



McGill

Faculty of Arts

DEPARTMENT OF POLITICAL SCIENCE

INFORMATION HANDBOOK FOR Ph.D. STUDENTS

2023-2024

Political Science web address: <http://www.mcgill.ca/politicalscience>

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This Handbook is intended to *supplement* the extensive information provided by the Graduate and Postdoctoral Studies office (GPS) about university policies, procedures, and services. Please spend some time perusing the information on their website at <http://www.mcgill.ca/gps/>.

Key pages include:

Resources for New Students (ID Card, Registration, Orientation, Policies, etc.):
<http://www.mcgill.ca/gps/students/new/>

General information, Regulations and Research Guidelines (the Red Book):
<https://www.mcgill.ca/study/2023-2024/>
https://www.mcgill.ca/study/2023-2024/university_regulations_and_resources/graduate/gps_gi_regulations

Student Services (Academic, Health, International, Housing, Resources, Rights & Responsibilities):
<https://www.mcgill.ca/gps/students/student-resources>

Calendars: <https://www.mcgill.ca/students/courses/calendars>
<https://www.mcgill.ca/internalawards/>
<http://www.mcgill.ca/importantdates/key-dates>

Student Aid Office: <https://www.mcgill.ca/studentaid/>

1. PEOPLE

Graduate Program Director

Professor Yves Winter

Email: yves.winter@mcgill.ca; Office: Ferrier Building, Room 418

The GPD can discuss any aspect of graduate studies with you. In particular, students should inform the Graduate Program Director of any special circumstances that may affect their progress in the program.

Associate Graduate Program Director

Professor Kelly Gordon

Email: kelly.gordon2@mcgill.ca; Office: Leacock Building, Room 529

The AGPD can advise you on fellowships, teaching assistantships and teaching-related issues.

Graduate Placement Director

Professor Aaron Erlich

Email: aaron.erlich@mcgill.ca; Office: 3610 McTavish, Room 26-2

The Placement Director can advise you on job placement / academic career issues.

Area Manager: Student Affairs

Andrew Stoten

Email: andrew.stoten@mcgill.ca; Office: Leacock Building, Room 413

The Student Affairs manager can advise you on program requirements, teaching assistantships, applications for financial aid, and other such matters.

Graduate Coordinator

Milton Magill

Email: graduate.polisci@mcgill.ca; Office: Leacock Building, Room 414

The Graduate Coordinator can advise you on program requirements and provides information regarding student records, thesis proposals, submission of thesis and graduation procedures.

Finance Team

Daniela Caucci

Email: daniela.caucci@mcgill.ca; Office: Leacock Building, Room 427

Navindra Singh

Email: navindra.singh@mcgill.ca; Office: Leacock Building, Room 427

The Finance Team processes RAs and payments and casual payments. In addition, any financial documents (e.g., expense reports) to be signed by the Chair need to be submitted to the Finance Team.

Field Coordinators (2023-2024)

Canadian Politics

Professor Eric Bélanger

Comparative Politics

Professor Juliet Johnson

International Relations

Professor Vincent Pouliot

Political Theory

Professor Will Roberts

Methods stream

Professor Dietlind Stolle

The Field Coordinators can advise you on course selection and career opportunities in their subfields.

Political Science Liaison Librarian

Hye-jin Juhn

Phone: 514-396-2065, Email: hyejin.juhn@mcgill.ca; Humanities and Social Sciences Library

The Liaison Librarian can advise you on any aspect of library research or acquisitions at McGill. Please see

Appendix 1 for more information.

McGill Graduate Association of Political Science Students (MGAPSS)

MGAPPS promotes the academic welfare and enhances the cultural, environmental, and social conditions of graduate students in the Department.

See <http://www.mcgill.ca/politicalscience/grad/mgapss>

2. COMMUNICATIONS AND PROGRESS TRACKING

IMPORTANT NOTE ON DEPARTMENTAL COMMUNICATIONS AND E-MAIL

University policy requires that all students use their assigned McGill uniform email address for correspondence. Students are responsible for any official communication sent by the Department or University officials to that address. For more on the student email policy, see:

https://www.mcgill.ca/secretariat/files/secretariat/e-mail-communications-with-students-policy-on_3.pdf

You will automatically be subscribed with your McGill e-mail address to the Departmental listservs POLIGRAD and POLIPHD. The Department regularly distributes important notices about deadlines, policies, grants, meetings, and such via these listservs.

PROGRESS TRACKING

As per GPS regulations, the Department conducts annual progress tracking for all registered Ph.D. students each fall semester. The following is a summary of the main elements of the policy:

- 1) Annually, students must meet with, at a minimum, their supervisor(s) and a departmental representative (the GPD or AGPD).
- 2) At the first such meeting (to be held shortly after students begin their programs), written objectives/expectations for the year must be recorded on the first of the three forms, Form #1 (Graduate Student Research Objectives Report Form). All three people at the meeting must sign this form. A student who refuses to sign the form must write a statement detailing their objections to the expectations recorded on the form.

During the first semester of the program, the student and the supervisor will meet to discuss each other's expectations, working styles, frequency of meetings and other details about the supervisory relationship and will sign a [Letter of Understanding](#) to document that such meeting has taken place. The Letter of Understanding will be submitted to the GPD during the first tracking meeting.
- 3) Approximately one year later, and every year thereafter, the student, supervisor(s), and the departmental representative will meet again to review the progress that has been achieved toward the recorded objectives. Once students have established supervisory committees, the progress tracking meetings include both the supervisor(s) and one additional member of the supervisory committee. Departmental representatives need no longer be present.
- 4) Prior to the meeting, students should record their accomplishments and progress for the year by completing Form #2 (Graduate Student Research Progress Report). This completed form is then evaluated by the supervisor and the departmental representative on Form # 3 (Graduate Student Research Progress Report Form). All parties sign Form #3. A student who does not agree to sign the form must write a statement detailing their objections. At this same meeting, objectives for the following year should be recorded on Form #1, as per the procedure described above.
- 5) In the event that the recorded research progress is unsatisfactory, a new set of objectives should be developed for the student at the meeting and recorded on Form #1. These new, or interim, objectives apply only to the next semester. Evaluation of progress should take place after that semester has concluded, following the steps described in above.
- 6) In the event that a student has any two unsatisfactory evaluations they may be required to withdraw from their program of study. These two unsatisfactory evaluations need not be successive.

7) All forms are to be kept in the departmental files.
Fillable PDF and Word versions of all three progress tracking forms are available on the GPS website at <http://www.mcgill.ca/gps/students/research-tracking>

MYPROGRESS

Students who started the program in September 2017 or later can track their progress toward completing their program requirements in MyProgress, here:
<https://www.mcgill.ca/gps/myprogress>.

Please look at the Audit sheets on pp. 27-28 of this Handbook to help you keep track of your progress in fulfilling program requirements.

DEPARTMENTAL STANDARDS

The Department expects students to maintain both a satisfactory level and a satisfactory rate of performance while they are enrolled in the program. Students are expected to pass all their courses with a B- (65-69%) grade or better. Grades below 65% are failures.

In case of failure in one or more courses, the Department may recommend that the student withdraw from the program (see Graduate and Postdoctoral Studies regulations).

The Department also expects students to complete their requirements within a reasonable period of time. Students not making satisfactory progress toward the completion of their degree may be asked to withdraw.

ILLNESS AND LEAVES OF ABSENCE

If, due to illness, you have missed assignments or examinations, see your Course professor and try to make alternative arrangements. You must be prepared to provide confirmation of illness. If you have fallen too far behind in your course work, see the Graduate Program Director, bringing with you your medical documentation. We may be able to withdraw you from the course (even after the withdrawal deadline).

Students must register each semester until they have received their degree. If students need to interrupt their studies for a semester or more at any stage in the program, they may be eligible to request a leave of absence (see Graduate and Postdoctoral Studies regulations).

3. PROGRAM AND COURSE REGISTRATION

All graduate students must register for courses using MINERVA at www.mcgill.ca/minerva-students. Students must register for the Registration Confirmation Course in **both** the Fall 2023 (202309) and Winter 2024 (202401) terms by the deadline dates to avoid a **Late Registration Fee**.
<http://www.mcgill.ca/gps/students/registration/dates>

Returning Students: May 24, 2023 to August 14, 2023

New Students: July 4, 2023 to August 14, 2023

Fall 2023 (202309)	>	REGN RCGR	>	CRN # 179
Winter 2024 (202401)	>	REGN RCGR	>	CRN # 190

Registration is not valid until the Registration Confirmation courses “REGN RCGR” are on your record. Courses may then be added until the end of the course change period without penalty. **September 12, 2023** is the deadline to add/drop courses for **Fall 2023**; it is also the last day for late registration. **January 16, 2024** is the deadline to add/drop courses for **Winter 2024**. An up-to-date class schedule can be viewed in your Minerva portal.

COURSE REGISTRATION

All incoming graduate students must meet with the Graduate Program Director either before or in the first week of classes to discuss course selection and other aspects of their program. Students will be contacted by the Graduate Coordinator to arrange an appointment. Advising with the GPD for students starting in the Fall term will take place in the first week of September. Classes begin on Wednesday, August 30.

A complete listing of our courses may be found in the Faculty of Graduate and Postdoctoral Studies calendar as well as on our website at: <http://www.mcgill.ca/politicalscience/grad/graduate>

Courses at the 500, 600, and 700 level count as graduate courses. Although 500-level (undergraduate honours) courses may be taken for graduate credit, this is allowed only in certain circumstances – typically, when graduate offerings in a given subfield are limited. If you are interested in a particular 500-level course, please contact the instructor to discuss enrollment. The 700-level course is a department-wide seminar that provides training in the art of presenting research and responding to criticism.

Students should take no more than three (3) three-credit substantive courses per semester. The department recommends that students with a full TAsip consider taking just two such courses per semester, especially during their first semester in the program.

ADD/DROP

Students who wish to change a course after registration must consult with the GPD. Changes must be made by **Tuesday, September 12, 2023** for Fall term courses and **Tuesday, January 16, 2024** for Winter term courses. Any courses dropped during the Course Change (Drop/Add) Period will be deleted from your record. After the Course Change (Drop/Add) Period there is a period of time during each semester when you may still withdraw; however, a “W” will appear on your record to indicate that you have withdrawn from the course. Ceasing to attend class does not constitute an official withdrawal. Informing the professor that you will no longer be attending the class, although a matter of courtesy, does not constitute a withdrawal.

The following documents must be submitted to the Graduate Program Coordinator to register late or withdraw from a course after the add/drop deadline:

- * Email/Letter of support from the Professor teaching the course
- * Email/Letter of support from the Graduate Program Director
- * An email/letter from the student justifying the late course add or late withdrawal
- * Supporting documents if withdrawal request is related to medical reasons
- * The student must complete the registration/course change form to request a late add/withdrawal. The form can be found at the following link: <https://www.mcgill.ca/student-records/forms>
- * **DO NOT COMPLETE THE REGISTRATION/COURSE FORM UNTIL YOU HAVE COLLECTED THE OTHER DOCUMENTS GIVING YOU PERMISSION TO MAKE THE CHANGE**
- * A late course change fee will be assessed to the student's account

RESIDENCY, TRANSFER CREDITS, AND COMPLETION GUIDELINES

Incoming Ph.D. students may receive up to 12 credits (4 three-credit courses) exemption for graduate work in Political Science completed prior to the Ph.D. A maximum of 9 credits will be transferred for MA work completed at another university. However, note that all students must complete at least two McGill courses in each of their major fields and must pass the written and oral comprehensive examinations.

Students admitted to the Ph.D. 1 level must complete eight terms of residence. Those admitted to the Ph.D. 2 level must complete six terms of residence. Transfer students are credited with up to two terms of residence for work done at the M.A. level and are registered in Ph.D. 2.

Appendix 2 provides a sample five-year completion timeline (Ph.D. 2 – Ph.D. 6), based on initial registration at the Ph.D. 2 level. This is provided for *general* guidance only.

Time Limitation Policy

Ph.D. students must graduate by the end of PhD 7. Students who do not complete their degree requirements within that time will be withdrawn from the University and will lose their student status and access to McGill facilities and support. International students on study permits will also be required to leave Canada.

Students who withdraw and/or are no longer registered may lose access to their McGill email address and may request to add their non-McGill email address to the POLIGRAD/POLIPHD listservs.

See the Time Limitation Policy at <http://www.mcgill.ca/gps/students/progress/time-limitation> for details.

Students who do not submit their dissertations within 6 years after completing their PhD residency will be required to retake and pass their comprehensive examinations before their dissertations will be accepted for evaluation.

4. COURSE REQUIREMENTS

Students must successfully complete 39 course credits. A maximum of 12 credits (4 three-credit courses) previously completed at the M.A. level, whether at McGill or elsewhere, may be applied toward this required 39 credits (to be determined by the Graduate Program Director). Courses must be at the 500, 600, or 700 level. McGill graduate courses are typically worth 3 credits each. Courses should be distributed as follows:

Major Field Course Requirements (24 credits)

Students must select two major fields in Political Science, chosen from among Canadian Politics, Comparative Politics, International Relations, and Political Theory. Students should take the core course in both their major fields. Students must complete 12 course credits in the first field (4 three-credit courses), 9 course credits in the second field (3 three-credit courses) and a written candidacy examination in each field, as well as an oral candidacy examination in each field. **Please see the field descriptions below for further details on major field requirements.**

Political Theory Course Requirement (3 credits)

Each student must complete three credits in Political Theory. For those students selecting Political Theory as a major field, this requirement does not count as part of the 12 credit major field requirement (i.e., Political Theory majors must complete 15 total credits in Political Theory). These courses explore the conceptual, normative, and historical foundations of modern political science.

Methods Course Requirement (3 credits)

Each student must complete POLI 612 (Research Design and Empirical Methods) or a suitable advanced methods course. POLI 612 provides a general introduction to methodology in political science and covers quantitative and qualitative methods.

Additional Courses (9 credits)

Each student must take three additional courses. For students whose major field is Comparative Politics, International Relations, or Canadian Politics, there is no restriction on the courses that can be taken as "Additional Courses." For students whose major field is Political Theory, at least 1 course must be outside of that field.

POLI 700 Research Seminar (0 credits)

The purpose of the course is to enable all Ph.D. students to present their research, gain training as discussants and critical participants, and receive feedback from fellow graduate students from all subfields. The course not only provides substantive feedback on one's research but provides professionalization in the art of research presentation and critique that is necessary for success in an academic career. The seminar is moderated by two professors from different subfields.

All PhD students in residence in Montreal who have completed their comprehensive examinations should register for the course. "In residence in Montreal" means that a student is currently living in Montreal. Students will have to register for the course every semester in which they are in residence until the time they have submitted their dissertation. Therefore, even students in "additional session" are required to register. Students will receive a Pass/Fail for attendance in the course, but they will not receive actual credits.

If you are in residence in Montreal for only 1 semester, then you must sign up for that semester and indicate that to the instructors of the course. If you are not in residence (for example, you are doing fieldwork), but would like to present your research and receive feedback when you are in Montreal, you should discuss a special arrangement with the instructors in charge of the course.

For other course information, see section 9: Other General Program Information found on pp. 23 in this Handbook.

5. ADVANCED RESEARCH TOOL REQUIREMENT

The Ph.D. degree is fundamentally a research-oriented degree. As such, the doctoral program is designed to give students the necessary foundation for making original contributions to knowledge, with the dissertation as the first major result. Graduate courses provide students with the general theoretical tools used in each particular subfield. This general training is supplemented by more specialized training in research methods.

Ph.D. students must demonstrate a high level of proficiency in one of the two principal research tools of modern political science: languages or methods. As research tools, each opens up a wide array of primary research materials that would otherwise remain inaccessible. Each student's choice will depend on their particular research interests.

Limited funds are available to assist students who wish to take non-McGill courses to meet this requirement. Please see the Financial Assistance section below for more details.

Option A: Language Requirement. Students must pass an advanced-level translation test from a language other than English. If the student's research will involve fieldwork in a country where English is not widely spoken, the test will include an oral component.

Language courses taken to fulfill this requirement will not be counted toward the 39-credit course requirement for the Ph.D. degree.

In selecting a language to fulfill this requirement, students must demonstrate in writing how the chosen language is related to their research. The Graduate Program Director will then determine if the proposed language represents an important research tool for the student. If the GPD determines that the proposed language is not appropriate to meet this requirement, then the student may either propose an alternative language or fulfill Option B.

Written Language Exam for Ph.D. Students

One of the ways of passing the language exam is to do a written translation from a foreign language to English. The written passage should be three paragraphs in length and should be from a source that is relevant to the student's research. For example, if a student is studying political theory the passage to translate should be relevant to political theory.

Guidelines for taking the exam

1. The exam is written on paper.
2. The use of a computer is not allowed for any purpose.
3. Use of a dictionary is allowed.
4. The passage to translate must be a length of about three paragraphs.
5. The time allotted for the exam is two hours.
6. The exam is taken under the supervision of the graduate coordinator.

Guidelines for grading

The exam should be graded by a native or fluent speaker. The grade is either Pass or Fail. The evaluation should be based on whether the translated paragraphs indicate the capacity to conduct research in the foreign language. In particular, the examiner should assess whether the translation is (1) coherent both in terms of style and grammar, and (2) accurately reflective of the meaning and intention of the original language. While a few grammatical mistakes should be allowed, an exam with a significant number of grammatical mistakes such that it renders the translation incoherent or that reflects a clear lack of the language's grammatical structure should be considered unsatisfactory.

Option B: Advanced Methods Minor. To fulfill this requirement, students must complete 9 methods credits (3 three-credit courses). These courses must include *at least one* course in quantitative methods and *at least one* course in qualitative methods. Poli 612 may be counted as *either* a quantitative or qualitative course. Students must also specialize in either quantitative or qualitative methods by taking *at least two* advanced courses in their chosen track. Students who have taken methods courses during their MA can place out of introductory methods courses with GPD permission and take only advanced courses.

Example qualitative track progression:

- Poli 612, 626, 660
- Poli 618, 660, 661

Example quantitative track progression:

- Poli 612, 618, 666
- Poli 626, 618, 666

All methods classes by type:

Option B:

	Qualitative (at least one)	Quantitative (at least one)
Introductory	611, 612	612
Advanced (at least two)	626, 660, 661	618, 666, 667

Students who do not initially feel prepared to take Poli 618 have the additional option of following Poli 311 ("Introduction to Quantitative Political Science") as part of an independent study under the direction of a Methods stream faculty member. However, this will not count towards the Advanced Methods Minor.

The Gender and Women's Studies option requires students to complete 3 methods credits (1 three-credit course), which cover both quantitative and qualitative methods.

Students who have taken methods courses during their MA can place out of introductory methods courses with GPD permission and take only advanced courses. Students can consult with the GPC, the GPD or the Methods Stream Coordinator to find out what courses count as advanced methods courses.

6. COMPREHENSIVE EXAMINATION REQUIREMENTS

The Ph.D. Written and Oral Comprehensive Examinations in Political Science represent the culmination of the coursework phase of the Ph.D. program. Students take these examinations in their two major fields. Detailed descriptions of the field requirements for each major field appear below. For further explanation of the purpose and scope of these examinations, please see Appendix 3.

Field requirements for comprehensive exams are set by the subfield coordinators in the fall of each year, in discussion with all members of the subfield. Comprehensive exam requirements change over time, alongside the evolution of subfields and our own faculty expertise. Comprehensive exam field requirements will be posted on the department website, alongside other graduate student documents. Students writing exams should speak with subfield coordinators and the GPD, well in advance of their exam, to confirm that they are familiar with requirements for their upcoming exam. Appendix 3 discusses further the objectives and scope of comprehensive exams.

As per University policy, students may request to take both their written and oral comprehensive exams in French. Students who plan to take their written and/or oral exams in French must inform the subfield coordinator, GPC, and GPD at the time when they complete the comprehensive exam questionnaire.

COMPREHENSIVE EXAM PROGRAM QUESTIONNAIRE

Students **MUST** arrange to meet with the appropriate Field Coordinators again at least **six months prior** to the examination period to discuss examination preparation. In consultation with the appropriate Field Coordinators, each student will complete the comprehensive exam program questionnaire listing the chosen Major Fields and the particular areas of concentration within each and submit it to the Administrative Officer. The form is available on the Political Science website at <http://www.mcgill.ca/politicalscience/grad/gradformsdocs/>. This means that students who want to front-load one comprehensive examination for September of PhD3 should consult with the field coordinator during the winter semester of PhD2 (the first year in the program for the majority of PhD students). Plan early!

The Field Coordinators in a candidate's Major Fields will be responsible for ensuring proper completion of the questionnaire and its inclusion in the student's file. Please note that this is a *critical step* in the candidate's preparation.

In preparation for the exams, students are encouraged to study questions from past examinations, to write model answers to these questions, and to request appropriate faculty members to evaluate their answers. Questions from past exams and subfield reading lists are available on the Graduate Student Restricted Content section of the website at <https://mcgill.ca/politicalscience/grad/restricted-graduate-content>.

COMPREHENSIVE EXAM SCHEDULING

As per University requirements, all comprehensive examinations must be completed by the end of PhD3. Exceptions to this rule require GPD approval and documentation.

Written comprehensive examinations are offered in September and May. Students can choose between two configurations of timing their two major field exams: they can front-load one exam and take it in September of PhD3 or take both exams simultaneously in May of PhD3. If a student chooses to write both written comprehensive examinations in May of the second year of Ph.D. study, the exams would be separated by a two- to three-week interval (see appendix 3).

Students must have completed all coursework before taking the last comprehensive exam. All outstanding Ks from coursework need to be completed BEFORE the final comprehensive exam date.

If a student is taking their exams separately, the oral examination will take place no later than 3 weeks after passing the written examination. A one-field oral will include 2 examiners from the field and the GPD/AGPD as chair. If a student is taking both exams together, the oral examination will take place no later than 3 weeks after passing the second written examination. A two-field oral will include 4 examiners (2 from each field) and the GPD/AGPD as chair.

If both examinations are not successfully completed by September of PhD4, the student may no longer be eligible for further financial aid from the Department. Any exceptions to this rule must be approved by the Graduate Program Director and will be made only in exceptional circumstances.

WRITTEN COMPREHENSIVES (POLI 701 AND 702)

The student will take a five-hour written comprehensive examination in each of the two major fields chosen. Examination committees for the written comprehensive examination in each major field will be set by the appropriate field coordinators. Students taking a written comprehensive examination will receive detailed written or oral feedback on their exam performance, as arranged by the field coordinator.

Written Comprehensive Exams are Courses (POLI 701 and 702) and come with reading lists from the field coordinators and available on the Department website. Written comprehensive examinations will be graded pass, fail, or pass with distinction. Faculty members grading written exams will award pass/fail grades to student answers on each exam question. If two or more faculty members give any individual exam answer a failing grade, the student will have failed the exam; otherwise, the grade is a pass.

Faculty members grading the written exam may recommend that the student receive a grade of “pass with distinction” on the exam as a whole. All graders must concur on awarding a “pass with distinction.” This grade will be given only to those students who, in the judgment of the subfield members, are in the top ten percent of exam-takers. The “pass with distinction” will be noted in a letter from the Graduate Program Director added to the student’s file.

If a student fails a written comprehensive examination, the examination committee can request either that the student re-write parts of the exam, or that they repeat the entire exam. Either way, this can be done only once. If the committee wants the student to retake the entire exam, that must occur during the sitting which immediately follows the failed exam (the next May or September). If the student is re-writing just a portion of the exam, that can happen sooner, after consultation with the student, Field Coordinator and GPD. A failure on a first exam sitting will not be recorded on the student’s transcript. If the student was originally scheduled to take the second major field examination during that sitting, the examination in the second major field may be delayed until the next sitting.

If a student fails both written comprehensive examinations during the same examination period, each may be retaken once; either both in the next examination period, or separately in the two following periods. If a student fails either written examination a second time, they fail the Comprehensive Exam Course (701 and/or 702), and the student will be asked to withdraw from the program.

ORAL COMPREHENSIVES (POLI 799)

Students taking their comprehensive exams separately will have two oral exams, one in each field. The oral exam will be held only after the written exam has been completed successfully. The oral exam is approximately one hour long per field. The oral examination board will consist of two faculty members

from the major field, plus the GPD or AGPD as chair. The oral examination board will be designated by the Graduate Program Director based on the program questionnaire filled out by the student, in consultation with each Field Coordinator. If a student is taking both comprehensive exams in the same session, the oral examination will cover both major fields and will last approximately two hours. The oral examination board will consist of two faculty members from each of the two major fields, plus the GPD/AGPD as chair.

On the oral examination, students may receive grades of pass, fail, or pass with distinction. These grades will be awarded by the subfield representatives sitting on the oral examination committee after the conclusion of the exam. All four subfield representatives must concur on awarding a "pass with distinction." The grade of "pass with distinction" will be given only to those students who, in the judgment of the subfield members, are in the top ten percent of exam-takers. The "pass with distinction" will be noted in a letter from the Graduate Program Director added to the student's file.

If failed, the oral comprehensive examination may be repeated once. If a student fails the oral examination a second time, the student fails the Oral Comprehensive Exam Course (POLI 799), and the student will be asked to withdraw from the program.

7. SUPERVISOR, PH.D. DISSERTATION PROPOSAL, AND DISSERTATION GUIDELINES

SUPERVISOR

The Graduate Program Director assigns an academic supervisor to each student upon entry into the program. (Often, for PhD students, advisors are already set in the letter of admission.) Supervisors must be full-time tenure-track members of the Department. If a student's research interests are at the intersection of two different fields of expertise, it is possible to arrange for supervision to be shared between two co-supervisors.

It is the student's responsibility to arrange to meet their supervisor on a regular basis, and it is the responsibility of the supervisor to guide the student's program in terms of University and Departmental requirements and the student's interests.

During the first semester of the program, the student and the supervisor will meet to discuss each other's expectations, working styles, frequency of meetings and other details about the supervisory relationship and will sign a [Letter of Understanding](#) to document that such meeting has taken place. The Letter of Understanding will be submitted to the GPD during the first tracking meeting.

Upon mutual agreement of the student and a prospective new supervisor, the student may change supervisors at any time. *If the student has not yet formed a supervisory committee*, BOTH the student and the new supervisor must inform the Graduate Program Director and the Graduate Coordinator of the switch in writing (e-mail is acceptable). *If the student has already formed a supervisory committee*, the student must obtain the signatures of the new supervisor, the other committee members, and the GPD on a new Supervisory Committee form (see below) and submit the form to the Graduate Coordinator.

SUPERVISORY COMMITTEE

In consultation with their supervisor, each student should determine the composition of their individual, three-person Supervisory Committee as soon as possible after coursework, and preferably no later than one month after having completed the comprehensive examinations. One member (but not the Supervisor) may be from outside the Department. The Supervisory Committee form is available on our website at <http://www.mcgill.ca/politicalscience/grad/gradformsdocs/>. The Supervisor, the other two committee members, the GPD, and the student must all sign the form in order to form the committee. The Graduate Coordinator will then place the completed form in the student's file.

PHD. DISSERTATION PROPOSAL

Before proceeding extensively into dissertation research, the student must prepare and orally defend a dissertation proposal to a Proposal Advisory Committee, composed of the Supervisory Committee and a departmental representative (usually the GPD). The proposal is normally submitted no later than six months after passing the Ph.D. Comprehensive Examinations. The purpose is to provide an opportunity for the student to work out a coherent research goal and strategy, and to receive helpful advice.

Preparing the Proposal

Ideally, a research proposal should emerge out of some genuine intellectual problem, puzzle, or concern about social and political relationships. A thesis or analytical study – in contrast to a descriptive study – should ask the question why, not just what or how. Proposals must explain what methodology will be used in the thesis and demonstrate why it is an appropriate one. The proposal must also demonstrate that the proposed study is feasible.

In the preparation of the proposal, students should consult closely with their faculty supervisor. The proposal must be approved in writing by the prospective thesis supervisor before the oral defense may be scheduled.

Proposals are normally expected to follow the format below:

1) Introduction

The problem or topic to be investigated;

The precise focus or thrust of the study;

The relationships or generalizations to be tested or explored.

2) Literature Review

a) The status of earlier and current scholarship on the subject;

b) The proposed contribution of the thesis to knowledge.

3) Methodology

a) Concepts, approaches, and conceptual frameworks;

b) Methods proposed – library resources; surveys; interviewing; statistical methods

4) Plan of work; accessibility of resources; probable time; travel

5) Tentative outline of the proposed thesis

6) Brief bibliography

The dissertation proposal should not be more than 25 double-spaced typed pages, excluding the bibliography. It is crucial that students follow this rule and not exceed 25 pages.

Dissertation Proposal Approval Procedure

1) The student obtains the supervisor's written approval to submit the proposal. The student should also finalize their proposal committee with their supervisor and inform the Graduate Program Coordinator at the time of submission.

2) One e-copy of the proposal is then submitted to the Graduate Coordinator. The student should ascertain whether any members of the student's Proposal Advisory Committee require a hard copy, and if so, provide those copies to the Graduate Coordinator.

3) The Graduate Program Coordinator will arrange a suitable date and time for the proposal defense with the proposal advisory committee. Please do not make any travel plans until the proposal date has been confirmed.

4) The student must defend the dissertation proposal before the Proposal Advisory Committee. The proposal defense usually includes a short (10-15 minute) presentation by the student of their proposed dissertation research, followed by questions and comments from each proposal advisory committee member.

5) The Proposal Advisory Committee formally approves the proposal only after a successful oral defense. In the event the Proposal Advisory Committee does not approve the proposal, the student will be asked to revise the proposal and, if the committee deems it necessary, to repeat the oral defense.

In evaluating the proposal, the committee should be governed by the principle of consensus. Written comments to the candidate are optional unless the committee has not approved the proposal. If written

comments are supplied after the oral defense, they are to be written by the supervisor of the dissertation in consultation with the other committee members.

6) After the proposal defense and once the proposal is approved, the committee members sign the Proposal Advisory Committee form, which should then be returned to the Graduate Coordinator. The form is available on the department's website.

7) All research to be conducted involving human subjects (including interviews), requires prior approval by the Research Ethics Board (REB) - see Appendix 4. All research applications to granting agencies, contract research programs, and unfunded research, to include faculty and graduate and undergraduate research projects that involve human subjects, must receive ethics certification. Such research cannot begin until ethics approval has been obtained, and proof of such approval must be submitted with the final dissertation. Research involving human subjects that is undertaken before ethics approval has been obtained cannot be included in a student's dissertation.

8) Students are strongly urged to delay making travel arrangements for their field work until they have their dissertation proposals formally accepted by the Proposal Advisory Committee.

PH.D. DISSERTATION

Faculty regulations require that "the thesis for the Ph.D. degree must display original scholarship in satisfactory literary form and be a distinct contribution to knowledge." The supervisor and supervisory committee will guide the student in preparation of the dissertation. As a general rule, the supervisor provides primary direction on research and methodology, and will comment on multiple drafts of dissertation chapters. For details, please see the GPS suggestions for good supervisory practices, soon to be available on their website. Generally, other committee members will provide comments on draft dissertation chapters only *after* the student has completed at least one round of revision based on feedback from the supervisor.

For University regulations on the preparation, submission, and defense of Ph.D. dissertations please see the extensive "Thesis Preparation and Submission Guidelines" at:
<http://www.mcgill.ca/gps/students/thesis/guidelines>

A final, public oral defense of the dissertation will be required after it has been submitted and formally approved by the internal and external examiners.

8. FINANCIAL ASSISTANCE

Fellowships, Scholarships and Loans

The Department provides financial support for students in their first five years in the program. These funds are allocated each year in such a way as to ensure that each Ph.D. student's total financial package (internal and external fellowships, TAs, and RAs) comes to at least \$20,000 in each of the first five years, assuming satisfactory progress in the program.

All PhD students are **required** to apply for external fellowships. The Social Sciences and Humanities Research Council (SSHRC) is an excellent source of fellowships for Canadian citizens and permanent residents. The deadline for applications is early October. Application forms and descriptive booklets are available on the web at <http://www.sshrc-crsh.gc.ca/>. The Government of Quebec also awards many fellowships and bursaries through the Fonds pour la formation de chercheurs et l'aide à la recherche (FQRSC). Both Canadian and international students are eligible for FQRSC fellowships. Completed application forms must be received in Quebec by early October. Application forms and descriptive booklets are available on the web. See <http://www.frqnt.gouv.qc.ca/en/>

Students should also consult McGill's booklet on loans and bursaries, available from Graduate and Postdoctoral Studies. In addition, the Fellowships Office of Graduate and Postdoctoral Studies lists various awards. See also Student Aid Office, Brown Student Services Building, 3600 McTavish, at <http://www.mcgill.ca/studentaid/>

When students receive major external fellowship awards, the external award will replace the Department's internal funding commitment to the award winner. At no time would students be worse off financially than what the funding commitment admissions letter states. Students who hold external funding awards for 3 years (or more) will be eligible for an additional year of internal funding after their external funding expires.

Teaching Assistantships

The Department annually hires a number of graduate students as teaching assistants (TAs). The Administrative Officer will post lists of available positions in the Fall and Winter. Deadlines for department posting for TA positions are typically April 30 for Fall term positions and October 15 for Winter term positions. Applications should be submitted to the Administrative Officer.

As of June 1998 a Collective Agreement was formally signed between McGill University and A.G.S.E.M. (Association of Graduate Students Employed by McGill). The purpose of this agreement is to establish and maintain an orderly collective bargaining relationship between the University and its employees represented by the Union, to ensure the effective, prompt and equitable settlement of disputes, and to set forth an Agreement covering rates of pay and other working conditions. For detailed information contained in the Collective Agreement, contact the Association of Graduate Students Employed at McGill (A.G.S.E.M.), TEL: (514) 398-2582; email: mail@agsem-aeedem.ca. For details of the Collective Agreement between McGill University and A.G.S.E.M., consult the A.G.S.E.M. website: <http://agsem-aeedem.ca/>

A full TAs is 180 hours per term. In general, students are limited to one full TAs per term. Exceptions to this rule require GPD/AGPD approval. They may be granted in situations where TAs are offered more than 180 hours in a single course. The department does not generally allow students to hold multiple TAs in different courses (including courses in other departments/units) if the total hours exceed 180 hours per term.

Research Assistantships

Professors often hire assistants from their own research budgets. This is done on an individual basis. If you are interested in a research assistantship with a professor, please contact them directly.

Course Lecturerships

Once students have passed their comprehensive exams, they are eligible to take up Course Lecturerships. A course lecturer designs and teaches their own undergraduate course. Ph.D. students most commonly teach courses during the summer sessions, although more advanced students sometimes teach during the regular academic year as well. If you are interested in a Course Lecturership, please consult with the Administrative Officer, the AGPD, and your supervisor to discuss openings and how such teaching might best fit within your overall program.

Tuition and Fees for International Students

The tuition and other fees for full-time international Ph.D. students are substantially higher (\$20,548 for 2023-2024) than for Canadian students (\$5,211 for 2023-2024). To address this, funding packages for international Ph.D. students in Political Science are significantly higher than the \$20,000 referred to above and are designed to ensure that students will have the same annual funding – after tuition is deducted – as Canadian students.

A limited number of international students from other countries that have signed a tuition fee agreement with Quebec may be exempted from the higher rate of tuition fees normally required of students from foreign countries. The following countries have signed such agreements with Quebec: Algeria, Belgium, Benin, Burkina Faso, Cameroon, China, Columbia, Congo, Costa Rica, Djibouti, Ecuador, France, Gabon, Germany, Greenland, Guinea, Haiti, Honduras, India, Israel, Italy, Ivory Coast, Korea, Lebanon, Luxembourg, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Niger, Peru, Rwanda, Senegal, Spain (Catalogne), Togo, Tunisia, and Vietnam. Students must apply to the government authorities (usually the Ministry of Education) of their home country at the time they apply for admission to the selected Quebec University. The foreign government authorities make the official recommendation of students to be exempted from higher fees. Signatory countries change from time to time, and students are advised to check the Ministère de l'Éducation, du Loisir et du Sport (MELS) website. There are also certain other exempt categories and further information is available here: <http://www.mcgill.ca/legaldocuments/exemption/>

Travel Funding

The University provides two types of travel funding: Graduate Research Enhancement and Travel (GREAT) Awards (to support travel for research, conference presentations, field research, archival research, and collaborative research outside the university), and Graduate Mobility Awards (to support travel abroad for research stay at a lab, field work, archival research, and participation in a formal bilateral exchange/research partnership).

The Graduate Mobility Award is disbursed by Graduate and Postdoctoral Studies (for information: <https://www.mcgill.ca/gps/funding/travel/grad-mobility-award>). The Graduate Mobility Award pays up to CAD 1,500 per month for up to 8 months of research abroad.

The GREAT Awards are disbursed by the Department. Awards are usually allocated in amounts between \$500 and \$1000.

These awards are typically approved on a rolling basis, but in past years, there have also been calls for application. Watch your email for announcements. Applications are competitive. Funding amounts vary from a few hundred to several thousand dollars.

The McGill Post-Graduate Student Society (PGSS) also has a travel awards program. For information:
<https://pgss.mcgill.ca/en/pgss-travel-grants>

9. OTHER GENERAL PROGRAM INFORMATION

READING COURSE IN POLITICAL SCIENCE (POLI 690)

Graduate students are normally allowed to take only one reading course. Only under exceptional circumstances, and with the approval of the Graduate Committee, can two reading courses be permitted; such permission is rarely given.

A minimum two-page outline and bibliography must be submitted to the faculty member supervising the reading course. This outline should describe the reading, written work, and meeting schedule for the course. There should be regular and frequent interaction between supervisor and student.

The outline must be approved by the supervisor in writing before the student can formally register for the course. The completed approval form should be returned to the Graduate Coordinator no later than the add/drop deadline for the semester in which the student plans to take the reading course.

It is available here: https://www.mcgill.ca/politicalscience/files/politicalscience/poli690form_2.pdf

OUTSIDE COURSES

With the permission of the Graduate Program Director, currently enrolled Ph.D. students may take up to two courses in other departments or at other universities for credit toward their McGill degree.

Students taking courses at another university must obtain a minimum grade of B- (65%) if the course is to be credited towards their McGill degree. Students wishing to take courses at other universities in Quebec must do so through Inter-University Transfer. For additional information, please visit <https://www.mcgill.ca/transferecredit/iut>.

Permission to take a course at a university outside of Quebec must be obtained before the beginning of the session in which the student intends to take the course. To gain approval from the Department, the student must provide the GPD with course descriptions and if available, course outlines for the courses the student wishes to take. As with courses taken via the IUT route, marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages. However, the McGill transcript will indicate the number of transfer credits being counted toward the student's degree.

ENGLISH AND FRENCH LANGUAGE COURSES

Students may take English or French as a Second Language courses at the English and French Language Centre of McGill (or language courses in the Department of French Language and Literature). Please contact the appropriate Centre/Department for further information about course offerings and placement tests.

Although the grades and credits received in these language courses will not count towards the program CGPA, they will be recorded on the student's transcript and cannot be removed. There are also fees associated with taking extra courses. Before committing to a language course not required by their program, graduate students are strongly advised to consult their supervisor in order to determine whether adding in this way to their workload is appropriate.

Extra Course policy: <http://www.mcgill.ca/student-accounts/node/39/#EXTRA>

Documents required to register for a language course:

- * A Letter (or email) of approval from Graduate Program Director
- * A letter from the Graduate Program Coordinator to give to the respective department offering the language course. E.g. The French department will need this letter to grant a permit override for

registration

* Student needs to complete the "Request for Registration/Course Changes" form found at the following website: <https://www.mcgill.ca/student-records/forms>

OTHER LANGUAGE COURSES

Students may take other language courses and have their course fees waved if they can provide a letter from the GPD and their supervisor stating that they need to take the language course to work on their dissertation research. This approval, along with the Request for Registration form, will then need to be sent to Enrolment Services.

The language course will not count as part of the required 39 Poli Sci credits.

Request for Registration Form: <https://www.mcgill.ca/student-records/forms>

EXTENSIONS (K GRADES)

In special circumstances, a student may be permitted an extension beyond the normal deadline for submission of work in a course. A grade of K is submitted and a new deadline for completion of course work is assigned. Both student and professor must sign the appropriate form and deposit it with the Department's Administrative Officer. The deadline is normally no more than one month and cannot be later than four months after the end of the course.

Deadlines will be commensurate with genuine need in each case and will not simply allow the maximum time established. For first term courses the deadline should not be beyond February 1st and for second term courses not beyond June 1st. The grade of K becomes a KF (failure) if the work is not submitted on time. Only in exceptional circumstances will students be permitted to take more than one K in a given term. Students who find themselves in such circumstances must petition the GPD by December 1 for fall-term courses and April 15 for winter-term courses for permission to take more than one K in a given term. Exceptions will only be made in the case of documented illness or serious family difficulties. Only in truly extraordinary circumstances is it possible to obtain a further extension (KE). After that there are no further extensions.

Students are strongly urged to avoid requesting Ks in their course work unless there are compelling reasons to do so. The need to clear Ks will interfere with subsequent course work and a record of Ks will handicap students in applying for financial assistance from the University and from outside agencies.

FAST-TRACKING

Rationale

The idea of fast-tracking MA students into the PhD program is to identify exceptional MA students who are PhD material and bring them into our PhD program. This enables our department to make effective use of the MA program as a resource for research-oriented PhD students. Fast-tracking should also enable a good match between the applicant and the department, since the applicant will already have found a supervisor and be interested in continuing their research in our department. In general, the expectation is that 1 or 2 students are fast-tracked each year. Only first-year MA students are eligible for fast-tracking.

Procedure

Deadline: For 1st year MA students: March 15, 2024.

1. Professor nominates student by the deadline with a letter.
2. Student provides 1-page research statement by the deadline.
3. Graduate committee evaluates file.
4. Student is informed of the status of the application by the end of March.

5. If accepted, student must then fill in a full application, which is pro forma.
6. Student is then accepted formally by the Office of Graduate and Post-Doctoral Studies.

All courses taken by MA students who are fast-tracked are credited to the PhD program. Fast-tracked students are automatically moved to PhD2.

10. OTHER DEPARTMENTAL RESOURCES FOR PH.D. STUDENTS

GRADUATE LOUNGE

The department's graduate lounge is in Leacock 515. The lounge has computers with Microsoft Office, SPSS, Adobe Professional, and other programs for graduate student use. In addition, graduate student mailboxes are located in the lounge. Please see the Administrative Officer for card access to the lounge.

OFFICE SPACE

As space is extremely limited in Leacock, the department is unfortunately unable to provide Ph.D. students with offices in Leacock beyond the graduate lounge and the shared office for Teaching Assistants. However, office space is often available elsewhere on campus, especially for students affiliated with the various research centres (e.g., the Social Statistics Lab and the Institute for the Study of International Development in Peterson Hall, or the Research Group on Constitutional Studies in the Ferrier Building) and for students in the dissertation writing stage (e.g., in the libraries). Contact the Administrative Officer or the GPD for more information.

GRADUATE STUDENT WORKSHOPS

The department annually conducts several professionalization workshops for graduate students, coordinated by faculty members. Past topics have included workshops on publication, teaching assistantships, writing grant proposals, conference participation, and research ethics, teaching your first course, and negotiating the academic job market. Workshops for the upcoming year will be announced via POLIGRAD.

ACADEMIC JOB MARKET ASSISTANCE

The department provides a variety of resources for students on the academic job market:

Dossier service. You may ask to keep your confidential letters of reference on file with the Graduate Coordinator. When you wish to apply for a position, bring your completed application package in an addressed, unsealed envelope to the Graduate Coordinator, who will add the references and post the package. You **must** provide at least one week's notice before the posting date to use this service. If you would like to add a cover memo to your package, a template is available for your use in the Graduate Students Restricted Content section of the department website.

CV and Cover Letter Advice. The Placement Advisor is available to read and comment on drafts of your application materials. Please ensure that you are able to send your materials at least two weeks in advance of deadlines in order to maximize the quality of feedback possible.

Copying Costs. The department provides graduate students entering the job market with a copy code to copy up to \$60 (1,000 pages) of job market-related printing for free. This is a one-year entitlement, from May 1 to the following April 30 of the first year the student enters the job market. Please see the Administrative Officer for details.

Practice Job Talks. The Placement Advisor will organize a practice job talk for you in preparation for interviewing. We suggest that, if possible, you hold the practice talk at least two weeks before your first interview. Contact the Placement Advisor or your supervisor to arrange a practice talk.

Program Audit Sheets

Audit sheet – Ph.D. Program Requirements (composed of 39 credits)

1) Major Fields (24 credits at the 500 level or higher)

*Students are required to take the core courses in both fields of their choice. The core courses are currently the following: Comparative: POLI 628; IR: POLI 671; Canadian: POLI 621; Theory: POLI 613

First Major Field (12 credits)	Second Major Field (9 credits)
*Core course in the field:	*Core course in the field:

2) Research Seminar (0 Credits): Register for Poli 700 in both the Fall and Winter

Required (After Comps) To Register in Each Semester That You Are Present in Montreal

3) Political Theory (3 credits) 3 credits in political theory at the 500, 600 or 700 level

Course name	Credits

4) Methods (3 credits) POLI 612 or another suitable advanced methods course

Course name	Credits

5) Additional Courses (9 credits at the 500 level or higher)

*IF POLITICAL THEORY IS ONE OF YOUR MAIN FIELDS, THEN AT LEAST ONE OF THESE COURSES MUST BE OUTSIDE OF THAT FIELD.

Course name	# Credits

6) Advanced Research Tool

There are two options to fulfill the Advanced Research Tool requirement.

Language: Students must pass an advanced-level translation test from a language other than English. If the student's research will involve fieldwork in a country where English is not widely spoken, the test will include an oral component. In selecting a language to fulfill this requirement, the student must demonstrate in writing how the chosen language is related to their research.

OR

Advanced Methods Minor: To fulfill this requirement, students must complete 9 methods credits, which cover both quantitative and qualitative methods. Students who have completed methods courses during their MA can skip introductory methods courses with the GPD's permission and take only advanced methods courses. Students can consult with the GPC, the GPD and/or the Methods Stream Coordinator to find out what courses count as advanced methods courses.

7) Written and Oral Comprehensive Examinations in the two Major Fields

POLI 701 - General Written Examination - First Field (0 credits)

POLI 702 - General Written Examination - Second Field (0 credits)

POLI 799 - Oral Comprehensive Examination (0 credits)

8) Dissertation Proposal

9) Dissertation

Audit sheet – Ph.D. Gender Studies Option Program Requirements
Composed of 39 course credits

1) Major Fields (24 credits at the 500 level or higher)

*Students are required to take the core courses in both fields of their choice. The core courses are currently the following: Comparative: POLI 628; IR: POLI 671; Canadian: POLI 621; Theory: POLI 613

<i>First Major Field (12 credits)</i>	<i>Second Major Field (9 credits)</i>
*Core Course in the field:	*Core Course in the field

2) Research Seminar (0 Credits): Register for Poli 700 in both the Fall and Winter

Poli 700 Required (After Comps) to Register in Each Semester That You Are Present in Montreal

3) Political Theory (3 credits)

3 credits in political theory at the 500, 600 or 700 level

Course name	Credits

4) Methods (3 credits)

POLI 612 or another suitable advanced methods course

Course name	Credits

5) Additional Courses (9 credits at the 500 level or higher) *1 Political Science complementary course selected from the approved course list on the below website (3 credits):

<https://www.mcgill.ca/igsf/graduate/complementary-courses-2023-24>

Course name	# Credits
WMST 601	
WMST 602	

6) Advanced Research Tool

Language: Students must pass an advanced-level translation test from a language other than English. If the student's research will involve fieldwork in a country where English is not widely spoken, the test will include an oral component. In selecting a language to fulfill this requirement, the student must demonstrate in writing how the chosen language is related to their research.

OR

Advanced Methods Minor: To fulfil this requirement, students must complete 3 advanced methods credits (at the 600, or 700 level) in qualitative and quantitative methods, selected in consultation with the student adviser, the Graduate Program Director, and the Methods Stream coordinator.

7) Written and Oral Comprehensive Examinations in the two Major Fields

POLI 701 - General Written Examination - First Field (0 credits)

POLI 702 - General Written Examination - Second Field (0 credits)

POLI 799 - Oral Comprehensive Examination (0 credits)

8) Dissertation Proposal

9) Dissertation

Appendices

Appendix 1

Library Services for Graduate Students

Your liaison librarian

Sandy Hervieux, liaison librarian for the Political Science department, is your communication link to the library. She offers individual consultations with graduate students to:

- Recommend online databases and current awareness tools such as journal alert services, citation analysis utilities, and citation management software
- Discuss research strategies
- Locate hard-to-find materials
- Answer questions about McGill's library services

Ask a question or set up an appointment by e-mail (sandy.hervieux@mcgill.ca), phone (514-398-1087), or in person at her office hours (times to be announced in the fall).

Library collections

The library provides an extensive collection of over 6 million items: e-journals, online databases, government documents, print and online books, newspapers, data, DVDs, and more. Materials can be searched through the library catalogue (<http://catalogue.mcgill.ca/F/>) and article databases (<http://www.mcgill.ca/library/find/articles>).

When McGill doesn't have what you're looking for

- We can buy it for you. Fill out an online form to suggest a purchase: <http://www.mcgill.ca/library/contact/askus/suggest>
- The library's Interlibrary Loans service will locate and borrow the materials you need: <http://www.mcgill.ca/library/services/otherloans/interlibrary>
- Graduate students are also entitled to borrow materials from other universities in Canada by obtaining a CREPUQ card: <http://www.mcgill.ca/library/services/otherloans/crepuq/>

Sharing knowledge

The library stores, preserves, and promotes the scholarship of McGill faculty and students through a digital repository called eScholarship@McGill: <http://www.mcgill.ca/library/find/escholarship>. Deposit your research publications or thesis in this open access repository to ensure the scholarly output is made available to researchers and peers all over the world.

Facilities

McGill's thirteen branch libraries provide computer labs and printing facilities, quiet study areas, and group meeting rooms. In addition, graduate students who are writing theses and do not have office space may apply for small offices or desks in the library.

Software

McGill's software licensing website (https://mcgill.service-now.com/itportal?id=kb_article_view&sys_kb_id=7360cd0697acb510200579cfe153aff6) provides you with free access to software such as Trend Micro antivirus software, the citation management tool EndNote, and SPSS.

Support for your teaching

As a TA or course lecturer, you can refer your students to Megan for research help. She can also create online resource guides, bibliographies, and links to subscription-based articles and books from your syllabi or myCourses pages. Assistance is also provided with placing items on reserve in the library. Finally, she

can provide tailored workshops and presentations for your courses to assist students in conducting research, evaluating information, and avoiding plagiarism.

Appendix 2

Ph.D. Program in Political Science
Sample Five-Year Completion Timeline (Ph.D. 2-Ph.D. 6)*

YEAR ONE (Ph.D. 2)		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
<p><i>Courses:</i> POLI 6xx (3 credits) POLI 6xx (3 credits)</p> <p>Apply for SSHRC/FRQSC grants (if eligible)</p> <p>Initial tracking meeting with supervisor and GPD/AGPD</p>	<p><i>Courses:</i> POLI 6xx (3 credits) POLI 6xx (3 credits) POLI 6xx (3 credits)</p> <p>Consult with supervisor and field coordinator if planning to front-load one comprehensive exam.</p>	<p><i>Typical activities include:</i> Studying for comprehensive examinations</p> <p>Preliminary work on dissertation proposal</p> <p>Summer methods, language courses, or fieldwork</p> <p>RAships</p>

YEAR TWO (Ph.D. 3)		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
<p><i>Courses:</i> POLI 6xx (3 credits) POLI 6xx (3 credits)</p> <p><i>Sept/Oct</i> – Meet with field coordinators of both major fields to discuss preparation for comprehensive exams. Complete Ph.D. Comp Exam Program Questionnaire</p> <p>Form study groups for comprehensive examinations</p> <p>Apply for SSHRC/FRQSC grants (if eligible)</p> <p>Tracking meeting with supervisor and GPD/AGPD</p>	<p><i>Courses:</i> POLI 6xx (3 credits) POLI 6xx (3 credits)</p> <p><i>May - Comprehensive Exams:</i> POLI 701 (Written Field #1) POLI 702 (Written Field #2) POLI 799 (Oral Exam)</p> <p>Form Ph.D. Supervisory Committee</p>	<p>Draft dissertation proposal and receive feedback from supervisor</p> <p>Make plans to present your research at conferences and to submit research papers to journals for publication over the next two years</p>

*These are general guidelines only, based on the typical student entering at Ph.D. 2 with 12 credits (4 courses) of previous work applied towards the program.

YEAR THREE (Ph.D. 4)		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
<p><i>Courses:</i> POLI 700 (0 credits)</p> <p>Defend dissertation proposal</p> <p>Begin dissertation research</p> <p>Tracking meeting with supervisor and GPD/AGPD</p>	<p><i>Courses:</i> POLI 700 (0 credits)</p> <p>Dissertation research – fieldwork, intensive reading, statistical tests, etc.</p>	<p>Dissertation research – fieldwork, intensive reading, statistical tests, etc.</p> <p>Begin drafting dissertation chapters</p>

YEAR FOUR (Ph.D. 5)		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
<p><i>Courses:</i> POLI 700 (0 credits)</p> <p>Draft dissertation chapters and receive supervisor's comments for revision</p> <p>Tracking meeting with supervisor and GPD/AGPD</p>	<p><i>Courses:</i> POLI 700 (0 credits)</p> <p>Complete full draft of dissertation and receive supervisor's comments for revision</p>	<p>Revise dissertation chapters. Get feedback on revised chapters from all committee members</p> <p>Many students choose to teach a summer-session course at this point</p>

YEAR FIVE (Ph.D. 6)		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
<p><i>Courses:</i> POLI 700 (0 credits)</p> <p>Complete revision of dissertation chapters based on feedback from committee members</p> <p>Tracking meeting with supervisor and GPD/AGPD</p>	<p><i>Courses:</i> POLI 700 (0 credits)</p> <p>Format dissertation according to GPS guidelines</p> <p><i>Early February</i> – Submit dissertation and accompanying paperwork to GPS and department</p> <p><i>March/April</i> – Defend dissertation</p> <p><i>May</i> – Deposit final version of dissertation with GPS</p>	<p>Receive Ph.D. at June Convocation</p>

Appendix 3

Ph.D. Comprehensive Examinations in Political Science Statement of Purpose and Scope

The Ph.D. comprehensive examinations in Political Science consist of three parts: two written examinations (one in each of the student's two major fields of concentration) and one oral examination (that may be divided into two parts, depending on the scheduling of the written exams) that covers both major fields. They are intended to gauge the student's overall mastery of several bodies of literature in preparation for later specialization through the writing of a doctoral dissertation and a future academic career.

The design and marking of each written comprehensive examination is the responsibility of the corresponding subfield. In doing so, faculty members are guided by three fundamental principles:

1. Comprehensive examinations are intended to measure the student's breadth of knowledge in the subfield's literature. Such knowledge is intended to serve as a foundation for the student's more specialized research for the doctoral dissertation. It reflects the Department's philosophy that quality graduate work must allow students to achieve a maximum breadth in their education, without sacrificing depth of knowledge in their specific field of interest. Such breadth at this stage in graduate student's career will later be reflected in a more innovative and thoughtful dissertation that benefits from a variety of intellectual influences and perspectives, as well as the student's sharpened analytical abilities.
2. The McGill doctoral program prepares students to be part of a larger community of scholars upon which the discipline is based. More specifically, by passing the comprehensive examination in a particular subfield, the student will have demonstrated mastery of the current debates and intellectual trends within that subfield. While originality and innovation are expected, the student's dissertation cannot ignore such debates and intellectual trends. This will help students to have the greatest impact on their respective subfields by generating further interest and research. Particularly in a competitive job market, McGill graduates must be able to engage other political scientists in meaningful debate and discussion, and we feel that this can be substantiated most effectively by having each doctoral candidate successfully complete two comprehensive examinations.
3. The successful completion of a comprehensive examination should indicate that the student will have the necessary background preparation to teach courses in that subfield. In almost all cases, Ph.D.s will be expected to teach courses that are not directly related to the research in their dissertations. Comprehensive examinations are designed to ensure that the student's mastery of the subfield's literature is sufficient to allow the student to effectively develop courses in that subfield.

The oral examination does not cover any material other than that which the student is expected to master for the written comprehensives. The oral comprehensive examination is intended to complement the written comprehensives in a number of important ways. First, the oral examination provides an opportunity for students to defend their answers on the written comprehensive examination—to elaborate, to answer critical challenges, and to tie those answers to additional literatures. Second, the oral examination encourages the student to look at the material in a synthetic manner that begins to link together the student's own particular interests. The oral examination is, thus, intended to parallel the kinds of questions students will be asked when they are being interviewed for jobs. Job candidates will have to deal with unfamiliar questions and will have to be able to think on their feet. The oral examination helps prepare students for this by challenging students to think about the material they have already read for the written comprehensives in new ways and communicate those thoughts to a small

group of professors who they already know. The skills are also a useful element of effective teaching. Finally, the oral comprehensive examination is an additional measure of the student's analytical abilities which will be most useful in the successful completion of the doctoral dissertation.

Preparing for the Comprehensives

Students are required to take four courses in the first major field and three courses in the second major field, including the core courses in each field, and to master basic core reading lists in each field. These lists will provide students with a common basis for approaching the comprehensive examinations and include the materials that all specialists in the subfield should be familiar with. It is the responsibility of all professors in the subfield to compile and agree upon the reading list for their respective subfields. Students should contact the field coordinators regarding the content of these lists.

In addition to the core reading list, in certain fields the student will be responsible for more specialized reading lists relating to the specific areas that a student chooses to emphasize. It is the responsibility of the field coordinator and the professors specializing in those areas to compile the appropriate reading lists. Students should contact the field coordinator and appropriate faculty members concerning these more specialized lists.

These reading lists form the basic requirements for mastery of a given subfield, but they are by no means to be considered as exhaustive of the available literature. Students are expected to add to these lists (in consultation with the appropriate faculty members) materials that reflect their own personal interests and more recent work that suggests where the field may be heading but has not yet become part of the basic field requirements. Much, but not all, of these materials may be covered in graduate courses, but the student is always expected to do at least some additional reading and independent studying beyond the materials covered in formal course work.

At all stages of their preparation for the comprehensives, students are encouraged to form study groups. By studying in small groups, students will benefit from each others' insights and differing perspectives. At the same time, students will begin formulating their own ideas as they think the material through and talk with other people. Students should discuss their progress with their advisors and other faculty members. Copies of previous examinations are also available to facilitate the study process. Students are encouraged to write model answers to previous questions and to show them to faculty and peers for feedback.

Appendix 4

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 the Research 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, Ethics Unit, James Administration Bldg., Rm 429.

Refer to web site <http://www.mcgill.ca/research/researchers/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.