

**YORK UNIVERSITY**

**GRADUATE PROGRAM  
IN  
POLITICAL SCIENCE**

**RULES AND PROCEDURES**

## **ORGANIZATION OF THE PROGRAM**

The Graduate Program in Political Science draws its faculty primarily from the Political Science department, however a number of faculty members from other departments and units also belong to the program.

The governing body of the Graduate Program in Political Science is the Political Science Graduate Council, which consists of the members of the Political Science graduate faculty, with the Graduate Program Director serving as chair. All Full and Associate members appointed to the Graduate Program in Political Science have voting rights at Political Science Graduate Council. In addition, all graduate students may attend council, and may vote subject to the limit that a maximum of 25% of the voting membership at meetings can be students. All motions for discussions and action by the council must be submitted at the previous meeting unless, by unanimous consent, members present waive this rule.

The work of the Graduate Council is supported by an Executive Committee, and by ad hoc committees as needed. The Executive Committee, chaired by the Graduate Program Director, is composed of: the graduate coordinators of the five political science fields; the chairs of Political Science in the Faculty Liberal and Professional Studies and Glendon College; and two student representatives nominated by the Graduate Political Science Student Association.

The Graduate Program in Political Science in turn operates under the general supervision of the Council of the Faculty of Graduate Studies. The Council includes the Directors of the Graduate Programs, two other graduate faculty members selected by each Graduate Program Director, and one student representative (in case of Political Science, selected by the Graduate Political Science Student Association). The student member has full voting privileges and is eligible to sit on any standing committee of the council. For its part, the GPSSA meets on a regular basis to address matters of concern to the students. The activities of the GPSSA are coordinated by a graduate student Liaison Officer.

## **SEARCH PROCEDURES FOR A GRADUATE PROGRAM DIRECTOR**

Passed December 7, 1987 by The Graduate Council in Political Science, amended September 10, 2012.

The search for a new Graduate Director will be conducted by a committee consisting of four faculty members (one of whom must be a member of the Political Science Graduate Program who is not a member of the LA&PS Political Science Department) and a graduate student. The faculty members will be selected by the Graduate Council. The student member will be selected by the Graduate Political Science Students Association. In its deliberations the committee will be guided by the Faculty of Graduate Studies "Search Procedures for Graduate Program Directors".

The committee will discuss potential candidates with all members of the Program. Once the committee has, on this basis, established a short list of candidates, it will consult with the Dean of Graduate Studies. The committee will then conduct an on-line voting poll on the candidate(s) among all Political Science Graduate Faculty members to determine the preferred candidate and if there is only one candidate the acceptability of that candidate.

## **ADMISSIONS STANDARDS AND PROCEDURES**

### **MA PROGRAM**

Students who apply for admission must hold a four-year BA in Political Science, or its equivalent, from a recognized Canadian or American University; or an honours degree from another recognized university; with at least a B+ average in the last two years of study. For admission to the MA Program, however, the Graduate Program is prepared to examine applications of candidates with an overall average of B, provided that their grades in Political Science and related courses are clearly B+ or better. In exceptional cases, where there is clear evidence of ability not reflected in the undergraduate record, the program may recommend to the Dean that an offer of admission be made to an applicant not otherwise eligible.

### **PHD PROGRAM**

Eligibility is determined by (1) an MA in Political Science or its equivalent from a recognized university; and (2) evidence of a strong academic record, with particular emphasis on the ability to do independent research. An average of B+ or higher in MA courses, as well as any subsequent degree studies, is required. Where, however, there is compelling evidence of academic ability and research potential, the program may recommend to the Dean that this requirement be waived.

In applying to the Graduate Program in Political Science, candidates are required to submit with their applications, a statement of intellectual interests and a sample of recent written work, as well as to arrange for the submission of transcripts and three letters of reference. The graduate coordinators of the fields designated by the applicant vet the applications. A final decision is then taken by the program Admissions committee, which consists of the Graduate Program Director, a faculty member and a graduate student. Where the Admissions committee is unable to reach a decision, applications are taken to the executive committee for its determination. Save in exceptional circumstances, applicants from within the York MA Program who have also earned their BA degree in Political Science at York are not encouraged to apply for admission to the PhD Program. (This is the standard policy in North American universities.)

## **THE MA PROGRAM**

Students must choose one of three degree program options, differing with respect to the number of courses required and other degree requirements (see below). Under all options, students are required to take courses in at least two of the program's five fields, and they are urged to consider taking courses in three fields (except perhaps when pursuing the Thesis option). There is a limit to the number of 'integrated' graduate/undergraduate courses offered at the 5000 level that may be taken for degree credit, depending on the program option chosen.

The MA Colloquium is a degree requirement for all program options. This half-course provides an introduction to the program, and exposure to the range of work within the discipline, with an emphasis on research methods. Students do not write major papers; grading is done on a pass/fail basis. All incoming MA students must register in the course, which counts as a 6000-level, graduate-only half-course towards the completion of the course requirement.

Up to one full course equivalent may be taken in another graduate program at York or in a graduate program at another university in Ontario through the Ontario Visiting Graduate Student plan (OVGS). It is a requirement of the Faculty of Graduate Studies that, where a student proposes to take a course at another university, it be demonstrated that the material to be studied is both academically necessary and unavailable at York. Where a particular area of interest is not adequately covered by available courses, students may, with the agreement of a faculty member, set up a reading course. Normally, only one full-year (6 credit) reading course may be taken for credit in a degree program. The title of the reading course will be recorded on the student's transcript. The student and faculty member involved must agree on a plan of study, covering topic, assignments, and procedure for assessment, and submit this in writing to the Program Director for approval before they will be permitted to enroll.

In addition to the full-time program, York offers a part-time MA Program. Candidates for the MA, whether full-time or part-time, must complete all degree requirements within four years of the initial registration.

**DEGREE OPTION I: MA BY MAJOR RESEARCH PAPER  
(THE MOST COMMON OPTION RECOMMENDED FOR THOSE PLANNING TO PURSUE  
A PHD)**

**COURSES**

Three full course equivalents are required (two and one-half courses in addition to the MA Colloquium). No more than one full course equivalent of these may be 'integrated' graduate/undergraduate courses offered at the 5000 level.

**MAJOR RESEARCH PAPER**

The Major Research Paper (MRP) should constitute the sustained exploration of a theoretical or empirical question. Unlike a master's thesis, a Major Research Paper need not contain original research. Instead, a Major Research Paper may take the form of a review of literature in a field, the exploration or synthesis of various points of view in a subject area, or a pilot study for a larger project. Alternatively, it may be a research project, which is narrower in scope, less sophisticated in methodology, or less complete in data gathering and analysis that would be required for a thesis.

Major Research Papers should be between 40 and 50 double-spaced pages in length. The paper will be supervised by one faculty member in the Political Science Graduate Program. Normally, students will be encouraged to develop further a paper contemplated for or already completed in a course and the supervisor will be the director of that course.

Major Research Papers are not to be left to the Summer. Students should approach faculty members who should make themselves available for consultations concerning MRPs in the Fall term. The MA Colloquium will normally address social science research issues relevant to the MRP. Topics and supervisors are to be identified by January 30 and reported to the program. First drafts of the Major Research Paper are due no later than the end of June of the MA year. In order to meet the deadlines for Fall convocation, the MRP must be defended and a final grade reported by the Faculty of Graduate Studies deadline, which is normally the last Friday in August. Upon completion, the paper will be read by an additional faculty member from the Political Science Graduate Program, and the student will be required to defend it orally before both readers. Normally, the oral examination will be one hour in length and will centre on the paper. The oral examination may only be waived in exceptional circumstances, with the agreement of both the First and Second readers and the approval of the Graduate Program Director. Applications for waivers should be made to the

Graduate Program Director by the First Reader, accompanied by a rationale and supporting medical or other documentation.

Students advancing to the PhD and not finished their MA requirements must register as an MA as well as a PhD student and pay fees in both programs.

The student is responsible for producing three copies of the paper: one for the supervisor, one for the reader, and one for the candidate. Upon successful completion of the oral, the reader's copy is to be deposited in the Political Science Library by leaving it with the MA Program secretary.

The grade for the MRP will not be processed and final arrangements for the student's convocation will not be made until a copy has been given to the Program office.

The paper need not be bound but it must be typed or printed double-spaced on one side of each page, and must conform to normal scholarly standards with respect to footnotes, bibliography, etc.

Students accepted into the PhD Program directly from the MA Program will not normally be permitted to enroll in PhD I unless the MRP has been submitted and other MA requirements completed. The Faculty of Graduate Studies does not permit a student who has not completed all requirements for the MA degree by the end of the first term to continue registration in the PhD Program. Students advancing to the PhD and not finished their MA must register as an MA as well as a PhD student and pay fees in both programs.

## **DEGREE OPTION II: MA BY DESIGNATED RESEARCH ESSAY**

### **COURSES**

Four full courses equivalents are required (three and one-half courses in addition to the MA Colloquium). No more than one full course equivalent may be taken in the form of 'integrated' graduate/undergraduate courses offered at the 5000 level.

### **DESIGNATED RESEARCH ESSAY**

The Designated Research Essay, which is expected to be approximately 25-30 pages in length, is written as part of the requirements for a 6000-level graduate-only course. (Generally, it will be longer than required by the course assignment.) Students must designate the essay, whether written or contemplated, no later than the third week of the winter term. This should be approved by the relevant course director and the Graduate Program office informed. The Designated Research

Essay is subject to revision at the discretion of the course director, and must be passed by a second faculty member from the program. A copy of the essay, together with the Designated Research Essay form completed by the course director and including the readers' comments, must be submitted to the program office and kept on file.

### **DEGREE OPTION III: MA BY THESIS**

**(THIS OPTION IS NOT ENCOURAGED, SAVE IN EXCEPTIONAL CIRCUMSTANCES.)**

#### **COURSES**

Two full course equivalents are required (one and one-half courses in addition to the MA Colloquium). No more than one half course equivalent may be taken in the form of 'integrated' graduate/undergraduate courses offered at the 5000 level.

#### **THESIS AND ORAL EXAMINATION**

Candidates must conduct a research study and report the results in appropriate thesis form. The research and results should demonstrate the candidate's independence, originality, an understanding of the area of investigation at the advanced level. There are no precise requirements for length, but a reasonable guideline would be 100 double-spaced pages.

Students choosing this option should consult the Faculty of Graduate Studies website to acquaint themselves with the extensive formal requirements.

See: <http://www.gradstudies.yorku.ca/current-students/thesis-dissertation/>

The thesis is written under the supervision of a Thesis Supervisory Committee consisting of three faculty members, including one from outside the program. Upon completion, the thesis must be defended in an oral examination before a Thesis Examining Committee, made up of two faculty members from the program, one from another graduate program and the Dean's Representative. Aside from requirements established by the Faculty of Graduate Studies, theses should follow normal scholarly standards in form. Experience has shown that it is difficult even for those students for whom this is an appropriate option to complete the thesis within the first year of study.

## **THE PHD PROGRAM**

The essential purpose of PhD studies is to assist students to develop the comprehensive knowledge and the skills necessary to permit them to demonstrate, by the writing of dissertation, that they are prepared to make a scholarly,



independent and original contribution to our understanding of politics. The program also aims, in general, to prepare students to be effective researchers (in a variety of contexts) and university teachers.

### **COURSE WORK**

PhD students must take a minimum of four graduate courses (or their equivalent), normally spread over two years of residence, no more than one of which may be offered outside of the Program. PhD students will be required to take:

- the core course in the major field (a full year course);
- the core course in the minor field (a full year course); and
- at least **one half course** in a field different from the major and minor (unless satisfied at the MA level).

Both core courses must be taken in the first year of the doctoral program, and both accompanying qualifying examinations completed in the Spring of the year in which the courses are taken. Any deviation from this arrangement must be approved by the Graduate Program Director.

In the minor field only, students may have the core course requirement waived upon successful petition to the Graduate Executive Committee, documenting the attainment of comparable breadth and integration in previous (i.e. MA) experience. (Waiver of the core course requirement in the minor field does not reduce the overall course and residence requirements.)

### **SPECIALIZED MINOR**

Alternatively, with the approval of the Graduate Executive committee, students may substitute a specialized minor which involves taking a full course which is deemed equivalent to a core course. If the field proposed should be outside the Political Science Program, it must meet the following stipulations to qualify as a specialized minor:

- it must fall within a field recognized in the graduate regulations of the discipline in which the minor is to be taken;
- there must be an adequate selection of courses offered in the field by the Program concerned; and
- a faculty member who is qualified to teach in his/her own graduate Program must be prepared to supervise and examine the candidate in the specialized minor field.

No more than one full course equivalent may be taken in the form of 'integrated' graduate/undergraduate seminars.

Up to one full course equivalent may be taken in another graduate program at York or in a graduate program at another university in Ontario. It is a requirement of the Faculty of Graduate Studies that, where a student proposes to take a course at another university, it be demonstrated that the material to be studied is both academically necessary and unavailable at York.

Where a particular area of interest is not adequately covered by available courses, students may, with the agreement of a faculty member, set up a reading course. Normally, only **one** full-year reading course may be taken for credit in a degree Program. The title of the reading course will be recorded on the student's transcript. The student and faculty member involved must agree on a plan of study, covering topic, assignments, and procedures for assessment, and submit this in writing to the Program Director for approval before they will be permitted to enroll.

Students must maintain at least a B average in their graduate courses. Failure to do so will result in a review of status.

#### **LANGUAGE OR COGNATE SKILL REQUIREMENT**

While completing the course work, students should also be preparing to meet the program's requirement to demonstrate skill in a language (other than English) or a cognate area (such as statistics). In selecting a skill student should be seeking to equip themselves for their proposed area of dissertation research. At the same time, they should meet any stipulations of their major field of study. For instance, students majoring in Canadian Politics must select French, demonstrating at least a reading knowledge. Comparative Politics majors who have an area of specialization must demonstrate at least a reading knowledge of a language (other than English) relevant to their area. (Non-area specialists may offer a cognate skill.) In making their selection, students should consult closely with their supervisors.

The language or cognate skill requirements may be fulfilled by formal course work or by special examination arranged with a member of the Political Science graduate program. With respect to course work, the Program will consider as strong evidence the completion of a course at the second-year undergraduate level or above with a grade of B+ or better. However, approval of such course is not automatic. In the case of skill in a language, a student may also offer evidence that proficiency was successfully demonstrated in an accredited graduate program

elsewhere, or may offer the Graduate Foreign Language Test of the Educational Testing Service. In the special examination, the student will be asked to read a text in Political Science of no more than ten pages in length; to prepare a translation into English of a designated paragraph from the text; and to discuss the text as a whole with the examiner, in English or in the language of the text, at the option of the student. The student may bring dictionaries and similar aids to the examination. The examination will extend for a maximum of three hours.

Courses taken to fulfill the language or cognate skills requirements may **not** be used to fulfill other requirements.

### **THE QUALIFYING EXAMINATIONS**

In conjunction with meeting the core course requirements, all PhD students must at the first scheduled sitting in late May or early June, write qualifying examinations in their major and minor fields.

### **GENERAL PROVISIONS**

1. The major examination will be on one of the fields offered by the program chosen by the candidate and designated as the candidate's major field. The five fields are: Canadian Politics, Comparative Politics, International Relations, Political Theory and Women and Politics.
2. The minor examination will also be on one of the above fields unless a petition from the candidate for a specialized minor has been approved by the Executive Committee. The format for the examination will be identical to the options offered candidates with 'standard' minors. Students will be expected to demonstrate levels of breadth and integration comparable to those expected of 'standard' minors.
3. Qualifying examinations will be drawn directly from the core courses as the course was offered in the year in which the examination is being written.
4. The examinations will be sit-down examinations, for which students will receive questions via e-mail 24 hours beforehand. Students will not be able to bring notes, reference materials, cell phones or other electronic aids to the examination itself. Students will be given the option of writing the exams by hand or using a computer. For students who choose to write their qualifying examinations on computer, these will be written in the departmental computer lab or other spaces as directed by the Graduate Program Director. The graduate program is unable to accommodate

special requests to write in private offices. The sole exception to this will be in the case of students with documented disabilities who are registered with the Office for Persons with Disabilities, which will in turn make arrangements for the writing of the exam.

5. Majors and minors will select two questions from a set of questions dealing with general issues in the field and based exclusively upon materials examined in the respective core course. They will have four hours to prepare their answer.
6. In addition, majors will have two hours to answer one question selected from a set of questions dealing with issues and materials discussed in other courses which they have taken in the major field.
7. Each field's qualifying examination will be drawn up by an Examination Committee comprising the Field Coordinator and two other faculty members, to be chosen in consultation with the Graduate Director. In the case of a specialized minor, a two-member Examination Committee will be consulted by the Graduate Director. With respect to the extra set of questions for major students, the directors of elective courses in the major field will be asked to submit potential examination questions. A director of one of these courses, selected after a consultation with the student, will join the Examination Committee in designing and assessing this set of questions. If required, this faculty member in accordance with our 2002 Qualifying exam rule, may function as the third reader.
8. Examinations will be administered during late May and early June.
9. The Examination committee will subsequently meet to discuss and assess each examination and will provide a written assessment to the student.
10. Oral examinations will be held by the Examination Committee when the committee deems it appropriate.
11. All candidates will have the opportunity to sit each written examination twice, if necessary. Candidates who fail a written examination a second time will be withdrawn from the Program.

### **GS POLS 7000 0.0 DISSERTATION PROPOSAL WORKSHOP COURSE**

PhD III candidates are required to register in and attend GS POLS 7000 0.0, the PhD Dissertation Proposal Workshop. The proposal workshop consists of 3 three-hour sessions offered on a monthly basis during the Fall term of the academic year (normally in September, October and November), plus two individual meetings with the Graduate Program Director to discuss their dissertation proposal, to identify a supervisory committee and to go over the draft proposal. Students will receive a passing grade by attending the three sessions, meeting with the Graduate Program Director for a half-hour and a one-hour session, orally presenting their draft proposals at the third workshop session, and submitting their final draft thesis proposal to the Graduate Program Director by the end of the third week in December. The course involves 10.5 hours (9 seminar hours and 1.5 hours of individual meetings with the Graduate Program Director) for the PhD student; the course involves 36 hours for the Graduate Program Director (9 seminar hours plus 27 individual student hours).

The proposal workshop will cover developing:

1. A title which states, directly and briefly, the subject of the research.
2. A clear statement of why this topic merits study and will make a contribution to political science.
3. A response to the question: "What is original about the way you are approaching this topic?" (Reference to other relevant research that has been done and how your research will innovate, comes here.)
4. A statement of the principal guiding hypothesis you will be using to focus your investigation.
5. The research methods that will be employed.
6. The sources that will be used.
7. For both 5 and 6: are there any problems of access to the research subject or sources? How will you overcome them?
8. An indication of the likely structure of the dissertation, i.e., a projected outline of the chapters of the written study.
9. A selective bibliography, which covers both:
  - theoretical works relevant to your chosen methodology;
  - works bearing on the substance of the topic.
10. Filling out TD1, TD2 and TD3 and Supervisory Committee forms.

The final draft proposal submitted should be 12 pages, double-spaced (approximately 3000 words). The meetings with the Graduate Program Director will normally consist of a half-hour preliminary individual meeting in the first week of October and a one-hour individual meeting in November to review working draft proposals prior to the third workshop

session. In the last session, the student is required to present the draft, having previously circulated it to the workshop participants and the Graduate Program Director by a deadline set in the course outline. Following completion of the Dissertation Proposal Workshop, students must get approval for their dissertation proposals from their dissertation Supervisor and supervisory committee members and submit the final approved proposal and completed ethics documents to the Dean of Graduate Studies through the Graduate Program Director. For further information see: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/> and the Dissertation Proposal-Program Guidelines below.

### **THE DOCTORAL DISSERTATION**

The dissertation is expected to be a report of a major piece of independent research, which makes a significant contribution to the study of politics. It should be able to withstand rigorous scrutiny of its methods, sources, internal logic and presentation, in terms of the highest standards of the fields in which it is intended to make a contribution.

At this stage of his/her career, the candidate works in close collaboration with a Dissertation Supervisory Committee. The composition of this committee, along with the dissertation proposal, must however be approved by the Dean in the name of the Faculty of Graduate Studies.

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with the Faculty of Graduate Studies regulations. The minimum requirements are as follows:

A supervisor must be recommended by the appropriate Graduate Program Director for approval by the Dean of Graduate Studies no later than the end of the fifth term of study (end of second term of PhD II). Students will not be able to register in the seventh term of study (the onset of PhD III) unless a supervisor has been approved.

A supervisory committee must be recommended by the appropriate Graduate Program Director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

### **THE DISSERTATION SUPERVISORY COMMITTEE**

The committee normally consists of at least three members of the Faculty of Graduate Studies, at least two of whom, including the supervisor, must belong to the Graduate Program in Political Science. In exceptional circumstances, with the approval of the Dean, a third or additional member of the committee may be appointed who is not from York University, or otherwise not a member of the Faculty of Graduate Studies.

### **THE DISSERTATION PROPOSAL – PROGRAM GUIDELINES**

The Supervisory Committee must meet **as a body** with the student to discuss the dissertation project and to assist the student in formulation of the dissertation proposal. Once **all** members of the committee are satisfied with the significance and viability of the dissertation, as demonstrated by the proposal, the committee will forward the proposal to the Graduate Director along with the signed Thesis/Dissertation Research Proposal Submission (TD1) form, and the FGS Research Ethics forms if human participant research is involved. Students undertaking research with human participants may not begin that research until their proposal has received approval. Graduate faculty and students are advised to consult the Senate Policy for the Ethics Review Process for Research Involving Human Participants for definitions of "minimal risk", "human participant", "research", and "Principal Investigator" at:

<http://www.gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/>

The Graduate Director will then consider recommending to the Dean authorization of the project.

All proposals should include or adhere to the following guidelines:

1. A title which states, directly and briefly, the subject of the research.
2. A clear statement of why this topic merits study and will make a contribution to political science.
3. A response to the question: "What is original about the way you are approaching this topic?" (Reference to other relevant research that has been done, and how your research will innovate, comes here.)
4. A statement of the principal guiding hypothesis you will be using to focus your investigation.
5. The research methods that will be employed.
6. The sources that will be used.
7. For both 5 and 6: Do you anticipate any problems of access to your research subject or sources? How will you overcome them?

8. An indication of the likely structure of the dissertation, i.e. a projected outline of the chapters of the written study.
9. A **selective** bibliography, which covers both:
  - theoretical works relevant to your chosen methodology;
  - works bearing on the substance of the topic.
10. The proposal should be no more than 12 double-spaced pages (approximately 3000 words) in length, including the bibliography. Footnotes are discouraged and in any event should be kept to an absolute minimum.

The proposal is a sketch of work that is still anticipated, not a definitive guide to the finished project. The purpose of the proposal is to demonstrate that you are prepared to start work on the dissertation; it is not a part of the dissertation itself.

## **PROGRESS EVALUATION**

### **REGULAR PROGRESS REPORTS**

The supervisor will meet with the student once each term, as required by the Faculty of Graduate Studies. The Supervisory Committee will review the student's progress once each term. Once each year, the committee will meet as a group with the student, to receive and discuss the student's Report on Progress, and to complete the report for submission to the Graduate Director. Between these annual reports, students and/or Supervisory Committee must inform the Graduate Director if the dissertation project is experiencing difficulties.

### **MID-TERM REPORTS**

When roughly half of the dissertation, or a substantial number of chapters, has been drafted, the candidate and the Supervisory Committee must undertake a collective assessment of the progress of the work, reported to the Graduate Director on the Mid-Term Progress Report. Whenever possible, the assessment will be based upon a meeting between the candidate and the Supervisory Committee. Where a meeting is impossible to arrange, the Supervisory Committee, in correspondence with the candidate and after having read the submitted work, **must meet as a body** for a collective assessment. This assessment will be communicated in writing to the candidate, with a copy appended to the Mid-Term Progress Report.



### **ORAL EXAMINATION**

The final stage in the PhD Program is the oral defense of the dissertation before a Dissertation Examining Committee which must consist of: (i) at least two graduate faculty members from the supervisory committee, but preferably three; (ii) one York University faculty member from outside the Program; (iii) one external examiner from outside the University; (iv) the Dean of Graduate Studies or the Dean's nominee who will also serve as Chair. Membership must be recommended by the Program Director to the Dean of Graduate Studies for approval.

At least three members of the Examining Committee, including the external examiner and the Dean's Representative, must have been at "arm's length" from the dissertation.

The oral examination will centre on the dissertation and will normally last between two and three hours. The examination requirement is met if the committee accepts the dissertation without revisions, or with specified revisions (e.g., those of a minor editorial nature, or which may be clearly specified and otherwise do not radically change the development/argument of the dissertation). Except where there are three or more votes for failure, a dissertation that is not so accepted will be referred pending major revisions. Such revisions must be completed, and the dissertation re-submitted to the Examining Committee, within twelve months. Where three or more examiners vote for failure, or two or more vote for failure following major revisions, a dissertation is failed.

## **RESIDENCE REGULATIONS AND TIME LIMITS**

### **MA PROGRAM**

Award of the MA requires a minimum of one year's residence as an MA candidate (three terms at full-time status, six terms at part-time status or some combination thereof). All requirements for a Master's degree must be fulfilled within twelve terms (four years) of first registration as a full-time or part-time Master's student. Students may not continue to be registered after the exhaustion of the time limit. Terms in which students register for the Leave of Absence, Maternity or Paternal Leave, are not included in these time limits. Continuous registration at York University must be maintained. (Note: except under highly unusual circumstances, neither full nor part-time students in the Political Science MA Program can qualify for No Course Available status.)

## **PHD PROGRAM**

Award of the PhD requires a minimum of two years of residence as a PhD candidate (six terms of full-time status or twelve terms of part-time status or some combination thereof). Candidates must complete all requirements, including the dissertation, within eighteen terms (six years) of first enrolment as a doctoral student. Students may not continue to be registered after the exhaustion of the time limit. Terms in which students register for Leave of Absence, Maternity or Paternal Leave, are not included in these time limits. Leaves of absence from the PhD Program are dealt with on an individual basis. Continuous registration must be maintained. (Note: Because of the variety of degree requirements towards which students must be working, it is impossible for any student in the Political Science PhD Program to qualify for No Course Available status.) Students withdrawn from the program in 'good standing' may petition for reinstatement into the program for the dissertation defense.

York University also offers a part-time PhD Program. Excluding the residence requirement, the requirements for the part-time program are identical to those for the full-time program. As with full-time students, part-time students must complete all requirements within six years (eighteen terms) of initial registration. Continuous registration must be maintained. Given the past difficulties of students completing the PhD on a part-time basis, the program admits very few part-time students.

## **GRADES**

The grading system of the Faculty of Graduate Studies recognizes the following grades: A+ (Exceptional); A (Excellent); A- (High); B+ (High Satisfactory); B (Satisfactory); C (Conditional); F (Failure); I (Incomplete).

**Withdrawal from the Program** will be required of any students who receive the following grades:

An F in one full or two half courses

An F in one full course and a C in a half or full course

A C in two full courses, a full and a half course, or three half courses.

## COURSE REQUIREMENTS

The total amount of written work should not normally exceed 30 double-spaced pages in a half course and 60 pages in a full course. (In the core courses, written work will tend to be less and often take the form of several short papers approximately in scope and length the answer to Qualifying Examination questions.) Required weekly readings should not exceed 300 pages. On this basis, 'Incompletes' should be needed only in exceptional cases. In full year courses, directors must assign written work for grades in both terms.

## INCOMPLETES

In exceptional circumstances, with the appropriate supporting medical or other documentation, students may apply for an incomplete grade in a course. Applications for an incomplete must be made to the Graduate Program Director no later than the last week of classes in the relevant term, and must be accompanied by the appropriate form, a full rationale, supporting documentation, a realistic date of completion for outstanding course work within the maximum time permitted by the Faculty of Graduate Studies, specified below, and support from the Course Director. Late or incomplete applications will not be accepted. Approval for an incomplete can only be granted by the Graduate Program Director; however, in courses in which more than two students request an incomplete in a single year, these requests will be reviewed and can be approved only by the Graduate Executive.

Students may not carry more than one full course equivalent (i.e. one full course or two half courses) incomplete at a time. The only exception to this rule is that MA candidates are permitted to carry their Major Research Paper (POLS 6999) incomplete along with a full course equivalent. The making-up of incomplete grades must be the student's top priority. The 'realistic date for completion' for coursework should normally be no more than several weeks beyond the date for the regular submission of coursework. The **maximum** period for carrying an incomplete grade, as established by the Faculty of Graduate Studies, is as follows:

- Incompletes granted in half courses must be removed within two months;
- Incompletes granted in full courses must be removed within four months.

If outstanding coursework has not been submitted by the deadlines set out above, the grade for the course will automatically become an F.

It is possible to petition the Dean of Graduate Studies for relief from these regulations on extraordinary academic or compassionate grounds. Extensions in such exceptional cases are limited to a maximum of two additional months, for full or half courses.

Students who, for whatever reason, violate program regulations concerning either the allowable number of incompletes that may be carried at one time, or the meeting of deadlines, jeopardize their academic standing. Permission to register for courses or to continue registration as a full-time student may be withheld while this unsatisfactory standing continues. Where incomplete coursework turns into grades of F in one or more full course equivalent, students must be withdrawn from the program.

## **LENGTH OF PAPERS**

The total amount of written work should not exceed 30 double-spaced pages in a half course and 60 pages in a full course. (In the core courses, written work should not exceed 30 pages and should take the form of several short papers approximating in scope and length the answers to qualifying examination questions.) Required weekly readings should not exceed 300 pages. On this basis, 'incompletes' should be needed only in exceptional cases. In full year courses, directors must assign written work for grades in both terms.

## **WITHDRAWAL FROM COURSES**

Students may withdraw from a course in good standing, provided that no more than two-thirds of the course has been given. After this, students shall remain registered and will be assigned grades as appropriate. The symbol W (withdrew in good standing) will be recorded in place of a grade to indicate that a student was authorized to withdraw from a course in which he or she was registered. If a student withdraws before one-third of the course has been given, the requirement to record a W may be waived at the discretion of the program.

## **TURNAROUND TIME FOR PAPERS**

Faculty members who receive major written course work from students that meet stipulated deadlines should assess, evaluate, and return papers **within one month** of the date that the work was submitted. In the case of material read by two or more faculty members, (i.e. MRP's) allowance must be made for circulation of the material, unless the student submits multiple copies, and the normal consultative process among faculty.

Students who do not receive a grade within the above guidelines are required to inform the Graduate Program Director. He/she will then make a written request of the course director or principal reader.

## **INTELLECTUAL PROPERTY POLICY**

The Faculty of Graduate Studies recognizes the mission of the university to seek, preserve, and disseminate knowledge and to conduct research in a fair, open, and morally responsible manner.

In such regard, the Faculty of Graduate Studies believes that intellectual property rights are divided among several interests, and that the rights and obligations of various claimants should be specified, fairly regulated, and that disputes arising may be mediated. All parties, students and faculty are expected to behave in an ethically appropriate manner beyond their immediate graduate student/supervisory relationship, to encompass intellectual property rights, dissemination of research data, and in making decisions on authorship and publication of joint research. Because of the varied cultural aspects and practices that differ among the graduate programs, each program is responsible for enacting and enforcing this policy of appropriate ethical practices on intellectual property rights, in accordance with the basic tenets of the general principles found in the *Faculty of Graduate Studies Report on Intellectual Property* (February 1995). Programs which choose not to enact their own specific policy are bound by the *Faculty Policy on Intellectual Property for Graduate Programs*.

Further information is available at: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/intellectual-property/>

## UNACADEMIC PRACTICES

Students in the Faculty of Graduate Studies are expected to conform to strict standards of academic honesty as specified by Senate. Failure to observe these standards will lead to sanctions which range from the failure of a piece of work up to withdrawal from the University, or rescinding of a degree.

Full details of the Faculty's regulations and procedures are available at:

<http://gradstudies.yorku.ca/policies-procedures/academic-honesty/>

The Senate Policy on Academic Honesty is available at:

<http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/>

A lack of familiarity with these regulations on the part of a student does not constitute a defense against their application to him or her.

Students should also be aware that the Graduate Program has always taken most seriously the question of unacademic practices. In particular, students should note the York University Senate's definition of **Plagiarism and other misappropriation of the work of another**: *Plagiarism is the representation of another person's ideas or writings as one's own. The most obvious form of this kind of dishonesty is the presentation of all or part of another person's published work as something one has written. However, paraphrasing another's writing without proper acknowledgement may also be considered plagiarism. It is also a violation of academic honesty to represent another's artistic or technical work or creation as one's own. Just as there are standards to which one must adhere in the preparation and publication of written works, there are standards to which one must adhere in the creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. In different forms, these constitute a theft of someone else's work. This is not to say that students should not use the work of others with the proper acknowledgement.*

## PETITION AND APPEAL PROCEDURES

### APPEAL OF A GRADE

In accordance with York University Senate principles regarding grade reappraisals: <http://www.secretariat.info.yorku.ca/senate/appeals-committee/principles-regarding-grade-reappraisals/>

1. Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work.

Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed.

2. In the event that students are still not satisfied with the final grade OR the course director is not available to review the work, they may submit in writing a formal request for a grade reappraisal to the department or unit in which the course is offered. The Senate approved deadline for submitting grade reappraisals is the scheduled date for the term in which a course is completed and the grade released: Winter Term: June 15; Summer Term: September 30; Fall Term: February 15.

In all cases, a minimum of 21 days from the date of the release of grades will be allowed. Exercising discretion about minor delays in meeting the deadline which result from slow mail delivery or extraordinary circumstances is reasonable. Students in all Faculties are permitted to request grade reappraisals. When a submission deadline occurs on a weekend or holiday, grade reappraisal requests will be accepted up until the end of the next available business day.

3. If the condition of sufficient academic grounds has been met, the relevant department committee, Department Chair, Associate Dean or Graduate/Undergraduate Program Director will be responsible for ensuring that the work is reappraised by an appropriate faculty member, ensuring anonymity of both the student and the reappraiser, and for communicating the result of the reappraisal (including the reappraiser's comments) and the route of appeal to both the student and the course director. The reappraiser will be given the nature of the

assignment and the rationale for the original grade. It is expected that every effort will be made to render the decision within 30 days of the reviewer having received the work.

#### **OTHER PETITIONS AND/OR APPEALS**

Students wishing to appeal or petition their status on any program or graduate faculty matter should consult with the Graduate Program Director. Most appeals and petitions are addressed to the Executive Committee of the program in written form. The Executive's ruling then either stands (for program regulations) or guides future actions of the Director (for Faculty regulations).

Students may request a personal appearance before the Executive. Students may appeal against the Executive's decision on all matters save those of academic judgment within fourteen days. Such appeals are directed to the Graduate Faculty.

#### **FINANCIAL ASSISTANCE**

For the most up-to-date information on financial matters, including funding packages and employment as Teaching Assistants, Graduate and Research Assistantships, see the Faculty of Graduate Studies website:

<http://gradstudies.yorku.ca/current-students/student-finances/>

<http://gradstudies.yorku.ca/graduate-funding-model/>

<http://yorku.ca/cupejobs/>

#### **SCHOLARSHIPS, AWARDS, RESEARCH FUNDING**

For the most up-to-date information on scholarships, awards and research funding see the Faculty of Graduate Studies website:

<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>



## **PLACEMENT**

While the primary responsibility for job seeking must rest with the student and his/her supervisors, the Program has attempted in recent years to provide some systematic assistance. The Graduate Director posts notices of job openings of the notice board in S601 and over the Program list serve. In addition, he/she makes available the *CPSA Bulletin and University Affairs*, both of which list job openings at Canadian universities, and the *APSA Personal Services Newsletter*, which lists U.S. openings.

Students planning to enter the job market may discuss their plans with the Graduate Program Director.