will be expanded to become your final M.A. Research Paper.

Suggested readers (filled out by your Supervisor)

1._____

2._____