

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. To fulfill this requirement, students must complete a course in advanced methods (beyond POLI 612). Students can fulfill this requirement by taking an approved course either at McGill or another institution. For example, in the past McGill Ph.D. students have taken special summer programs in statistical methods at the University of Michigan.

COMPREHENSIVE EXAM FIELD REQUIREMENTS

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.

3) 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.

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>.

Written comprehensive examinations are offered in October and May. The student will normally take both written comprehensive examinations in May of the second year of Ph.D. study, at a two- to three-week interval (see appendix 3). Under exceptional circumstances that are health-related, the student may petition the GPD to postpone the exams until the following October. This petition must include a medical note.

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

No later than three weeks after passing the second written examination, the student will take the Ph.D. oral examination in which the student will defend knowledge of the same two major fields.

If both examinations are not successfully completed by May of the third year in the Ph.D. program (for those students who enter as Ph.D. 2) or May of the fourth year in the Ph.D. program (for those who enter as Ph.D. 1), 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.

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/>

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.

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. Each student taking a written comprehensive examination will receive detailed written or oral feedback on his/her exam performance, as arranged by the field coordinator.

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 October). 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, the student will be asked to withdraw from the program.

Oral Comprehensive (POLI 799)

The oral exam will be held only after both written exams have been completed successfully, and is approximately two hours long. Oral questions in the major fields will cover the same areas as those chosen for the written examination (that is, based on the student's program questionnaire). Students are expected to show competence in both major fields, and also integrate general knowledge from their Political Science studies. The oral examination board will consist of two faculty members from each of the two major fields. The oral examination board will be designated by the Graduate Program Director on the basis of the program questionnaire filled out by the student, in consultation with each Field Coordinator.