

APPENDIX 4: M.A. RESEARCH ESSAY REQUIREMENTS

FOR NON-THESIS MA PROGRAM (POLI 693 and 699)

Please note that choosing the Non-Thesis M.A. results in significantly higher tuition costs for international students, due to Quebec government categorizations of fees for Thesis (research) and Non-Thesis (professional) MA degrees.

To choose the Non-Thesis option, you must consult with the GPD.

The MRE will normally be based on a paper written for a graduate seminar or an independent reading course. 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 Essay should be about 8,000-12,000 words (~30-50 double-spaced pages) in length. Under no circumstances will an 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, 2022-2023

Expected Term of Graduation	Submission of Research Essay Proposal to Department	Submission of Final Research Essay to the Department
Fall 2022 (February 2023 Granting of degrees)	October 15, 2022	January 7, 2023
Winter 2023 (Spring 2023 Convocation)	January 28, 2023	April 4, 2023
Summer 2023 (Fall 2023 Convocation)	May 30, 2023	August 26, 2023

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. 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.

- 1) Before submission, the thesis supervisor must approve the proposal. The student should give the supervisor a complete draft of the proposal far enough in advance for the supervisor to provide comments and for the student to revise the proposal based on those comments.
- 2) Once the supervisor approves the proposal, the student submit a PDF version to the Graduate Coordinator by email (graduate.polisci@mcgill.ca).
- 3) The Graduate Coordinator will contact the thesis supervisor to confirm approval and to solicit nomination of two potential readers for the proposal. Readers are typically tenure-track faculty or faculty lecturers in the subfield. Supervisors may, however, nominate readers outside the Department, if the subject matter of the thesis warrants it.
- 4) The Graduate Program Director appoints a two-member Thesis Committee to review the proposal. This Thesis Committee normally consists of the supervisor, plus a second reader.
- 5) The Graduate Coordinator distributes the proposal to the Committee for comments and the GPD relays to the student and supervisor any suggestions the Committee offers concerning the proposed research. On the Committee's recommendation, the GPD may ask the student to revise the proposal before approval.

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

Please have your supervisor send their approval along with two suggested examiner names to Graduate Program Coordinator on the day of your submission.

The student sends **an electronic copy** to the Graduate Coordinator by the appropriate deadline (see page 27).

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 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).

Evaluators who assign a failing grade (below B-) must specify in writing what revisions are 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, at which point 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 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.