

MA HANDBOOK 2022-2023

NOTE: This information is intended as a supplement to the Calendar of the Faculty of Graduate Studies. The 2022-2023 FGS Calendar

<u>https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=118</u> contains the official regulations of the University and the Faculty.

Kellie Dalton – Department Assistant

8/12/22

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1.0 THE DEPARTMENT:

Dalhousie's Department of Political Science is highly regarded throughout Canada and internationally. A recent review of the Department, for example, noted that "*the Department of Political Science... at Dalhousie University, one of the U-15 research universities, has for many decades had a high reputation in the Canadian Political Science Community. It is the only full-service Political Science department (offering BA, MA, and PhD degrees) in Atlantic Canada. It has earned a strong reputation in a number of key subfields... through its research and through the excellent students it graduates at all levels.*" Although small by international standards, we work hard both to maintain high academic standards and to offer our students a supportive and congenial scholarly environment.

A graduate student in Political Science may also take advantage of Dalhousie's strengths in other related departments or schools. Students are permitted to seek out courses outside the Department that will strengthen their programme: common options include International Development Studies, Philosophy, Public Administration, and History.

The Department is located on the third floor of the Henry Hicks Administration Building, at the centre of the University campus (the General Office is #301). In addition to academic and administrative offices, the Department's facilities include a spacious Wi-Fi enabled lounge (used also for meetings, colloquia, etc.). All facilities of the University are, of course, also available to graduate students in Political Science. Some of these are noted at the end of the Handbook.

1.1 AFFILIATED UNITS:

• THE CENTRE FOR THE STUDY OF SECURITY AND DEVELOPMENT (CSSD)



The Centre is a hub for collaborative research, policy analysis, and public outreach on various aspects of international politics, **with an emphasis on security and development**. It was launched in the summer of 2016, as the successor to the Centre for Foreign Policy Studies (founded 1971). The CSSD is anchored in the Political Science department but has active links to other departments and units within the Faculty of Arts and Social Sciences, other faculties, and beyond Dalhousie. The Centre maintains a

roster of active fellows, who are recognized experts on various aspects of international politics; helps to secure funding for and to coordinate collaborative projects; organizes seminars, workshops, and conferences; publishes research and policy analysis; supports teaching and mentoring of students; and facilitates fellows' engagement with the media, civil society organizations, government, and the military. The Centre can sometimes offer modest research opportunities to graduate students at Dalhousie, especially its Doctoral Fellows. For further information please contact the Centre's Administrative Secretary at 902-494-3769, <u>Centre@dal.ca</u>, or at <u>https://www.dal.ca/sites/cssd.html</u>.

• THE JEAN MONNET EUROPEAN UNION CENTRE OF EXCELLENCE (JMEUCE) and THE JEAN MONNET NETWORK IN HEALTH LAW AND POLICY



The JMEUCE is a research institute which engages in research on a range of topics pertaining to EU-Canada relations, comparative EU-Canada public policies, and EU policies more generally. It is one of five EU Centers across Canada and part of a network around the globe. As part of its research, the Centre focuses on pressing policy issues that affect both Europe and Canada. These themes include but are not limited to, health care delivery, environmental and energy security, international trade, and the connection between migration and

security. By comparing Europe and Canada, our goal is to highlight relevant lessons that the two partners across the Atlantic can learn from each other. The JMEUCE also supports student learning of the EU through courses, speakers, research projects, scholarships, and the opportunity for student exchanges. The JM Network in Health Law and Policy is a consortium of international universities, led by Dalhousie University, focusing on building connections and capacity in health law and capacity across Europe and North America. The Centre and the Network are both located near the Department on the third floor of the Henry Hicks Building. More information is available at Jean Monnet European Union Centre of Excellence (JMEUCE) - Dalhousie University.

1.2 STUDY SPACE:



Study carrels are available in the University Library for MA students who are working on their theses. Carrels are assigned by the library in September and interested students should visit the Killam Library Information Desk. Priority is given to those living some distance from campus.

There is a limited space also available in the Political Science Department for MA students. Students interested in a study space in the Department should contact the graduate secretary.

2.0 FACULTY AND STAFF:

There are currently fourteen faculty members and two Limited Term faculty members on the academic staff, and five professors' emeriti. Please note that faculty research, publications, BIOS and CVs can be found on our website at http://www.dal.ca/faculty/arts/politicalscience/faculty-staff/our-faculty.html.

Professors:

David R. Black, B.A. (Trent), MA, PhD (Dal.)

EDIA Student Mentor

Lester B. Pearson Professor of International Development Studies

Canada's role in Sub-Saharan Africa; development assistance; global governance; human security; politics of sport

Brian Bow, B.A. (UBC), MA (York), PhD (Cornell)

Honours Coordinator

Director, Centre for the Study of Security and Development

Policy coordination; US foreign policy; Canada-US relations; North America; international security and defence policy; network governance

Katherine Fierlbeck, B.A. (Alberta), MA (York), PhD (Cambridge)

Chair, Department of Political Science

McCulloch Chair in Political Science

Director, JM Health Law and Policy Network

Program Coordinator, Health Studies Minor

Health care politics; health care governance; comparative health policy; Canadian political thought; theories of governance and policy formation; normative and historical political theory; epistemological political theory

Robert G. Finbow, B.A. (Dal.), MA (York), M.Sc, PhD (Lond.)

Eric Dennis Memorial Chair of Government and Politics

Deputy Director, Jean Monnet European Union Centre of Excellence

Free trade agreements and social policy; Canada-EU Economic and Trade Agreement (CETA); North American free trade and labour; regionalism in Canada

Associate Professors:

Peter Arthur, B.A. (Ghana), MSc (Lond.), MA (WLU), PhD (Queen's)

African politics and development; conflict and cooperation in extractive sectors; global development; post-conflict reconstruction and transitional justice

Louise Carbert, B.A. (Alberta), MA, PhD (York)

Canadian parliamentary governance; electoral systems; elections; federalism and intergovernmental relations; political behaviour

Margaret Denike, B.A. (Simon Fraser), MA (UBC), LLM (Queens), PhD (York)

Coordinator, LJSO

Biopolitics and genealogical inquiry; feminist and queer philosophies; human rights (theory,

institutions, politics); political activism of sexual and racial minorities; politics of terror; statesanctioned discrimination

Kristin Good, B.A. (Man.), MA (Man.), PhD (Tor.)

Graduate Coordinator, Political Science

Canadian political institutions and constitution; Canadian city politics and governance; municipalities; comparative urban politics; federalism, intergovernmental relations and multilevel governance; local (municipal) immigration and diversity policy; Indigenousnewcomer relations in cities; Indigenous-municipal relations and decolonizing local government.

Anders Hayden, B.A. (McGill), MES (York), PhD (Boston College)

Undergraduate Advisor

Critical perspectives on economic growth: politics of sufficiency; alternative measurements of prosperity and wellbeing ("Beyond GDP"); ecological modernization / green growth; sustainable consumption; environmental politics; politics of climate change

<u>Ruben Zaiotti, BA (Bologna), MA (Oxford), PhD (Tor.)</u>

Director, Jean Monnet European Union Centre of Excellence

European Union governance and policy; migration and border control; public diplomacy; international relations; international security; transatlantic relations; social media

Assistant Professors:

Larissa Atkison, PhD (Tor.)

Kiran Banerjee, B.A. (Chicago), MA (Chicago), PhD (Tor.)

Migration; refugees; citizenship; forced migration; immigration; global justice; history of political thoughts; international ethics; international relations; political theory

Michael Bjorge

Rachael Johnstone, B.A. (Dal.), M.A (New Brunswick), PhD (Queen's)

Canadian politics and public policy; gender and politics; the politics of reproduction; law and politics

Scott Pruysers, B.A. (Waterloo), M.A. (Waterloo), PhD (Carleton)

Canadian politics; political parties and party systems; political psychology and political behaviour; federalism; gender and representation

Leah Sarson, BSocSc (Ottawa); MA (Waterloo); PhD (Queen's)

International relations; Indigenous global politics; Canadian foreign policy; arctic studies; gender and international relations

Support Staff:

Tracy Powell, Administrator (psadmin@dal.ca)

Mary Okwese, Administrative Secretary for CSSD and Graduate Program (psgrad@dal.ca)

3.0 PROGRAMME REQUIREMENTS FOR THE MA:

The regular MA programme is designed to be completed within twelve months (September-August). The programme has two major components: course work and thesis.

3.1 Classes:

Courses offered by the Department are organized into four subfields, as follows:

- Canadian Politics
- Comparative Politics
- International Relations and Foreign Policy
- Political Theory

Each field (except for Political Theory) contains courses offered as core graduate seminars and others offered as subfield courses. The coding system normally for Political Science classes is the second digit in a course number indicates the field within which the course falls, as follows:

- 1. Methodology
- 2. Canadian
- 3. Comparative
- 4. Theory
- 5. International Relations & Foreign Policy

The course requirement for the MA program is 18 credit hours. Course programs normally include at least 6 of the 18 required credit hours in core graduate seminars (selected amongst International Relations, Canadian, and Comparative), 3 credit hours in a **mandatory** Research Methods class (POLI 5100.03), and the remaining 9 credit hours in graduate courses in any field. 6 of these remaining 9 credit hours can be taken as reading classes, or from courses in other departments (with permission of the instructor and Graduate Coordinator). One of the core graduate seminars may be substituted with an alternative if appropriate given the student's research area with approval of the graduate coordinator. However, such exceptions are usually discouraged.

Please visit <u>https://www.dal.ca/faculty/arts/politicalscience/programs/graduate-programs/program-overview.html</u> for a full list of graduate courses offered in the department. Not all courses are offered every year. Please consult the current timetable for this year's offerings: <u>https://dalonline.dal.ca/PROD/fysktime.P_DisplaySchedule?s_term=202310,202320&s_subj=POLI&s_district=10</u> OD

Note: Many graduate courses are cross listed with undergraduate courses. Graduate students will be required to satisfy appropriately higher standards. In addition, directed reading courses may be arranged on an individual or small group basis with appropriate faculty members.

Reading courses are particularly appropriate in areas closely related to a student's thesis research and are usually offered by a student's thesis supervisor. The course codes for reading courses are as follows: POLI 5602.03 (Fall term) and POLI 5603.03 (Winter term). Please contact the Graduate Coordinator if you are interested in taking a directed reading class. Advanced planning is required.

Students may want to consult past graduate course syllabi for more information about the content of courses: <u>https://www.dal.ca/faculty/arts/politicalscience/programs/graduate-programs/course-syllabi.html</u>

3.2 Thesis:

The thesis is expected to demonstrate the student's capacity for disciplined thought, original research, and literate presentation. The thesis is prepared under the direction of the graduate coordinator and, primarily, the student's thesis supervisor. MA theses should be approximately 100 pages in length. It must be submitted in the format established by the Faculty of Graduate Studies. An oral defence of the MA thesis should be scheduled **no later than mid-August**, at the end of the student's first year. It is important to remember that the examination draft of the thesis will have to be submitted to the examiner two weeks before the oral examination (ie, **around August 1**). The MA thesis is designed to be completed within the twelve-month period of study. If you do not think that you will complete within this time frame, please consult with the graduate coordinator.

To ensure a timely completion of the program, students should select their thesis supervisor no later than October 1, 2022, and submit the form in Appendix B to the Graduate Secretary (<u>psgrad@dal.ca</u>) no later than that date.

The thesis supervisor should be selected from among the regular faculty appointments in the department (our Professors, Associate Professors and Assistant Professors). Regular FGS members from other units as well as Adjunct Professors can serve on thesis committees. The creation of thesis committees is governed by the following regulations:

https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=118&chapterid=747 6&topicgroupid=33113&loaduseredits=False

An up-to-date list of our department's faculty members (including Adjunct Professors and cross-listed

appointments) is available on our department's website: https://www.dal.ca/faculty/arts/politicalscience/faculty-staff/our-faculty.html

Thesis committee composition should be discussed with and approved by the Graduate Coordinator.

3.3 Oral examination:

The oral examination of a master's thesis is the culmination of the candidate's research programme. It exposes the work to scholarly criticism and gives to the candidate the opportunity to defend the thesis in public. The examining committee for the defence normally consists of the **thesis supervisor**, the **reader** (to provide additional assistance and feedback throughout the writing of the thesis), the **examiner** (another faculty member **not** on the supervisory committee), with the **Graduate Coordinator** (or alternate) acting as chair. The examiner will not see a student's thesis before submission. The defences are open to other graduate students and faculty. Readers should be selected, in consultation with one's supervisor, as early as October but absolutely no later than May 1. Because many faculty are travelling during the summer, it is important to select an examiner, in consultation with one's supervisor, well before the end of term. **Please be sure to bring your FGS MA Approval Form (on the FGS website) with you when you come to your oral defence.**

MA thesis defences are scheduled for three hours, but they usually last no longer than two hours. They begin with a 15-20 presentation that provides an overview of the argument, research design, findings etc. followed by two rounds of questions from the committee beginning with the examiner, followed by the reader and ending with the supervisor. Members of the examining committee have about 15 minutes per round of questioning (they may ask more than one question or follow up based you the student's response). After the rounds of questioning by the committee, the Graduate Coordinator may ask a question and then opens the floor to the audience to see if there are questions from the audience. The Graduate Coordinator is not an examiner though but is there to ensure that the process is fair and consistent.

When the questioning is complete, students are asked to leave the defence while the committee deliberates about the outcome and will be invited back to the meeting to learn the outcome (whether the thesis is approved or rejected). Theses can be approved as submitted or approved if specific changes/corrections are made. Here is a link to more information about thesis defences:

https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=112&chapterid=699 3&topicgroupid=30794&loaduseredits=False

3.4 Deadlines and important dates for MA students, 2022-2023

In order to facilitate the timely completion of the thesis, a set of deadlines has been established. Students who allow the deadlines to slip will likely have to extend their program beyond a year and pay additional registration fees. For MA students, deadlines for component elements of the thesis are built into POLI 5100. Your thesis supervisor may also impose their own set of deadlines. *Please note that dates listed below are subject to change. When in doubt, please consult with the Graduate Coordinator. Full list of important academic dates can also be found at*

<u>https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=118&chapterid=-</u> <u>1&topicgroupid=33099&loaduseredits=False</u>



August 15 (online modules) and August 29 and 30 (in-person events): Faculty of Graduate Studies Orientation. See Together@Dal: Grad Edition:

https://www.dal.ca/faculty/gradstudies/student-life/together-at-dal.html

August 29-September 2: Teaching Assistant Professional Development Days:

https://www.dal.ca/dept/clt/events-news/annual-events/TA_Days.html

September 6: Classes begin (Fall Term); Graduate Orientation and Welcome Lunch (agenda to be determined and circulated at a later date)

September 16: Last day to add classes (Fall Term)

October 1: Submission of thesis title and name of supervisor

October 3: Last day to drop Fall Term classes without a 'W'

December 7: Classes end (fall term)

January 9: Classes begin (winter term)

January 20: Last day to add classes (Winter Term)

February 6: Last day to drop Winter Term classes without a 'W'

March 6-10: MA poster presentation of thesis proposal to department (and 3-minute thesis competition) with faculty and other graduate students present.

April 11: Classes end (winter term)

Third week of July 2023: MA submission of complete draft of thesis to the supervisory committee. While the thesis committee is reading the examination copy, a draft of the thesis should be sent to FGS for a format check.

Second week of August: This is the last week in which oral defences of theses can be conducted in time for fall graduation. Candidates should have their theses ready for defences in early August.

To avoid paying fees for additional terms, you must submit final copies by the dates set by FGS. These dates are inflexible and outside the control of the department.

https://dalu.sharepoint.com/sites/graduatestudies/SitePages/submitting.aspx?ga=2.63696362.412563006.1660048539-1413142726.1655396057

3.5 REGISTRATION, PROGRAMME APPROVAL & GRADUATION:

There are two separate and distinct steps in the registration process for graduate students at Dalhousie. The first involves registering in the University; the second involves development and approval of an individual programme.



3.5.1 Registering in the University:

Graduate students must register for all three terms of the academic year (fall, winter, and summer). Please refer to <u>https://www.dal.ca/faculty/gradstudies/current-students.html</u> for information on registration as a graduate student. Any questions regarding registration can be directed to the Graduate Secretary (<u>psgrad@dal.ca</u>). Questions regarding tuition fees should be directed to the Student Accounts Office.

3.5.2 Programme Approval:

Approval of individual programmes is the responsibility of the Graduate Coordinator. New graduate students should discuss their individual programmes with the Graduate Coordinator. The full requirements for the degree will be specified and confirmed by the Coordinator. This programme may subsequently be changed, but only by agreement of the Coordinator; it constitutes a form of academic contract. Such changes must be recorded on GSIS found at https://www.dal.ca/faculty/gradstudies/current-students.

3.5.3 Progress Reports:

Students whose programmes extend beyond one year (ie, all PhD students and all MA students who do not submit their theses to FGS by August 31) must complete an annual progress report in the spring of the second and each subsequent year. The form must be completed on GSIS at https://www.dal.ca/faculty/gradstudies/current-students.html.

3.5.4 Graduation:

Formal Convocations are held in May and October. Students should ensure that their names are included on the list of graduating students to be approved by the University Senate. For this purpose, each student must complete an "Intent to Graduate" form (deadlines, **December 1, 2022 [for May]** and **July 3, 2023 [for October]** through Dal Online). Students should consult the graduate calendar for the deadline for the submission of a thesis applicable for each convocation.

3.6 TUITION FEES AND FINANCIAL SUPPORT:

3.6.1 Tuition Fees:

All fees are paid through Student Accounts. Fees are not due until the appropriate deadline set by the Student Accounts Office. Inquiries regarding fee payments are handled through Student Accounts. Please visit their website at http://www.dal.ca/admissions/money_matters.html

3.6.2 External Scholarships:

For those students who wish to pursue a two-year MA, consider applying for an external scholarship for the second year if your GPA is 3.8 or above.



3.6.3 Faculty of Graduate Studies Scholarships:

The Department is able to offer a small number of graduate scholarships, at both the MA and PhD levels, through funds available through the Faculty of Graduate Studies. Applicants for full-time study are automatically considered for scholarship support unless they indicate otherwise in the initial application. Awards are generally determined with reference to GPA. MA students with a GPA under 3.7 may or may not be considered for funding. These scholarships are normally allocated to incoming students before arrival at Dalhousie.

3.6.4 Teaching Assistantships:

The Department provides a number of teaching positions to its graduate students. These are assigned to incoming students, who normally work 7-10 hours of work per week, for a stipend of \$2,197 per TA90 or \$3,173 per TA130 as a teaching assistant for the academic year as governed in the CUPE contract (pay rate subject to change.) Information can be found at https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/hr/Academic-Staff-Relations/CUPE-3912-Collective%20Agreement.pdf.

Teaching assistantships are assigned in September based on course enrolment numbers. It would be useful to inform the Graduate Coordinator prior to September 1 if you are interested in acting as a TA. If you have been offered a TAship as part of your funding package, then there is no need to contact the Graduate Coordinator (unless you either would like to be considered for an additional TAship or have decided not to serve as a TA and forgo that part of your funding package). Please copy Tracy Powell (<u>psadmin@dal.ca</u>) on all correspondence regarding TAships.

Note: Please **do not contact the instructors of courses** for which you would like to TA. The decisions about TA assignments are made solely by the Graduate Coordinator (in consultation with Tracy Powell, the department's Administrator) since we must consider a number of factors in our decision-making including the need for course

coverage, the fit between a student's research interests and a course's content as well as commitments made to students as part of their funding packages.

It is **also important to note** that once your TAship has been assigned, it can be several weeks before you receive your first payment. The reason for this is because the university holds back two weeks of salary which will be paid out at the end of the TAship. In addition, we must meet specific payroll cut-off deadlines, if your TAship is agreed upon after that payroll deadline, it too can delay your payment.

A TA/Supervisory contract must be completed, signed, and provided to Tracy before she can process the payroll information.

3.6.5 Travel Grants:

Graduate students may apply for limited travel funds to **present** at a scholarly conference that is related to their research. Please reach out to Tracy Powell (<u>psadmin@dal.ca</u>) with the details of the conference (name/date/place), the title of your presentation, the reason why this conference fits with your area of research and how you will benefit from presenting at this conference. Also include the cost of the conference and indicate if you are receiving support from any other person/agency to attend the conference.

3.6.6 Research Assistantships:

Normally faculty will hire their own graduate students as Research Assistants (RA) should they have a research grant with the funds to do so. Tracy will assist the faculty member and the RA in processing the appropriate paperwork with payroll. However, on the occasion, when Tracy is aware of opportunities that might arise for someone seeking an RA, she will ensure that those opportunities are shared widely amongst the graduate student cohort. If you are interested in seeking out an RA position, it is important to discuss those interests with your supervisor. However, before taking on an RA position, it is also important to discuss this with the Graduate Coordinator to ensure you are not overloading yourself. It is recommended that full-time graduate students not work more than 16 hours a week (this would include any assigned TA hours).

3.7 MINIMUM ACADEMIC STANDING:

The minimum passing grade for graduate students in the department is B-. A student who obtains a failing grade, that is a grade below B-, is automatically dropped from the programme. It is possible to apply for readmission.

3.8 PLAGIARISM:

The following statement has been prepared by a sub-committee of the Political Science Department to make as clear as possible the Department's understanding of plagiarism and the policy the Department will follow in

responding to possible acts of plagiarism. The statement and policy have been approved by the Department and are consistent with general University policy.

We define plagiarism in general as: the presentation by an author of the work of another author in such a way as to give one's readers reason to think that the other author's work is one's own.

In practice, the phenomenon of plagiarism appears in a variety of forms, some of which are more easily recognized than others. The most obvious examples are provided by cases in which passages are taken verbatim from the writings of other authors without appropriate identification (quotation marks, indented paragraphing, etc.) or attribution. But there are many other variants. They have much the same effect, and they raise essentially the same questions of principle. Close and extensive paraphrasing without appropriate attribution is a common example, rendered more difficult to assess because the slight alterations of wording that are normally involved in such cases tend to nullify the standard grammatical rules covering the use of identifying marks. The resulting ambiguity may encourage the author to argue that the work, while not entirely her or his own, is nonetheless sufficiently so to exempt her or him from the obligation to report the source. Other examples include quotations or paraphrasing accompanied, not by a footnote, but by a listing of sources in the general bibliography (which the author then claims to regard as the equivalent of a footnoted citation), the use of quotation marks to surround some of a quoted passage, but not all of it (a device by which the author presumably hopes on the one hand to cover herself or himself against the charge of plagiarism, and on the other to conceal the extent to which she or he has actually relied on the principal external source), the presentation of important factual information lying clearly outside the bounds of "common knowledge", or of a distinctive interpretation of some matter (e.g., an event or set of events, or a complex text), again without appropriate attribution, and so on, through an almost endless array of additional variants.

The Department of Political Science deems plagiarism "wrong" not merely in the sense that it is the mark of inadequate academic performance (if that were the case, the problem could be resolved simply by the assignment of a low mark), but also in the sense that it betrays a trust and undermines the necessary conditions for that free and honest inquiry and dialogue which constitute the essential activity of an academic community. Of course, academic work, whether performed by first year students or mature scholars, will often involve the use of work already carried out by others. What is required is that this use of the work of others be clearly identified as such, and it is the special consequence of the failure to do so which makes plagiarism a matter for disciplinary action.

It is very important that all students review the Dalhousie University Faculty of Graduate Studies regulations on policies and processes on matters including but not limited to:

- a) Plagiarism
- b) Irregularities in the Presentation of Data from Experiments, Field Studies, etc.
- c) Other Irregularities
- d) Aiding in the Commission of an Academic Offence
- e) Misrepresentation Discipline
- f) Academic Dishonesty

- g) Faculty Discipline Procedures Concerning Allegations of Academic Offences
- h) Academic Integrity Officers
- i) Senate Discipline Committee
- j) How to initiate a hearing
- k) Hearing procedures
- l) Penalties

https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=118&chapterid=762 3&topicgroupid=33711&loaduseredits=False

3.9 LIMITATIONS:

3.9.1 Time limits:

Students in the one-year MA are strongly encouraged to complete the program in the recommended 12-month period. The MA can be extended up to three years from initial registration, but only if legitimate circumstances warrant such an extension. In exceptional cases, a second, <u>and final</u>, extension of one additional year may be granted, if the student and supervisor submit a detailed proposal showing progress to date and a schedule for completion of the thesis within the period of the extension. Incoming graduate students must understand that the MA programme is intended to be completed within one year. Given the yearly intake of new graduate students, and corresponding demands it places on supervisors to accommodate the new cohort, it becomes increasingly more difficult over time to supervise students who extend their degrees.

Important note: After expiry of the one- or two-year residency period, students who have not completed their programme must continue to register each term, and pay the appropriate fee, as a part-time or full-time "thesis-only" student. MA students wishing to switch to part-time must consult with the Graduate Coordinator and their Supervisor prior to doing so. Switching to part-time does not extend the number of years that allowable to complete the program.

3.9.2 Outside employment:

In order to maintain the integrity of their programmes, full-time graduate students are limited to **a maximum of 16 hours per week of paid employment**. Any questions about this limitation or its application to particular situations should be raised with the Graduate Coordinator. Full-time students engaging in employment outside of the department must inform both the Graduate Coordinator and their supervisor.

3.9.3 Leaves of absence:

Students who are unable to continue their programme continuously after initial registration due to medical reasons may apply for a leave of absence of up to one year. If approved, the period of leave does not count toward fulfilling residency requirements, nor does it count in terms of time limits. In the case of PhD students

granted a leave before completion of the comprehensives, the dates for submission of papers or written and oral examinations will be adjusted appropriately.

For information on alternative forms of leaves (parental leaves, program continuance, and suspension of studies) please visit:

https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=118&chapterid=747 6&topicgroupid=33109&loaduseredits=False

4.0 LIST OF REQUIRED FORMS AND RELEVANT LINKS:

The Faculty of Graduate Studies (FGS) has a number of administrative forms that are either required or needed on occasion throughout a graduate student's academic career at Dalhousie. It is very important that you familiarize yourself with the following list of forms found at http://www.dal.ca/faculty/gradstudies.html or through GSIS on your Dal online student record.

- Annual Progress Report (Dal Online GSIS)
- Confirmation Letters
- Directed Reading Class (template attached)
- Graduate Student Exit Survey
- Graduate Student Program Form (Dal Online GSIS)
- Leave of Absence (LOA)
- Letter of Permission (LOP)
- Program Continuance
- Registrar's Office Forms (Class Add/Drop, Temporary Loan, Intent to Graduate)

In addition, MA students who are close to completion must familiarize themselves with all thesis forms found at https://dalu.sharepoint.com/sites/graduate-studies/SitePages/forms.aspx#students.

5.0 GRADUATE STUDENTS' ASSOCIATIONS:

Graduate students in Political Science are automatically members of the Dalhousie Graduate Society of Political Science (DGSPS). This is a mostly informal association that, through its executive, represents the interests of graduate students in departmental affairs and organizes scholarly and recreational activities of interest to its members.

The Society is supported by the university-wide Dalhousie Association of Graduate Students (DAGS) of which all graduate students are members.

6.0 HOUSING:

Decent, affordable housing is in short supply in Halifax, and especially close to Dalhousie. Students should make every effort to arrange for accommodation **before** registering in September. When considering where to live and whether to bring a vehicle, note that student fees automatically include a bus pass. Several sources of information and assistance are available. Detailed information is available at Dalhousie Housing's website http://www.dal.ca/campus_life/residence_housing/residence_html

7.0 INTERNATIONAL STUDENTS:

Through the International Student Centre, Dalhousie offers a number of services specifically directed to the special needs of non-Canadian students. For detailed information, visit their website at https://www.dal.ca/campus_life/international-centre.html

8.0 FURTHER INFORMATION:



For further information, please check out the Graduate programme web page

<u>http://www.dal.ca/faculty/arts/politicalscience/programs/graduate-programs.html</u> or <u>http://www.dal.ca/faculty/gradstudies.html</u>

Or contact the **Graduate Coordinator, Kristin Good (Kristin.Good@Dal.Ca) AND/OR Administrative Secretary, Mary Okwese**, Dept. of Political Science Dalhousie University, Halifax, N.S., B3H 4R2 PHONE: (902) 494--2396 FAX: (902) 494--3825 EMAIL: <u>psgrad@dal.ca</u>

APPENDIX A: Directed Reading Class Template

Department of Political Science - DIRECTED READING CLASS

Please submit a signed hard copy of this form to the Graduate Coordinator – <u>ELECTRONIC FORM</u> can be obtained from Graduate Coordinator or Mary

STUDENT NAME & BANNER NUMBER:

DEGREE: START DATE IN PROGRAM: DEPARTMENT: TERM IN WHICH READING CLASS WILL BE HELD:

PROFESSOR:

BRIEF TITLE OF READING CLASS: DESCRIPTION OF CLASS (150-300 words): OBJECTIVES:

EVALUATION:

- First assignment (%): (include brief description format, length, deadline, etc.) –
- Second assignment (%):
- Third assignment (%):
- Fourth assignment (%):
- ...

TOPICS/READING LIST: identify each topic to be discussed and provide a reading list for each topic.

- 1.
- 2.
- 3.

SIGNATURE (STUDENT):	DATE:	
SIGNATURE (PROFESSOR):	DATE:	
SIGNATURE (GRADUATE COORDINATOR):	DATE:	

Appendix B: Preliminary Information Form

(due Friday, October 1, 2022)

Student Name:	 	 	 	
Student Number:	 	 	 	
Supervisor:	 	 	 	
Thesis Title:	 	 	 	
Student Signature:	 		 	
Supervisor Signature: _		 	 	
Date:				

_

Appendix C: MA Thesis Proposal Template

Thesis proposals should be 15-20 pages + bibliography (double spaced; 1-inch margins; 12 pt. font). It is recommended that you view the formatting guidelines and templates provided by FGS (https://www.dal.ca/faculty/gradstudies/current-students.html) before you begin writing so that stylistic changes after the fact are kept to a minimum.

<u>1. Thesis Statement and Research Objectives (2-3 pages):</u>

The main purpose of the MA proposal is to convince your thesis committee that you have identified an 'important' question that demands a clear answer, and you are the right person, with the right approach, to provide that answer. You should begin with a very clear description of the problem(s) you intend to address in your thesis, and an explanation for why they are important. Try to be as precise as you can about your questions, puzzles, hypotheses, perspective or the debates you will engage (or resolve) through your research.

- what is the purpose of your study?
- what do you wish to prove or disprove?
- what is your thesis/hypothesis? how conventional or counterintuitive is this thesis?
- why do you want to undertake this particular project?
- why is it important/relevant and what do you hope to contribute?
- do you expect to uncover/reveal key policy recommendation?

2. Relation to Current Knowledge/Literature/Theoretical Perspectives (8-10 pages):

You will need to provide a detailed overview and assessment of the relevant literature. The only way to establish the originality and/or importance of your 'contribution to knowledge' is to situate your research within the literature. It is imperative in this section to clearly establish how your research will challenge, critique, reinterpret, build on or deconstruct conventional wisdom on the topic, puzzle or cases you've selected.

- what is the received/accepted/conventional wisdom in the literature on the issue? How do other authors explain/address the issue in which you are interested (or do they)?
- what are the strengths and weaknesses of the current state of knowledge on the subject?
- what central puzzles will you be focusing on or attempting to resolve?
- how will your study, approach or case contribute to or challenge conventional wisdom?
- how will your research create new knowledge on the subject?
- why is your work original and important?

3. Methodology (3-5 pages):

This is perhaps the most important part of the proposal and thesis -- the quality of your conclusions depends heavily on the logical and empirical soundness of your methodology. It is imperative that you provide a crystal-clear explanation of the methods you will use to collect the data, facts, evidence you need to support your theory, interpretations, conclusions or policy recommendations. It would help to provide in this section a brief (critical) review of the methods and approaches used by others to answers similar questions.

- what are the problems/impediments with approaches previously used?
- how will your approach overcome these impediments?
- where will you go to find the information you need?
- what types of data are pertinent?
- what variables and concepts are relevant?
- how will you collect and process the data/information on these variables?
- what are the limitations of your methodological approach? How serious are they? And how will they be addressed?

4. Chapter Outline (1 page):

Include brief summary paragraphs describing each chapter, explain how the chapters are connected, and provide an outline of how the arguments will unfold.

- how will you structure your argument?
- how do you intend to break down the content of your study?
- what will the chapters include and how are they related to the main thesis?

5. Timetable and Research Strategy (1 page):

Briefly describe your schedule over the next several months with a monthly breakdown of research plans, priorities, and expectations.

6. Bibliography (3-5 pages):

Provide a list of references cited in the proposal, preliminary sources you think might be useful, and any other material you plan to review.