



GRADUATE STUDIES IN POLITICAL SCIENCE

DALHOUSIE UNIVERSITY



PhD HANDBOOK

2018-19

NOTE: This information is intended as a supplement to the Calendar of the Faculty of Graduate Studies. The 2018-2019 FGS Calendar <https://academiccalendar.dal.ca/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=76&topicgroupid=17367> contains the official regulations of the University and the Faculty.

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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. Doctoral students may, with departmental approval, draw on faculty members outside the Department (or outside Dalhousie) to serve on their thesis committees.

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

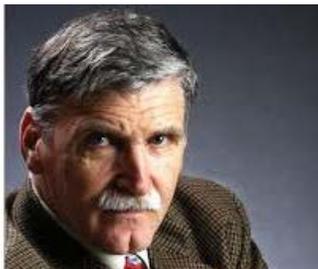
modest research opportunities to graduate students at Dalhousie, especially its Doctoral Fellows. For further information please contact the Centre's Administrative Secretary at 494-3769 or Centre@dal.ca

- **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 Centres 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 **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 <http://www.dal.ca/diff/euce.htm>

- **THE ROMEO DALLAIRE CHILD SOLDIERS INITIATIVE (RDCSI)**



The RDCSI advocates for **operational prevention of the recruitment and use of child soldiers, and making the connection between child criminality in times of peace with child soldiery in times of war**. In addition to research and advocacy, it provides training to security sector personnel on preventing the use and recruitment of children by armed groups, by partnering with national security actors and regional organizations. Security sector actors are often the first point of contact for child soldiers; training is designed to increase the knowledge and affect the attitudes and behaviours of trainees, and to give them the capacity to identify and counteract recruitment tactics and better protect children at risk. The

RDCSI is located in the Macdonald Building on the Studley campus. More information is available at <http://www.childsoldiers.org/>

1.2 STUDY SPACE:

- **PhD OFFICES**

The Department provides shared office space for PhD students. The allocation of space is based on need, and interested students should consult with Tracy Powell early in their programme or at any time if their circumstances change and office space is required.

- **LIBRARY CARRELS**



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.

2.0 FACULTY AND STAFF:

There are currently thirteen 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.)

Chair, Department of Political Science

Lester B. Pearson Chair in International Development Studies

Canadian and comparative foreign policy; North-South relations; comparative development; African politics; sports & politics.

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

On sabbatical 1 July 2018 to 30 June 2019

International relations; international diplomacy and institutions; international political economy; foreign policy; Canada-US relations

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

McCulloch Chair in Political Science

Graduate Coordinator, Political Science

Director, JM Health Law and Policy Network

Program Coordinator, Health Studies Minor

Canadian and comparative health policy; political theory; democratic theory; critical health studies; the politics of evidence; Canadian political thought.

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

Comparative politics (Western democracies, Latin America); Comparative theory;

Canadian political economy and regionalism.

Frank P. Harvey, B.A., MA, PhD (McGill).

Dean, Faculty of Arts and Social Sciences

Eric Dennis Memorial Chair in Political Science

International relations; International conflict, crisis and war; Comparative foreign policy; American and Canadian foreign and security policy.

Associate Professors:

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

Comparative politics of development; African politics; political economy

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

Political behaviour; women & politics; political economy; regionalism; methodology.

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

On sabbatical 1 JULY 2018 TO 30 June 2019

Western political theory; Human Rights; Philosophies of Law; Feminist; Queer Theory

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

On leave July 2017 to February 2019

Urban and suburban governance in Canada; Canadian constitutional law and politics; Canadian federalism and multi-level governance; Canadian public policy; race relations in Canada

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

Undergraduate Advisor

Environmental and climate politics; politics of consumption; political economy

Lori Turnbull, B.A. (Acadia), MA (Dal), PhD (Dal)

Canadian politics, with specific focus on ethics, parliament, and citizen engagement

Ruben Zaiotti, BA (Bologna), MA (Oxford), PhD (Toronto)

Director, Jean Monnet European Union Centre of Excellence

European Union; international relations theory; international security; border control and immigration policy; transatlantic relations.

Assistant Professors:

Marcella Firmini, BA (SMU), MA (Dal), PhD (Dal)

Canadian politics, Canadian democracy, and Canadian political thought; Canadian parliamentary structures; early modern political theory.

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

IR; indigenous global politics; Canadian foreign policy; Arctic studies, gender and IR

Support Staff:

Tracy Powell, Administrative Assistant for the Department and Graduate Program

TBA, Administrative Secretary for CSSD and Graduate Program

3.0 GRADUATE PROGRAMMES:

3.1 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.

3.1.1 Classes: Core classes include

Canadian:	POLI 5207 Canadian Politics
Comparative:	POLI 5301 Comparative Theory
	POLI 5340 Approaches to Development
I.R.:	POLI 5523 International Relations

Students must take the core seminar in their area of specialization, and should consider taking a core class in a secondary subfield.

The remaining credits will be made up of additional graduate seminars or cross-listed graduate classes selected by the student in consultation with the graduate coordinator. In addition to the classes listed in Section 4.0, students may choose classes in other departments of the University that are directly relevant to the student's research plans. They may also, in consultation with individual faculty, choose to take a reading class in lieu of a regularly-scheduled class.

All graduate students are required to register for POLI 5100 – Research Design and Professional Development. The seminar is designed to assist you to develop a theoretically/analytically rigorous and methodologically sound research design in a guided, collegial environment. Please note that this 3-credit class which will run from September-April, although it will not meet every week.

3.1.2 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. 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 expected 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.

3.2.2 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 thesis defence signature form (on the FGS website) with you when you come to your oral defence.**

Deadlines and important dates for MA students, 2018-2019

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.*



August 30: Faculty of Graduate Studies Orientation

September 4: Classes begin (fall term)

September 6: Dept. of Political Science Welcome Back Social 11.30-1.00

September 6: Dept. of Political Science Graduate Orientation 1.00-4.00

September 6: FASSgrad social 5.00 – 7.00

September 18: TA assignments allocated

September 18: Last day to add/drop classes

October 1: Submission of thesis title and name of supervisor

December 4: Classes end (fall term)

January 7: Classes begin (winter term)

January 28: Submission of thesis proposal to supervisor, in a form acceptable to the supervisor

Mid-February: MA poster presentation of thesis proposal to departmental seminar, with faculty and other MA students present.

End of July: 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.

3.2 PROGRAMME REQUIREMENTS FOR THE PhD:

The PhD programme requires two years (twenty-four months) of full-time study at Dalhousie University, and can be completed in four years (students are strongly encouraged to complete the program in the four-year timeframe). There are three major components: course work, two written comprehensive examinations (with an oral comprehensive defence), and a thesis. Additional requirements include proof of second-language competence in French or in a language related to the student's thesis work. The language requirement can be met through completion of a relevant language course (either for credit or as an audit), typically in the second or third year of the program.

3.2.1 Fields of Concentration: The PhD programme is organized around the following fields:

1. International Relations and Foreign Policy
2. Canadian Government and Politics
3. Comparative Government and Politics
4. Political Theory
5. Alternative fields may be chosen where faculty specialization permits (requires approval of Graduate Coordinator)

Students must declare a major and minor field of concentration at the time of initial registration in September. The major field will be that field in which the thesis is to be written.

3.2.2 Classes: Normally four classes, or equivalent, are required, although this number may be increased if necessary to cover deficiencies in a student's background. One of these four classes must be POLI 5100. Two classes should be core graduate seminars, in the student's major and minor field of concentration, respectively. PhD students can also explore the possibility of pursuing a directed reading class, particularly with their intended thesis supervisor.

3.2.3 Comprehensives: Candidates for the PhD must pass written examinations in each of their major and minor fields, with an oral examination following the major written comprehensive exam. For more detailed information, please see the relevant appendix at the end of this document.

3.2.4 Language Competence: PhD students whose native language is English must demonstrate their ability to read with comprehension a second language. The second language should be French unless the student's approved research programme requires the use of another language. Students can satisfy the language requirement through course work (usually in the form of a language class after normal classwork is completed).

3.2.5 Thesis: The PhD thesis must demonstrate the student's capacity for disciplined analytical thought, original research, and literate presentation, and must conform to the regulations of the Faculty of Graduate Studies.

A thesis proposal must be submitted by the student and approved by the student's thesis committee after an oral examination of the proposal. The proposal should normally be submitted within 2-3 months following the successful completion of the comprehensive exams. For more detailed information regarding what is required in a PhD thesis proposal, see the relevant appendix at the end of this document.

The student will be assisted throughout the preparation of the thesis by the supervisor and, through the supervisor, the other two members of the thesis committee. The thesis committee is to be constituted by the student, in consultation with the Graduate Coordinator and supervisor,

before submission of the thesis proposal.

The completed thesis must be accepted by the thesis committee as ready for a defence. This does not mean that the thesis is finally approved, but rather signifies that the thesis may go forward to a public defence with an external examiner.

Please refer FGS regulations for submission of thesis found at this link. **It is important to note that the preparation planning of a thesis defence, including filing the appropriate documentation with FGS, commences at least 6 months prior to the anticipated defence date:**

<http://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences.html>

3.2.6 Oral Examination: The oral examination of a doctoral 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 Examination is chaired by the Associate Dean of Graduate Studies, or a member of the Panel of PhD Defence Chairs. The examining committee consists of the chair of the department (or a designate), the research supervisor, graduate coordinator, and at least three additional members, one of whom shall be the external examiner from outside the University. For more information on the PhD Defence, see the appropriate appendix at the end of this document.

3.3 ETHICS REVIEW:

All research involving human participants requires review and approval by a Research Ethics Board (REB) before any research is undertaken. The process of ethics review for research involving humans is managed through the Dalhousie Research Services. Normally MA students will not engage in research requiring ethics review. PhD students should discuss research requiring ethics review with their supervisor during the development of their thesis proposal. This process should be completed immediately after your PhD proposal has been approved by the dissertation committee. However, this review process can be lengthy, so you should consider working on the application even before the formal defence of your proposal.

Copies of the Dalhousie University Guidelines and Forms for Ethical Review of Research involving humans are available at http://researchservices.dal.ca/research_1482.html Please allow six to eight weeks to complete the ethics review process from time of submission.

All enquiries regarding ethics review at Dalhousie should be directed to:

Research Ethics, Henry Hicks Administration Building
6299 South St., Suite 231. 902.494.3423; ethics@dal.ca

3.4 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.



3.4.1 Registering in the University: Graduate students must register for **all three terms** of the academic year (fall, winter, and summer). Please refer to <http://www.dal.ca/faculty/gradstudies/currentstudents/registration.html> for information on registration as a graduate student. Any questions regarding registration can be directed to the Department of Political Science (psgrad@dal.ca). Questions regarding tuition fees should be directed to the Student Accounts Office.

3.4.2 Programme Approval: Approval of individual programmes is the responsibility of the Graduate Coordinator. New graduate students should make an appointment as soon as possible to 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 <http://www.dal.ca/faculty/gradstudies/currentstudents/gsis.html#program>

In addition, and following the programme requirements as set out above, the classes to be taken in the current year will be approved. This completes the registration process.

3.4.3 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 <http://www.dal.ca/faculty/gradstudies/currentstudents/gsis.html#reports>

3.4.4 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, **July 1 [for October]** and December 1 [for May] through Dal Online). Students should consult the graduate calendar for the deadline for the submission of a thesis applicable for each convocation.

3.5 TUITION FEES AND FINANCIAL SUPPORT:

3.5.1 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

3.5.2 External Scholarships: All PhD students who do not already hold external grants are expected to apply for them in their first two years. Detailed information on applying for grants will be covered in POLI 5100. For general 2018-2019 scholarship grants, please see the relevant appendix at the end of this document. For grants that are only applicable to your specific area of research, consult your supervisor. For more detailed information on Killam, SSHRCC, CIHR, and NSGS scholarships, see the appropriate appendix at the end of this document.



3.5.3 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.

3.5.4 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 \$2,154 per TA90 or \$3,111 per TA130 as a teaching assistant for the academic year as governed in the CUPE contract (pay rate subject to change) (http://www.dal.ca/content/dam/dalhousie/pdf/hr/Academic-Staff-Relations/CUPE_3912_Collective_Agreement.pdf).

Teaching assistantships are assigned in September, after enrolment in undergraduate courses is confirmed, (September 18th) as per FASS requirement. The Graduate Coordinator will advertise any assistantships above those assigned to new students upon acceptance.

PhD students who have completed their comprehensives are also eligible to apply to teach undergraduate classes, if offered in one of their fields.

3.5.6 Research and Travel Grants: Graduate students may apply for limited research and travel funds to carry out research or attend scholarly conferences through the Department and through the Faculty of Graduate Studies. Further information may be obtained from the Graduate Coordinator or the Faculty of Graduate Studies. <http://www.dal.ca/faculty/gradstudies/funding/grants.html>

3.5.7 Research Assistantships: Individual faculty members frequently require research assistants who may be paid through research grants. Information about such opportunities will be circulated when they arise.

3.6 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.

3.7 PLAGIARISM:

The following statement has been prepared by a sub-committee of the Political Science Department in order 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

<http://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=70&chapterid=3622&loadusercredits=False>

3.8 LIMITATIONS:

3.8.1 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. For PhD students the recommended timeframe is four years, but a programme may be extended by the department for two years if the thesis supervisor so recommends, and if the student is making satisfactory progress on the thesis and has a realistic plan for its completion. In exceptional cases, a second, and final, 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, and the PhD programme has been designed to be completed in four years. Given the yearly intake of new graduate students, and corresponding demands this 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 (PhD students must remain 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.

3.8.2 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 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:

<http://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=70&chapterid=3622&topicgroupid=15029&loadusercredits=False>

4.0 GRADUATE CLASSES OFFERED:



The following classes are offered for the 2018-2019 academic year. The coding system for Political Science classes is as follows: the second digit in a course number indicates the field within which the course falls (1=Methodology; 2=Canadian; 3=Comparative; 4=Theory; 5=International Relations & Foreign Policy).

Each field contains classes offered as core graduate seminars, and classes cross-listed at the undergraduate/graduate level. The latter usually contain a majority of undergraduate students, and graduate students will be required to satisfy appropriately higher standards. In addition, directed reading classes may be arranged on an individual or small group basis with appropriate faculty members. This will often be particularly appropriate in areas closely related to a student's thesis research, in conjunction with the thesis supervisor.

4.1 METHODOLOGY

5100 Research Design (mandatory for all graduate students): *K. Fierlbeck.* The primary objectives are three-fold: First, it aims to equip graduate students to engage with the broad political science community about methodological debates. Second, it is designed to take students through the process of developing either an MA thesis proposal or a PhD dissertation proposal in a systematic way as well as to enable students to defend their research design and methodological choices vigorously. Third, it provides a forum for professional development for those interested in careers that incorporate aspects of the discipline.

4.2 CANADIAN GOVERNMENT AND POLITICS

5207 Canadian Politics: Themes and Theories (Core): *L. Turnbull.* This seminar will take an in-depth and critical look at the major issues and institutions in Canadian politics and government. Topics include: responsible government; the Senate; political parties, party systems and elections; federalism, intergovernmental relations and the courts; municipal government, urban politics and governance; political cultures (s) and ideologies; constitutional politics and Quebec; Aboriginal politics; diversity and power; and interest groups, social movements and online political participation.

5240 Policy Formation in Canada. *K. Quigley (Public Admin Professor – offered by Public Administration).* A comprehensive examination of the three critical questions. This course provides a general introduction to the field of policy management, for graduate and honours undergraduate students. Using British 'best practice' ideas of professional policy making and Canadian statements of generic policy competencies, it seeks to improve the policy capacity of participants. It does this first by increasing their knowledge of public policy structures, processes, and outputs, and secondly, by giving them knowledge that they can use in policy advocacy both inside and outside government. The first section of the course examines policy definitions and professional policy making approaches in the 21st century. The second section considers the role of the state in the 21st century, and the policy competencies that analysts must have if that role is to be carried out effectively. Section three explores vertical, horizontal and external policy relationships, both as determinants of policy and as practical matters of management. Section four explores, and helps participants to gain proficiency in, the most recent processes of strategic policy design and implementation. This blend of theory and practice will increase the policy knowledge of all participants, and equip those who are in professional programs, including the various public services, to contribute more effectively in policy processes in the future. CROSS-LISTED: POLI 4240.03/PUAD 5120.03

5242 Political Behaviour. *L. Carbert.* Political behavior is the study of the private roots of public action. To understand how and why people act politically, we delve into psychology, family life, sexuality, and genetics. In addition to these individual characteristics, the economy, geography, and class drive the political behaviour of individuals and organized groups. Topics include: public opinion, political polarization, culture wars, elections, modernization theory, populism, democratization, and the resource curse. The final unit considers big data and commercial applications of social science research in political practice. Although this material is

comparative, we principally want to investigate how it applies to Canada. CROSS-LISTED: POLI 4242

4.3 COMPARATIVE POLITICS:

5301 Comparative Theory (Core): *R. Finbow*. This class examines two levels of theory utilized in the study of politics in different nations: 1) the major paradigms or approaches to comparative political analysis, characterized by rationalist, structuralist and culturalist approaches to methodology and knowledge, and differentiated by “orthodox” and “radical” ideological worldviews; and 2) selected theoretical tools used to analyze themes like the political system, the nature of the state, institutions, group and class politics, social, corporatism and elitism, political culture and ideology, democratic and revolutionary regime change, political development and economic dependency, social movements and feminism, etc.

5340 Approaches to Development. *P. Arthur*. A survey of theories of and policies about dependence, underdevelopment and peripheral social formations. Particular emphasis on modernization, materialist, and alternative modes of analysis, and on orthodox and radical strategies of development. Topics treated include social contradictions (e.g., class, race and ethnicity), debt, structural adjustment, (de)industrialisation, self-reliance, human development, gender, technology, civil society, informal sectors, authoritarianism and ecology.

5380 Politics of Climate Change. *A. Hayden*. This course examines interactions between politics and a changing climate. Topics include: the role of science and economics in climate politics; the new ‘climate capitalism’ and non-capitalist alternatives; Canada’s difficulties in addressing climate change; climate politics at the personal level; international climate negotiations; and climate as a security issue. CROSS-LISTED: 4380

4.4 INTERNATIONAL RELATIONS & FOREIGN POLICY:

5523 International Relations Theory (Core): *D. Black*. Explores classic and contemporary debates in International Relations theory, with particular attention to the nature of international order, the bases for war and peace, and the question of transformational change.

5589 Politics of the Sea. *H. Williamson* (offered by Marine Affairs). The course will examine environmental, political and economic forces which affect contemporary ocean governance and management. Contemporary issues will be used to explore the geo-political ocean on a sectoral basis (transportation, fisheries and resources, military, etc), as well as analyzing the evolution of national and international oceans policies and institutions. CROSS-LISTED: MARA 5589, POLI 4590

4.5 DIRECTED READING CLASSES:

Please see the Graduate Coordinator if you are interested in taking a directed reading class. Advanced planning is required.

5601.03 Fall Term
5602.03 Winter Term
5601X/5601Y.06 (Fall and Winter Term)
5603 (Summer Term)

5.0 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 and PhD students throughout their whole program must familiarize themselves with all thesis forms found at <http://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences.html>

6.0 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. This entitles members to use the facilities of the Graduate House.

7.0 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 includes 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

8.0 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 http://www.dal.ca/campus_life/student_services/international-centre.html

9.0 FURTHER INFORMATION:



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

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

Or contact the **Graduate Coordinator, Katherine Fierlbeck** (K.Fierlbeck@dal.ca)
AND/OR

Administrative Secretary, Dept. of Political Science Dalhousie University, Halifax, N.S.,
B3H 4R2

PHONE: (902) 494-2396 FAX: (902) 494-3825 EMAIL: psgrad@dal.ca

/kf 2018.08.20

Appendix A: Supervisors and Committee Members

Regular FGS Memberships who can sit as a Supervisor, Co-Supervisor, or Committee member AND Cross-Appointments who can sit as a Committee member (ONLY) if available are as follows:

Last Name	First Name	Degree	Department
Arthur	Peter	PhD	Political Science
Black	David	PhD	Political Science
Bow	Brian	PhD	Political Science – on sabbatical 1 July 2018 to 30 June 2019
Cameron	John	PHD	International Development Studies
Carbert	Louise	PhD	Political Science
Denike	Margaret	PhD	Political Science - on sabbatical July 1, 2018 to June 30, 2019
Dodd	Susan	PhD	University of King's College-Foundation Year Program
Fierbeck	Katherine	PhD	Political Science
Finbow	Robert	PhD	Political Science
Firmini	Marcella	PhD	Political Science
Good	Kristin	PhD	Political Science – on leave until February 2019
Griffiths	Ann	PhD	Political Science
Harvey	Frank	PhD	Political Science/Dean Faculty of Arts and Social Sciences
Hayden	Anders	PhD	Political Science
Kow	Simon	PhD	University of King's College-Early Modern Studies Program
Mannathukkaren	Nissim	PhD	International Development Studies
Robertson	Neil	PhD	University of King's College-Early Modern Studies Program
Turnbull	Lori	PhD	Political Science
Zaiotti	Ruben	PhD	Political Science

The following Adjunct faculty appointments (outside of Dal) can sit on graduate student thesis committees as they have been approved for FGS membership within our Department.

Adjunct (FGS) list				
Last Name	First Name	Status	End Date	Employer
Bail	Florian	Adjunct (Faculty of Graduate Studies)	30-Jun-23	Retired Dalhousie University, Political Science
Batt	Sharon	Adjunct (Faculty of Graduate Studies)	30-Jun-23	Independent Scholar
Bickerton	James	Adjunct (Faculty of Graduate Studies)	30-Jun-20	St. Francis Xavier University
Brown	Paul	Adjunct (Faculty of Graduate Studies)	30-Jun-19	Retired, Dalhousie University, Public Administration
El-Masri	Samar	Adjunct (Faculty of Graduate Studies)	30-Jun-21	Western University (part-time)
McGibbon	Elizabeth	Adjunct (Faculty of Graduate Studies)	30-Jun-23	St. Francis Xavier University
Kenyon	Kristi	Adjunct (Faculty of Graduate Studies)	30-Jun-21	University of Winnipeg
Lerhe	Eric	Adjunct (Faculty of Graduate Studies)	30-Jun-21	Retired Military and PhD Political Science Graduate from Dal and CSSD Fellow.
Middlemiss	Danford	Adjunct (Faculty of Graduate Studies)	30-Jun-19	Retired Dal Univ., Political Science

Savoie	Donald	Adjunct (Faculty of Graduate Studies)	30-Jun-21	University of Moncton
Shaw	Timothy	Adjunct (Faculty of Graduate Studies)	30-Jun-23	Carleton University and University of Ottawa
Smith	Heather	Adjunct (Faculty of Graduate Studies)	30-Jun-22	University of Northern BC and Visiting Scholar Political Science, Dalhousie University
Stairs	Denis	Adjunct (Faculty of Graduate Studies)	30-Jun-22	Retired Dal Univ., Political Science
Stienstra	Deborah	Adjunct (Faculty of Graduate Studies)	30-Jun-21	University of Guelph
Whitman	Shelly	Adjunct (Faculty of Graduate Studies)	30-Jun-22	Centre for the Study of Security and Development Fellow, Executive Director, Romeo Dallaire Child Soldiers Initiative, Dal Univ.

APPENDIX B: Directed Reading Class Template– Please note that students must also complete the Faculty of Graduate Studies Independent Study/Directed Reading Form listed on their website at <https://www.dal.ca/faculty/gradstudies/currentstudents/forms.html>

Department of Political Science - DIRECTED READING CLASS

Please submit a signed hard copy of this form to the Graduate Coordinator – ELECTRONIC FORM can be obtained from Graduate Coordinator or Tracy

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: _____

PhD APPENDIX: INFORMATION FOR PhD STUDENTS

1. Timeline

The PhD in Political Science is designed to be completed in four years. This timetable assumes there are no breaks in the course of study (e.g., for internships, teaching assignments, illness, extended field research, employment opportunities, etc.). If you do wish to extend your PhD by engaging in any activities because you think it will enrich your course of studies, be sure to discuss this with your PhD committee and the Graduate Coordinator.

Y	ACTIVITY
1	<ul style="list-style-type: none"> • Classwork/TAship September-April • At the beginning of April, students will consult with their supervisor regarding preparation for the major comp exam. The supervisor will, in consultation with the Graduate Coordinator, ensure that the subfield comprehensive committee has been constituted and the chair of the committee identified. The reading list for the major comprehensive will be distributed to students no later than the last day of April. • Before the end of August, students will consult with their supervisor regarding preparation for the minor comp exam. Once the student and supervisor have determined what the minor comp shall be, the Graduate Coordinator will be advised, and will ensure that the minor comprehensive committee has been constituted, and the chair of the committee identified.
2	<ul style="list-style-type: none"> • Write major comp in the first two weeks of September. Unless there are scheduling issues, the major comp will be written on the first day of classes. • Oral exam is 7-10 days after the major comp • Reading list for minor comp should be ready for distribution by September 1st. Students should receive the reading list for the minor comp within two weeks of completion of oral exam for major comp <i>at the very latest</i>. • Write minor comp in first two weeks of December. Unless there are scheduling issues, the minor comp will be written on the last day of classes. • Receive written feedback on minor comp by Jan 1st • Meet with supervisor/committee to discuss PhD proposal in early January • Defend PhD proposal by the end of February • Begin fieldwork/research • If you do not have second-language proficiency, year 2 is the best time to take the required training (see Graduate Coordinator)
3	<ul style="list-style-type: none"> • Finish research; begin writing stage • Ensure that the format of your writing adheres to the FGS thesis formatting guidelines. https://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/form at.html

	<ul style="list-style-type: none"> • Schedule regular meetings with supervisor • Keep committee informed on your progress
4	<ul style="list-style-type: none"> • Finish writing • At least six months before you intend to defend your thesis, begin preparing for your thesis defence. In doing so, please ensure you review and follow all steps on the FGS website: https://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/defence.html • At least six months prior to your defence, you should identify, in consultation with your committee, a short list of three potential external examiners (in rank order of preference). Your supervisor will formally consult with the Graduate Coordinator on this list. • At least 12 weeks prior to your defence, the Department must submit a Request to Arrange an Oral Defence Form to FGS. This form will include the name(s) of requested external examiners (to be decided by the Supervisor in conjunction with the student) and a timeframe for the defence to be scheduled. Once the external has been approved by FGS, a solid defence date must be established and should include your Supervisor, Thesis Committee, Department Chair, and Graduate Coordinator. Normally the Chair will designate the Graduate Coordinator to be the Department Representative at the defence. • At least 6 weeks prior to the defence, submit a draft of your thesis to FGS for a format check before the examination draft is submitted by FGS to the External Examiner. Once checked and changes made, deliver to FGS the completed PhD Thesis Submission Form and PhD Examination Information Form. Email a PDF version of your thesis and version of your CV to thesis@dal.ca. Deliver copies of your thesis to your committee and graduate coordinator. Send a word formatted copy of your abstract (max 350 words) to thesis@dal.ca. • All required forms for your thesis process with FGS can be found on their website at https://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/forms.html • At least 4 weeks prior to your defence prepare your summary presentation in consultation with your supervisor for your oral examination. The presentation must be approximately 20 mins. • At least 1 week prior to your defence, familiarize yourself with the oral defence location and arrange for a test run in the defence room. • Day of the defence, arrive early • Following the defence, submit required changes to your supervisor within specified timeframe. Once completed submit your thesis to dalspace and deliver any additional required forms to FGS.

2. The PhD Comprehensive Examination Process

A. Purpose

The purpose of the comprehensive examination process is to ensure that candidates have the depth and breadth expected of PhD students in their two stated subfields. The comprehensive examinations serve as the intellectual baseline that will allow them successfully and efficiently to engage in their independent research. A clear sense of the key literature in their subfields will allow candidates to determine with precision and clarity precisely what it is that they will focus on during their research stage, to see how their empirical data “fits” within this literature, and (perhaps more importantly) to identify any anomalies that do *not* fit well within existing frameworks. Moreover, the comprehensive exams are a check on the synthetical and analytical skills of the candidate above and beyond their ability simply to show their understanding of what the literature sets out.

A PhD is a contribution to an existing intellectual discussion, and a strong grasp of this literature allows a student to position their own original ideas or findings within the narrative flow of this discussion. It also serves as the presentation of one’s academic “bona fides” and distinguishes *scholarly* approaches from other kinds of discussion. For those seeking to pursue an academic career, comprehensive exams provide the breadth of knowledge and understanding required for candidates to present themselves as specialists in particular subfields. Should they choose to pursue academic teaching, the process of preparing for comprehensive exams permits students more easily to design and teach undergraduate courses in their chosen subfields.

B. Process

Before beginning the PhD program, candidates will identify their two subfields to the Graduate Coordinator. Students will then take the core class for each of these subfields. If a core class is not being offered for the subfield (eg, in theory) the Graduate Coordinator will arrange a reading class to be offered in this area. The core classes will cover many of the debates and readings to be covered in the comprehensive exams, and the reading list prepared by the Core Committee in each area will identify additional readings and debates that should be covered.

Students will normally write their major comprehensive in the first two weeks of September, and the minor comprehensive in the first two weeks of December. It is the student’s responsibility to identify in advance the particular date for the exam, in consultation with the supervisor and Graduate Coordinator. Keep the

Graduate Administrator in the loop when a date has been set as she/he will invigilate the exam writing and record dates/outcomes accordingly.

Reading lists for each subfield will be roughly commensurate, and will be approximately 8-10 pages in length, or 100-125 sources. In addition to the core list, some sub-fields will have more specialized “node” lists of 1-2 pages in length (for example, the comparative field may have nodes in democratization, peacebuilding, new social movements, etc; in IR, nodes may include regionalism, violent extremism, and migration). These node lists generally depend on the particular research interests of the students. No more than two separate node lists may be added to the main subfield reading list.

It is essential for PhD students to consult regularly with their supervisor to prepare for the comprehensive written examinations. These regular meetings should discuss progress in working through the reading list. A supervisor may, for example, ask a student to write brief papers summarizing and analyzing sets of readings or answering practice comprehensive questions as part of the preparation process.

The major comprehensive is a 5-hour, closed-book exam written on a laptop that is supplied by the department. There are three questions, the structure of which will vary across subfields. The first question on the comparative major comprehensive, for example, focusses on paradigms and state theories, and the second and third questions focus more specifically on nodal lists. For the IR exam, the first question looks at core theories, the second on critical theories, and the third focusses on a specific node. The exam will be structured as to permit some choice among the questions to be answered. Candidates are allowed to bring unmarked readings lists printed by the graduate secretary into both the major and minor comprehensive examination. **Candidates are allowed either one 30-minute break, or two 15-minutes breaks, while writing their major comprehensive exam.**

There will no written feedback on the major comprehensive; but students will be told which of the four categories their result fits into:

- 1- **pass**: students will be able to proceed to the next stage, subject to a successful oral exam.
- 2- **conditional pass**: examiners have identified issues that may or may not be resolved during the oral examination stage. At the end of the oral examination, the student will be informed whether they have a clear pass, or whether they will have to rewrite a portion of their comprehensive.
- 3- **rewrite in whole or in part**: candidate will be required either to re-write the entire exam, or to rewrite one or more questions.
- 4- **fail**: this will constitute dismissal from the graduate program.

Students falling in the third category will be given one opportunity to rewrite the designated section or sections; this should happen no more than a month after the original exam. PhD candidates will have an oral examination only on the major examination. The oral exam will be 7-10 days after the examination is written; it should be scheduled while the candidate is scheduling their major comprehensive.

The minor comprehensive is currently a 4-hour closed-book exam written on a laptop that is supplied by the department. There are two questions. The nature of these questions will be determined according to each subfield committee. An unmarked reading list can be brought into the examination (sent to and printed by the graduate secretary). The exam will be structured as to permit some choice among the questions to be answered. **Candidates writing the minor comprehensive are allowed one 15-minute break.**

The examination will be judged as pass, rewrite in whole or in part, or fail. Students in the second category will be given one opportunity to rewrite the designated section or sections; this should happen no more than a month after the original exam.. There will be no oral examination for the minor examination. Students should receive feedback on their minor comprehensive within two weeks of writing.

Students will be told well in advance who will be marking each comprehensive exam. If changes to the composition of the examining committee for either exam are required for any reason, the student must be informed without undue delay.

C. Expectations for the Written Examinations

In the case of the major subfield, the 5-hour examination is designed to test for an incisive and comprehensive understanding of the literature in the subfield as a whole. It will also have a sub-section tailored to the candidate's particular research interests. The 4-hour examination in the minor subfield is similar in format to the major one but is designed to test for a broad understanding of the minor subfield with somewhat less depth than what is expected in the major subfield.

Expectations include the following:

- i. can the student show clear comprehension of the literature on the reading list? (ie, can they precisely identify the key points or arguments in a particular school of thought?)
- ii. is the student able to identify the standard criticisms of key sources and approaches? (what, according to key critics, does an author get wrong or right? why are these sources still valuable despite their limitations?)

- iii. how well can a student evaluate an article or school of thought in light of specific (usually recent) political, social, or economic trends? (how well, for example, do certain theories of foreign policy hold up to recent events under the Trump administration?)
- iv. how well can a student can make connections between various readings or schools of thought? (what readings fit together well? on what points do various authors or schools of thought agree? why do similar theories diverge on key points?)

Note that examiners will also be judging the overall written quality of the examination independent of substantive questions: is the writing style at a level appropriate for a doctoral student?

D. Expectations for the Oral Comprehensive Examination

The oral examination is designed to allow examiners to probe students' written responses in more detail. E.g., why was a particular answer given? can the student clarify a particular point? can they address any points they might have left out? have they recognized possible consequences that could follow from a position they have taken? why did they not address any given theorist/school of thought on a particular point? Can they think of empirical examples to ground a theoretical point they have made? and so on. Students will be judged both according to whether they have clearly and directly answered the questions put to them, and according to the substantive merit of their responses.

Students will be provided with an unmarked copy of their written exam by the graduate secretary no less than four days prior to the oral exam. They will not be given additional written material to prepare for the oral exam once the written portion has been completed. Students will be informed of the result of their oral examination within 24 hours.

3. The PhD Proposal

A. Crafting Your Proposal

The proposal is the first major stage of the dissertation writing process, and the first opportunity the dissertation committee will have to read about your plans and to offer feedback and recommendations. There is no expectation at this stage that you will have arrived at any clear conclusion. While you should offer a working hypothesis, you should also avoid the impression (in your proposal) that you already have the answers. At this stage, the committee is interested only in how you plan to answer the important questions you are asking, and whether the

methodology is appropriate and sound. Throughout the process of proposal formulation, you should be consulting with your supervisor on a regular basis by submitting multiple drafts of the proposal in preparation for the formal defence. Dissertation proposals should be 25-30 pages (double spaced; 1-inch margins; 12 pt font).

i. Thesis Statement and Research Objectives (3-5 pages):

The main purpose of the PhD proposal is to convince your dissertation 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 dissertation, and an explanation of why they are important. Avoid the impression that you already have clear answers to your central research questions. 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. With respect to specific questions to be answered in this section:

- what is the purpose of your study?
 - what is the “problematic” that you believe ought to be addressed?
- what do you wish to prove or disprove?
 - what are you *not* addressing? (ringfence your discussion so that it doesn’t become too broad)
- what is your thesis/hypothesis?
 - how conventional/innovative is this thesis?
 - what kind of evidence would disprove your 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?

ii. Relation to Current Knowledge/Literature/Theoretical Perspectives (10 pages):

You will need to provide a detailed overview and assessment of the relevant literature. The only way to establish the originality and importance of your dissertation’s contribution to the field’s body of 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. With respect to key questions for this section:

- what is the received/accepted/conventional wisdom in the literature on the issue?
- what are the strengths, weaknesses, and gaps 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?

iii. Methodology (5-8 pages):

This is a key part of the proposal (and dissertation) - the quality of your conclusions depends heavily on the logical and empirical soundness of your methodology. It is imperative that you provide a clear and precise 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 answer similar questions. Questions to consider:

- how have others attempted to address these or similar questions?
 - what are the problems/impediments with these traditional approaches?
 - 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 (interviews?);
 - what are the limitations? How serious are they? And how will they be addressed?

iv. Chapter Outline (2 pages):

Include brief summary paragraphs describing each chapter. Explain how the chapters are connected, and provide an outline of how the overarching argument will unfold through chapter sequencing:

- 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?

v. Timetable and Research Strategy (1-2 pages):

Briefly describe your schedule over the next several months with a monthly breakdown of research plans, priorities, and expectations; field work; conference presentations; teaching obligations, and so on. Use a gantt chart if possible.

vi. Bibliography (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.

B. Defending Your Proposal

PhD candidates must defend their proposals before their committee (including the Graduate Coordinator) and must receive the unanimous recommendation of the committee that they are ready to proceed to the research/writing stage of their dissertation. Students will submit their formal written proposal to the committee at least 10 days before the defence, and they should prepare a 10-15 minute verbal presentation of their proposal (with or without a slide deck) for the defence. Committee members will ask questions of the candidate, and then confer *in camera* to determine the status of the proposal. The candidate may be asked to make revisions to the proposal within a specified period of time. The supervisor must inform the Graduate Coordinator when these revisions have been completed.

4. The Oral Dissertation Defence

As noted in the FGS regulations:

The oral examination of a Doctoral thesis is the culmination of the candidate's research program. It exposes the work to scholarly criticism and gives to the candidate the opportunity to defend the thesis in public. The roles of the committee members are as follows:

1. **Chair of the Defence:** The Examination is chaired by a member of the Panel of PhD Defence Chairs.
2. **Examining Committee:** The Examining Committee consists of the research supervisor or co-supervisors, at least two additional members, and the External Examiner who shall be from outside the University. A Departmental Representative (the chair of the academic unit or a designate) is included as a non-voting and non-examining member of the committee.
3. The Departmental Representative attends the public and *in camera* sessions of the defence. The role of the Departmental Representative is to ensure the academic unit expectations are adhered to and reports such to the Defence Chair.
4. **Order of Examination Proceedings:** a) the Chair of the Defence opens the proceeding with a brief description of the protocol; b) the candidate is questioned on the thesis following a summary presentation no longer than 20 minutes; c) the Chair will give priority to questions from the External Examiner and then from the other members of the Examining Committee in some pre-arranged order; d) the audience will then be invited to ask questions; e) the Chair adjourns the examination when the Examining Committee decides that further questioning is unnecessary, and the candidate

- and all members of the audience are required to leave the room; f) the Chair then presides over the Examining Committee during its deliberations *in camera*; g) following the *in camera* session, the candidate is invited back into the room and is informed of the decision of the committee; h) the Chair oversees the completion of the PhD Thesis Approval Form as appropriate and completes the Defence Report and returns it immediately to the Faculty of Graduate Studies Office.
5. *In camera* Deliberations and Grading: The decision of the Examining Committee is based both on the thesis and on the candidate's ability to defend it. The thesis is graded approved or rejected. A thesis can be a) accepted by the Examining Committee as submitted; b) accepted on condition that specific corrections with a clear timetable for completion normally within one month are made or c) rejected. The thesis can be rejected on grounds of form as well as content. If specific corrections are required, the thesis will be returned to the candidate with a time limit for the completion of all corrections, normally no more than one month. Specific corrections will usually be left to the satisfaction of the research supervisor.
 6. Proceedings in the Case of Rejection: If the thesis is rejected, the committee can recommend that the student should be encouraged to re-submit a revised thesis. The revised thesis will be re-read by an Examining Committee, at least two of whose members were on the original committee. The thesis shall be submitted to an External Examiner who may be the original External Examiner if the Associate Dean of Graduate Studies considers this to be desirable. The candidate shall defend the thesis before an Examining Committee in the usual way. If the thesis is rejected again, there will be no third examination. Such a student will be academically dismissed without the possibility of reinstatement.
 7. Variation of the procedures stipulated above may be permitted only with the written permission of the Faculty of Graduate Studies.
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