DEPARTMENT OF POLITICAL SCIENCE

GRADUATE STUDENT HANDBOOK

2021-22

Concordia University
Arts & Science

DOCTOR OF/DOCTORATE IN PHILOSOPHY
(POLITICAL SCIENCE)

MASTER OF/MAGISTERIATE IN
PUBLIC POLICY AND PUBLIC ADMINISTRATION
(COURSE OPTION & INTERNSHIP OPTION)

MASTER OF/MAGISTERIATE IN ARTS
POLITICAL SCIENCE
(THESIS BASED)

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I.   Program Objectives

A.   Doctor of Philosophy (Political Science)

Concordia's Ph.D. in Political Science offers an overarching policy emphasis that intersects with and links the five subfields of Canadian and Québec politics, Comparative Politics, International Relations, Political Theory, and Public Policy and Public Administration. Here, policy entails the scholarly understanding of the decision making process (policy formation), the challenges of policy implementation, policy evaluation, and the ongoing search for alternative policy options.

Building on the common foundation in public policy, our doctoral students develop a specialization in two subfields. We support our students in the dissemination of their research through presentations at national and international conferences and the publication of their academic papers. The program provides students with a solid theoretical training for careers in teaching, research and in public and private organizations.

B.   Master of Arts (Public Policy and Public Administration – MPPPA)

Through an innovative blending of scholarly and vocational values, the Master of/Magisteriate in Arts - Public Policy and Public Administration (MPPPA) program is designed to provide an educational milieu that prepares its graduates for further studies at the doctoral level and for employment in the public or private sector. This MA program focuses on Canadian and comparative public policy and administration with an emphasis on the nexus of the study of politics and public policy and administration and is intended to help students become creative participants in the shaping of their community.

The aim of the program is to combine academic excellence with professional expertise in order to facilitate an understanding of how public policy is formulated and administered in Canada, Québec and the world. The program enables students to study a challenging array of policy issues and theory in the context of the administrative and policy making processes that operate nationally and internationally. A core element of the program involves an understanding of the management process through which policies are implemented in the public sector, and an awareness of the dynamic interdependence between public and private responsibilities.

C. Master of Arts (Political Science) Thesis Based

The MA program in Political Science offers students the opportunity to deepen their knowledge of some of the most pressing challenges of contemporary politics and public policy. The program is also designed to help students become more familiar with the analytical, epistemological and methodological issues affecting the practice of the discipline. The Masters thesis, which students admitted in this program have to write, allows them to hone their skills at conducting in-depth social science research, at thinking critically, and at organizing complex thought and analysis in a coherent and accessible manner. The program provides excellent intellectual preparation to anyone interested in further studies at the doctoral level or in careers related to any aspect of public affairs in the private, public or third sector.

II.   Consultation

Graduate Program Director: **Dr. Daniel Salée**   **848-2424 ext. 2578**
daniel.salee@concordia.ca

As Graduate Program Director, I am responsible for all academic and administrative matters affecting PhD students, MA students and students who were registered under the thesis stream (Option C) in the MPPPA program before the introduction of the new MA program. I am also responsible for all aspects pertaining to Teaching Assistantships. I will be happy to meet with you to discuss any matter related to the PhD or MA program. Appointments can be made through the Graduate Program Assistant.

MPPPA Program Director: **Dr. Ceren Belge**   **848-2424 ext. 5062**
ceren.belge@concordia.ca

As the MPPPA Program Director, I am responsible for all academic and administrative matters affecting all MPPPA students who have chosen Option A (Courses Only) or Option B (Internship). I am also responsible for course registration for all MPPPA graduate students. I would be happy to meet with you to discuss any matter of the MPPPA course and internship options.

Graduate Program Assistant: **Steve Hirst**   **848-2424 ext. 2126**
(politicalscience.graduateprogram@concordia.ca)

As Graduate Program Assistant, I am the person to contact for registration for graduate courses, change of grades or other administrative matters. My duties also include maintaining all graduate student files, monitoring grades and retrieving information from the Student Information System, advising students of academic deadlines, booking rooms for graduate classes, answering any general questions students might have about the program.

Internship Coordinator: **Eve Pankovitch**   **848-2424 ext. 2114**
polisci.Internship@concordia.ca

The MPPPA program has an internship option, which is an opportunity for you to test your academic and professional knowledge on a practical landscape. Be it an NGO, federal or provincial government office you secure relevant work in, you will modify your world view and discern how you can contribute to it, through this experiential learning process. You will measure first-hand what impact you have while being mentored by senior people who have chosen a similar career path. My job is to get you there. Through seminars and workshops; one-on-one coaching; and several team meetings, you will learn contemporary concepts on how to market yourself. I foster and maintain partnerships with senior hiring managers and directors in the workforce, so the jobs themselves will become tailored to invest in your learning. An employer evaluation of your internship will not only help you discover those things you did not know about yourself, but it will provide an excellent reference for future employers.

III. Admission Requirements

A. Doctor of Philosophy (Political Science)

Admission to the Ph.D. in Political Science requires a Master of/Magisteriate in Arts in political science, political studies, international relations, public policy, or another relevant field from an accredited university. A superior academic record (at least a 3.5/4.3 GPA) and strong references are both essential; professional work experience will be taken into consideration. Applicants are selected on the basis of past academic record, letters of recommendation, statement of purpose, writing sample, and the fit of their proposed research with research expertise in the department. The deadline for completed applications is February 1 for the fall term.

B. Master of Arts (Public Policy and Public Administration - MPPPA)

An undergraduate honours degree or the equivalent (approximately a 3.3/4.3 GPA) is required. Students who do not have the necessary background in political science or public policy and public administration may be required to take specific undergraduate courses in addition to the regular program. In certain cases, applicants may be required to complete a qualifying program at the undergraduate level before entering the graduate program. The deadline for completed applications is October 1 for the winter term and February 1 for the fall term.

C. Master of Arts (MA)

An undergraduate honours degree or the equivalent (approximately a 3.3/4.3 GPA) is required. Students who do not have the necessary background in political science may be required to take specific undergraduate courses in addition to the regular program. In certain cases, applicants may be required to complete a qualifying program at the undergraduate level before entering the graduate program. The deadline for completed applications is October 1 for the winter term and February 1 for the fall term.

For all programs, applicants whose primary language is not English must demonstrate that their knowledge of English is sufficient to pursue graduate studies in their chosen field. Please refer to the Graduate Admission page for further information on the Language Proficiency requirements and exemptions.

D. Fast-tracking from MA to PhD

In cases of fast-tracking from MA to PhD, current students in the MA in Political Science may be admitted into the PhD in Political Science before they have completed their MA. Students may be nominated for the PhD program after they have successfully completed at least 3 courses (9 credits), including a core course and a methods course. They must complete these courses with a *minimum* grade of A- for each of these three courses to be considered. Their acceptance into the Ph.D. program is conditional upon the successful completion of two additional courses (6 credits). Fast-tracked PhD students must complete a total of 24 credits, including the 15 credits of graduate courses taken at Concordia, including a second core course and electives in each of their areas of specialization.

IV. Specific Requirements for the Ph.D. Degree

90 Credit Degree Program
A fully qualified candidate is required to complete a minimum of 90 credits, consisting of 21 credits of course work, 12 credits in the form of two comprehensive exams, 3 credits for the thesis proposal, and 54 credits for the thesis.

A. Courses and Concentrations (21 credits)
All candidates must take seven 3-credit courses (all courses are worth 3 credits) from the program, as described below. While full-time course load consists of two courses per term, students are encouraged to take three courses during the fall and winter semesters of their first year to ensure they complete their coursework in a timely manner. The distribution of courses by semester may vary with the availability of courses. Please note that there are very few, if any, graduate courses offered in the summer, and any courses that are offered by the Department are usually limited to the Public Policy and Public Administration subfield. However, it may be possible to take a cognate course or a directed studies course in the summer with permission from the GPD.

The Department offers graduate courses in the following five political science fields:
o Canadian and Québec Politics

o Comparative Politics

o International Politics

o Political Theory

o Public Policy and Public Administration

Students in the doctoral program develop expertise in two of these fields through courses and as evaluated through the comprehensive exams.

Course work is divided into core courses and elective courses. Each student will take:
o 1 core course on research design and methodology (POLI 844)

o 1 core course in public policy (POLI 805). If public policy is one of the two chosen fields of specialization, an extra elective course is to be selected.

o 2 core courses, one in each of the two chosen areas of specialization (POLI 801-805 Advanced Seminars);

o 2 elective courses, one in each of the same two chosen areas of specialization (POLI 811-815). The topics of these courses change from year to year depending on scheduling;

o 1 elective course from any area of specialization or a cognate course in a related field (known as the "open elective");

Core Courses
POLI 801 Advanced Seminar in Comparative Politics (3 credits)
POLI 802 Advanced Seminar in International Politics (3 credits)
POLI 803 Advanced Seminar in Canadian and Québec Politics (3 credits)
POLI 804 Advanced Seminar in Political Theory (3 credits)

POLI 805 Advanced Seminar in Public Policy (3 credits)

Methodology Core Course
POLI 844 Advanced Research Methods (3 credits)

Elective Courses
The topics of Special Topics courses vary from year to year. To help prepare for comprehensive exams, it is best to gain experience with as many faculty members in your area of study as possible. Registration for these courses requires permission from the Graduate Program Director.
POLI 811 Special Topics in Comparative Politics (3 credits)
POLI 812 Special Topics in International Politics (3 credits)
POLI 813 Special Topics in Canadian and Québec Politics (3 credits)
POLI 814 Special Topics in Political Theory (3 credits)
POLI 815 Special Topics in Public Policy and Administration (3 credits)

Directed Studies
This special reading course is designed to explore topics and themes relevant to a student's doctoral research. Directed study courses are not permitted in the first term of study. To request a directed study, students must submit to the GPD the syllabus of the intended course and a description of how this course is relevant for their program of study.
Prerequisite: Permission of the Graduate Program Director POLI 898 Directed Studies (3 credits)

Cognate Courses
It is possible for students to take one course either in another related discipline or at another university. Cognate courses are not permitted in the first term of study. Normally, this course would count as the one "open elective" course; only under special circumstances (i.e. the required course is not available in the first four terms of study) can cognate courses or courses from other universities count as the required core or the main elective course in your field of study. To request a cognate course, students must submit to the GPD the syllabus of the intended course and a description of how this course is relevant for their program of study. Approval depends on whether (1) the course is deemed appropriate for PhD study and (2) the GPA of the student meets the minimum requirement of 3.5. The GPD will also consult with the student's supervisor before approving a cognate course. These restrictions ensure that students have appropriate training with Concordia faculty to prepare for their comprehensive exams. *Prerequisite:* Permission of the Graduate Program Director.

B. Comprehensive Examination (12 credits in the form of 2 comprehensive examinations)
POLI 885 Comprehensive Exam (6 credits)
POLI 886 Comprehensive Exam (6 credits)

All candidates are required to write two 6-credit comprehensive exams, one in each of their two areas of specialization. The comprehensive exams evaluate students' ability to review, explain, and critically engage with key debates, theories, and methods in their areas of concentration. The comprehensive exams also certify students as competent to teach at the university level in these two areas.

The comprehensive exams typically take place at the beginning of the fall term and the end of the winter term. Students take their comprehensive exams one semester after completion of coursework. For most students, this will be in at the end of the winter term of their second year in the program. Both exams are taken during the same exam period. The actual examination dates will be scheduled by the GPD.

For the purpose of the Comprehensive Examination, each subfield is represented by a Comprehensive Examination Committee. Each Comps Committee is comprised of three faculty members active in the relevant subfield. Committee composition changes from year to year on a rotational basis. Faculty who are on leave are not eligible to serve on Examination Committees. The PhD candidates' Supervisors are not excluded from serving on the Comprehensive Exams Committee of their particular subfield.

Students are expected to begin consulting appropriate faculty, reading, organizing, and studying for their exams during their first year in the program. The core course have been designed to prepare students for the Comprehensive Exams by introducing students to classic texts as part of a survey of key debates, theories, and methods. Elective courses provide a more in-depth engagement with specific topics or streams of research. Coursework thus provides a critical foundation in preparation for the Comprehensive Exams.

Each of the five subfields has adopted a reading list to guide PhD candidates as they prepare to take their Comprehensive Exam. The reading lists represent study aids rather than definitive lists. In no way do they constrain the questions that may be asked, whether on the written or oral examination. Students are encouraged to supplement the reading lists with additional readings that appear on their syllabi, are newly published, or otherwise seem relevant. The reading lists are subject to updating and revision on a regular basis. Students are expected to begin reviewing the reading lists over the summer following their first year. All reading lists are available from the Graduate Program Assistant.

NOTE: Students whose first language is French may request to take the Comprehensive Examinations in French. Requests must be communicated to the GPD in writing **no later than January 15** for winter term exams and **no later than May 15** for fall term exams. The department will accommodate all requests to take the *written* Comprehensive Examinations in French. Accommodation of requests to take the *oral* Comprehensive Examinations in French is subject to the availability of three faculty members with expertise in each of the student's fields of specialization who are competent to evaluate an oral examination in French.

The Comprehensive Exam:
Although faculty will provide advice and discuss strategies and solutions to any problems encountered during preparations for the exam, it is the students' responsibility to ensure they are well prepared for their Comprehensive Exams.
- o The Comprehensive Exam consists of two parts, written and oral. To successfully complete the Exam, students must pass both parts of the exam during the same exam period (i.e. pass both the written and oral portion of the exam).
- o The first part of the Comprehensive Exam is a six-hour written exam.
- o The written part of the Comprehensive Exam is comprised of a minimum total of 6 questions, divided in two sections. The first section contains questions that are more

general in nature and pertinent to the entire subfield. The second section focuses on areas of specialization within the subfield (e.g., streams of research on particular topics).

- o PhD Candidates taking the written Comprehensive Exams must answer a total of 3 questions, including at least one question from each of the sections described in the previous point.
- o Each exam is graded by the appropriate Comprehensive Exam Committee. Grading for the written portion is pass/fail and is determined by simple majority. The Exam Committee will notify the GPD if the student has passed the exam. The GPD will then inform the student.
- o If the student passes the written exam in a given subfield, he/she moves on to the oral examination in that area of specialization. The oral examination will take place within three weeks of the written exam. The oral examination consists of a one to one-and-half hour oral defense of the written exam in front of the Comprehensive Exam Committee for each subfield and chaired by the GPD. The Exam Committee will notify the GPD if the student has passed the exam. The GPD will then inform the student. Students will receive a written assessment of their performance in the oral exam from the Exam Committee within one week of the exam.
- o Although students must pass the written exam to move forward to the oral exam, they can still fail a comprehensive exam with an incompetent oral performance.
- o Any student who fails any part of an exam (either the written or oral portion will be allowed a second chance to pass that exam. To re-take an exam, a student must complete both written and oral parts of that exam.
- o NOTE: Students only have to re-take unsuccessful exams. This means that, if a student fails one exam but passes the second exam, he/she does not retake the successful exam.
- o A second failure in either the written or oral part of a re-taken exam will result in the student being withdrawn from the program.

C. Thesis Proposal (3 credits)
POLI 889 Thesis Proposal (3 credits)

Supervision
Students are not officially assigned a dissertation supervisor upon entering the program. During the first year, the GPD advises on the choice of appropriate courses, research activities such as conferences, the identification of potential supervisors, and preparation for the comprehensive examinations. Students are put in contact with and encouraged to meet with their proposed supervisor about their research interests, plan of study, and professional activities. It is the responsibility of the student to contact potential supervisors and committee members. Keeping in mind that faculty members are not always available to serve as a supervisor, students should identify and be prepared to approach at least a couple of potential supervisors. Normally, students choose their supervisors by the Fall semester of their second year in the program. Students must inform the GPD of their choice of supervisor so that the change can be registered with the School of Graduate Studies. In consultation with their supervisor, the Ph.D. candidate must finalize the composition of the departmental supervisory committee after passing the comprehensive examinations and prior to the Dissertation Proposal defense.

Dissertation Proposal

Students are required to complete and defend their thesis proposal before their dissertation supervisory committee in a meeting chaired by the Graduate Program Director. The proposal summarizes a set of research questions or arguments around which the dissertation will be organized, situates those questions and arguments within the broader literature, and outlines a plan of research. In cases where the supervisory committee is not satisfied with the proposal, the student can resubmit and re-defend. A second unsatisfactory proposal would result in the student being withdrawn from the program. Students should defend their proposal within a year of passing the comprehensive examinations.

The process for preparing your proposal is as follows:
- o The primary supervisor directs preparation and major revisions of the proposal. Once the supervisor approves the proposal for defense, the student submits it to the other two members of the dissertation supervisory committee.
- o Faculty members require a minimum of 2-3 weeks to read drafts of a proposal. Students should expect that committee members will ask for revisions prior to defense. Once all committee members have approved the proposal for defense, a date will be set by the GPD. The defense should take 1 1/2 hours.
- o At the defense, the student will make a short presentation. The Candidate has 10 - 15 minutes to present the main elements of the proposed research as well as potential pitfalls and main challenges.
- o The Candidate's presentation is followed by questions and comments from Committee Members with the Advisor speaking last. Each Committee Member will have 15 minutes to speak, including reactions by the Candidate.
- o In the remaining time, the Committee and the GPD may ask additional questions or offer feedback.
- o The Candidate will then be asked to step outside to allow the Committee to deliberate.
- o When the Candidate is called back into the room, the GPD will announce the outcome of the defense (i.e., pass or fail) and Committee members will provide the Candidate with guidance on how to proceed.
- o If the Candidate passes the defense, s/he must prepare a short report outlining the main points related to research and writing of the dissertation as agreed upon during the defense. This report must be circulated to all members of the supervisory committee for approval.
- o If the Candidate does not pass the defense, s/he is permitted to re-submit and defend a second time. A second unsatisfactory proposal results in the Candidate being withdrawn from the program.

D. Doctoral Thesis (54 credits)
POLI 890 Thesis (54 credits)

The candidate who has passed the PhD Comprehensive Examinations and the thesis proposal will proceed to the final requirement. The final requirement is the writing and defense of an original doctoral thesis that contributes to one of the student's areas of concentration. It shall be of publishable quality.

The thesis defence is an oral examination conducted by the Chair of the Examining Committee, who is considered a delegate for the Dean of Graduate Studies. The defence will be evaluated by

an Examining Committee consisting of at least five (5) members. The Examining Committee consists of members of the student's supervisory committee (at least three members, including the principal supervisor(s) and two other departmental members), at least one (1) member from outside the student's department but from within the University (external-to-program examiner), and one (1) member from outside the University (external examiner). Ph.D. dissertation defences are advertised to the University community and open to the public. In advance of the defense, any member of the University may submit a question for the Candidate to the Thesis Office.

The thesis preparation guide prepared by the Graduate School (https://www.concordia.ca/content/dam/sgs/docs/handbooks/thesispreparationguide.pdf) describes the procedures for preparing, submitting, and defending a thesis. It also describes several models for dissertations: the chapter-based thesis remains the norm in Political Science.

NOTE: if data collection for the dissertation involves human subjects, ethics clearance must be obtained. See the section on "other requirements" for more information.

NOTE: Committee members normally require a minimum of 4 - 6 weeks to read completed drafts and usually require revisions before approving a dissertation for defence. Since Committee Members have other teaching, supervision, and research obligations, students should contact all Committee Members to verify the time required to review drafts of their doctoral thesis. If Committee Members require more time than 4 weeks to review a complete draft dissertation (i.e., for conferences or research travel etc.), the Committee Member must inform both the student and GPD.

Doctoral Thesis Defense
The following regulations and procedures govern the writing and successful defense of the Doctoral Thesis in the Department of Political Science.

NOTE: The Graduate School oversees the doctoral thesis defense and has the final word on all procedures. In the event of any contradiction, the guidelines and regulations provided by the Graduate School supersede the information provided in this Handbook. Thus, students should consult the School of Graduate Studies for further information on writing and the most recent submission requirements as well as the Graduate Program Calendar for submission dates:

- o Graduate Program Calendar:
  http://www.concordia.ca/academics/graduate/calendar.html
- o School of Graduate Studies Thesis Preparation Handbook:
  https://www.concordia.ca/content/dam/sgs/docs/handbooks/thesispreparationguide.pdf
- o Guidelines for Electronic Thesis Submission:
  http://www.concordia.ca/students/graduate/thesis/ethesis.html
- o Spectrum (Concordia Library research repository): http://spectrum.library.concordia.ca/

The candidate will defend the dissertation before the Doctoral Examining Committee, which consists of at least five voting members:
- o Principal Faculty Supervisor (s)
- o At least two Readers from the Department of Political Science (internal examiners)
- o External-to-Program Examiner (i.e., a faculty member from another department within

Concordia University)
- o External Examiner (i.e. a faculty member from another university)

The principal supervisor selects the external-to-program and external examiners in consultation with the candidate, subject to approval by the Graduate School. External examiners must meet three criteria:

1) Hold the rank of Full Professor. The Graduate School may accept Associate Professors with a strong research profile and an international reputation.
2) Have had no collaboration (e.g., joint research, grants, and co-authored publications) with the principal supervisor(s) for at least the past six years.
3) Have had no previous contact with the candidate. In the words of the Graduate School, "the reading and evaluation of the thesis should be the external examiner's first exposure to the student's work."

Once the committee has been struck (i.e., approved by the Graduate School), any changes must be approved by the Graduate School. The candidate must offer a reasoned justification in writing in support of the requested change.

A faculty member from another department chairs the dissertation defense. Although considered a delegate of the Dean of Graduate Studies, in practice, the department is responsible for finding a faculty member to serve as chair. Generally, the supervisor will make suggestions. If none of the recommended individuals are available, Steve will work with the GPD to identify an appropriate chair (e.g., GPDs from other social science departments).

Submitting and Defending the doctoral dissertation:
1. Approval: Students must obtain approval from the three-person Departmental Supervisory Committee to submit the thesis for defence. Students are encouraged to make an appointment with the thesis coordinator to check format before copies of the thesis are made (514-848-2424, ext. 3802).
2. First Submission: Student formally submits the thesis. At this stage, the thesis should be in its final version and ready for defence. Candidates should email a copy of their thesis to Thesis.Deposit@concordia.ca along with a completed Thesis Non Exclusive License form and a Doctoral Thesis Submission form The Thesis Office will inform the candidate if any committee member requires a printed copy of the dissertation. Doctoral students must also submit one copy of his/her CV. A thesis checklist on the format of the thesis is emailed to the student and a copy sent to the student's graduate program assistant. Deadline for this "First Submission" is August 4 for Fall Convocation and March 4 for Spring Convocation. (Check the graduate calendar to verify the dates).
3. Scheduling the Exam: The examination date must be set a minimum of 6 weeks from receipt of the thesis and the thesis examination form submitted by the student's program. The thesis must be in the hands of the external examiner for at least one month prior to defence date.
4. Oral Examination: Oral Examination takes place. The Committee makes one of the following recommendations at the defence:
   - o Accepted as Submitted

- Accepted with Minor Modifications
- Accepted with Major Modifications
- Rejected

5. After Defence: Student makes required modifications, if any, along with any required format changes for final submission. If minor modifications are required, the principal supervisor(s) may approve the final version. If the Examination Committee requires major modifications, the full committee must approve the final version of the dissertation. Student must also submit electronically a lay version of the abstract to the Thesis Office.

6. Final Submission: The candidate must submit one electronic version to Spectrum by April 15 (for Spring graduation) or by September 15 (for Fall graduation). (Verify dates in the graduate calendar). The Graduate School verifies receipt of accompanying documents (examination report and signature sheets) and sends a form to the Office of the Registrar confirming that the student has completed all of the thesis requirements for the degree in order to be processed for graduation.

E. Other Requirements

Language Requirement

PhD candidates must demonstrate an ability to conduct research either in French or in a language (other than English) required in their area of research. Competency in a relevant language may be demonstrated in a variety of ways, including provision of a transcript for a post-secondary degree in that language, conducting research in a language other than English, completion of language courses, or taking a language exam.

In-house language exams may be scheduled for students who wish to demonstrate competency in French or another language in which a member of the faculty has competency. The exam will involve written translation of passages from an academic article (or appropriate sample to deem competency when necessary, such as a passage of Latin) from the language required for research into English. The exam will be two hours and the student will be allowed a language dictionary. The student will be informed of their results in writing within one week of the exam. If the student fails the exam, the student is permitted to re-take the exam until they pass but the exam must be passed in order to graduate.

Students may contact the GPD to discuss options for fulfilling the language requirement at any point after the proposal defence. This requirement should be met before scheduling the dissertation defence.

Residence Requirements

The minimum period of residence is two calendar years (6 terms) of full-time graduate study beyond the Master's degree or the equivalent in part-time study.

Research Ethics

All graduate students undertaking research involving humans or animals as research participants are required to have their research reviewed and approved in conformity with the latest version of the Tri-Council Policy Statement on "Ethical Conduct for Research Involving Humans" or the guidelines of the Canadian Council on Animal Care. Students must ensure that they have all appropriate ethics approval PRIOR to undertaking the research. Initial ethics clearance may take

several weeks. For sensitive topics, the university review committee often requires revisions. In consultation with her/his supervisor, the Ph.D. candidate should prepare the application well in advance to avoid delays in data collection. Ethics approval should take place immediately following the approval of the proposal.

Any changes in procedures covered by the ethics certification should be reported to the university review committee as soon as possible. Changes should be submitted for approval prior to implementation. Although the university review committee does give researchers modest leeway for changes that become necessary in the course of field research (e.g., unforeseen change in research sites), it reserves the right to ban the use of research that is not covered by a valid ethics certificate.

Once acquired, the ethics certificate is subject to review and renewal on an annual basis. An annual report must be filed until the dissertation has been defended and the student has graduated.

For further details please consult: http://www.concordia.ca/research/for-researchers/ethics.html
https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html

Annual Progress Reports
At the end of each academic year, the School of Graduate Studies requires a progress report from each student and the student's supervisor of record. The School of Graduate Studies refers to these progress reports when considering student requests (e.g., for time limit extensions) and may make approval of such requests contingent on submission of the report. If the reports raise issues, the Graduate School may request additional information (e.g., a timeline for completion of the degree or an interim report).

Until a supervisor has been confirmed, the GPD acts as the supervisor of record. The progress reports require information about progression through the program, accomplishments (e.g., conference participation, awards and fellowships, publications), challenges confronted, strategies for overcoming any challenges, and expected time to completion.

Although students and supervisor file their reports independently, the Graduate School encourages supervisors to consult with students prior to filing the report. The progress reports offer an opportunity for students and supervisors to recognize accomplishments and, when necessary, develop strategies for surmounting challenges.

The GPD approves progress reports before forwarding them to the School of Graduate Studies. In the event that reports mention unresolved challenges or reveal delays in progression through the program, the GPD will consult with the student and supervisor to develop a plan of action.

F. Academic Regulations
GPA Requirement: The academic progress of students is monitored on a periodic basis. To be permitted to continue in the program, students must maintain a cumulative grade point average (GPA) of 3.00 based on a minimum of 12 credits. Students whose GPA falls below 3.00 are considered to be on academic probation during the following review period. Students whose GPA falls below 3.00 for two consecutive review periods are withdrawn from the program.

C Rule: A graduate student who receives a grade of C will be evaluated by the Departmental Graduate Studies Committee with respect to that student's continuance in the program. Receiving two C's is grounds for automatic withdrawal from the program.

F Rule: Students who receive a failing grade in the course of their Ph.D. studies will be withdrawn from the program.

Time Limit: All work for a doctoral degree must be completed within 18 terms (6 years) of fulltime study from the time of original registration in the program.

Graduation Requirement: In order to graduate, students must have a cumulative GPA of at least 3.00.

V.   <u>Specific Requirements for the MPPPA Degree</u>

45 Credit Degree Program
A fully qualified candidate is required to complete a minimum of 45 credits. Students in the program can choose whether to pursue an internship or attend courses only.

Upon application, all students are admitted into Option A (Master of Arts (MPPPA) with Courses). Once in the program, students have the opportunity to transfer to Option B (Master of Arts (MPPPA) with Internship) or remain in Option A. Students who wish to transfer to Option B (Internship Option) must complete all of the coursework required for the MPPPA program, except POLI 693, discussed below; not have any IP/IPE or INC notations on their transcript at the time they apply for Option B; have maintained a CGPA of at least 3.30; and have participated in the mandatory workshops organized by the Internship Coordinator. Students who have not completed these requirements will not be eligible for Option B.

Students must have a minimum GPA of 3.43 to **start** the internship process **if** they have not completed all of their coursework, in order to ensure they maintain the required minimum GPA of 3.3 for the internship option. Otherwise students must wait until after they have completed all 8 required courses with a GPA of at least 3.3 to begin the process of seeking and obtaining an internship. Students with IP/IPE grades will not be allowed to apply for the internship option until all of their IPs are completed. Students who have an INC notation on their transcript are not eligible for the Internship.

<u>Please note that there is no guarantee that a student will be allowed to transfer to the Internship Option.</u> In any given term, the intake might be limited by the availability of internship positions. In addition, under certain circumstances, such as, but not limited to, students demonstrating persistent unprofessional behaviour or engaging in harassment, students will be ineligible for Option B. In such cases, files will be reviewed and recommendations made by committee at the request of the Department Chair, Internship Coordinator, or MPPPA Director.

Concentrations
All students, regardless of the Option they choose, must specialize in the area of concentration Public Policy and Administration but are free to take elective courses in any other area of concentration. The areas of concentration in the program are the following:

- Public Policy and Administration
- Canadian and Quebec Politics
- Comparative Politics
- International Politics
- Political Theory

Requirements for all MPPPA Students

1. **Core Courses:** All MPPPA students must complete two 3-credit courses: POLI 636 (Theories of Public Policy and Public Administration) and POLI 644 (Research Methods) within the first year of their program of study. Students are not permitted to take these courses at the same time, nor are they allowed to drop or discontinue a core course.
2. **Summer Courses:** Only one course may be taken in each of the two summer sessions.
3. **Residency:** The minimum residency required is one year (3 terms) of full-time study or the equivalent in part-time study.
4. **Research Ethics:** All graduate students undertaking research in term papers, internship papers or thesis research involving humans or animals as research participants are required to have their research reviewed and approved in conformity with the Tri-Council Policy Statement "Ethical Conduct for Research Involving Humans" (1998) or the guidelines of the Canadian Council on Animal Care. In cases where the student's research is minimal risk (the research involves participants over the age of 18 years, does not involve participants with diminished capacity, from vulnerable populations, or participants from First Nations), the Summary Protocol Form (SPF) is submitted to the GPD and reviewed by the Departmental Research Ethics Committee. In cases where the student's research is more than minimal risk (i.e., the research involves participants under the age of 18 years, participants with diminished capacity, participants from vulnerable populations or participants from First Nations), an SPF must be submitted to the UHREC, c/o the Research Ethics and Compliance Unit, GM-1000, by the Course Instructor/Supervisor on the student's behalf.
   For further details and forms, please consult:
   http://oor.concordia.ca/formsandreferencedocuments/forms/researchethicsandcompliance

VI.   MPPPA Options and Regulations

Option A: Master of/Magisteriate in Arts (MPPPA) with Courses Only

All students who are accepted into the program are initially registered in Option A (courses only) and may choose to remain so. All students intending to remain in Option A specialize in the concentration of Public Policy and Administration.

I.   **Main MPPPA Core Courses**: POLI 636 and POLI 644 (6 credits)

II.   **Additional Core Public Policy and Administration Concentration Course**: Students must choose one of the following five courses: POLI 600 or 604 or 618 or 622 or 624 (3 credits).

III.   **Concentration Courses**. Four 3-credit courses chosen from the subfield of Public Policy and Administration, including, but not limited to, those indicated above under "Additional Core" courses (12 credits).

IV.   **Approved Elective and Cognate Courses**: Four 3-credit courses chosen from any of the following subfields: Canadian and Quebec Politics, Comparative Politics, International Politics, Political Theory, or POLI 601 (Research Design), or from cognate courses offered in related disciplines. For such external cognate courses, approval of the MPPPA Director is required. In general, approval for registration in cognate courses must first be obtained from the department involved. Normally students are not allowed to take cognate courses until they have completed all required core courses. (12 credits).

V.   **Extended Research Essay**: POLI 691. The Extended Research Essay is a directed study supervised by a faculty member with whom a student completed a course. Requiring additional research, this degree requirement builds on a term paper submitted at the graduate level and is considered to be a significant revision and extension of that paper, with an extensive bibliography (12 credits)

Option B: Master of/Magisteriate in Arts (MPPPA) Internship

All students are admitted into the MPPPA program in Option A (courses only). Students interested in Option B (Internship) must formally apply to the MPPPA Program Director to change from Option A to Option B. **To be accepted into the Internship Option, students must have completed the required coursework (8 courses), achieved at least 3.30 CGPA by the time they complete all of their courses or a minimum CGPA of 3.43, with no IP/IPE or INC notations on their transcript at the time they apply for the Internship, and have participated in the mandatory workshops organized by the Internship Coordinator.**

Please note that there is no guarantee that a student will be allowed to transfer to the Internship Option. In any given term, the intake might be limited by the availability of internship positions. In addition, under certain circumstances, such as, but not limited to, students demonstrating persistent unprofessional behaviour or engaging in harassment, students will be ineligible for Option B. In such cases, files will be reviewed and recommendations made by committee at the request of the Department Chair, Internship Coordinator, or MPPPA Director

Process
Once every semester, a call is sent out by the Internship Coordinator to eligible students who want to consider Option B, inviting them to attend the Introductory Internship Session. At this session, the Internship Coordinator explains the process and options. For Canadian citizens, these options include the federal government (with whom the MPPPA program has a long-standing and comprehensive arrangement) as well as NGOs, think tanks and other relevant organizations. For those who do not have Canadian citizenship, this includes all positions other than those with the Federal Government.

After this session, students declare their interest to be accepted in Option B through the application form provided by the Internship Coordinator. Additional Career Development Sessions, which are mandatory for all students accepted into Option B and can be counted towards partial credit for

POLI 683: Professional Development, are given to prepare interns for the competition phase of the job searching process. Once assigned a relevant internship, interns are often asked to complete a security clearance. Interns begin their full-time internship assignment the following term and are monitored throughout to ensure all objectives are met. An Employer Evaluation of student performance is completed and submitted to the program for review.

Academic Requirements

All students intending to transfer into Option B (Internship) specialize in the concentration of Public Policy and Administration.

I. **Main MPPPA Core Courses:** POLI 636 and POLI 644 (6 credits).

II. **Option B: Additional Core Public Policy and Administration Concentration Course:** Students must choose one of the following five courses: POLI 600, 604, 618, 622 or 624 (3 credits).

III. **Concentration Courses:** Three 3-credit courses chosen from the subfield of Public Policy and Administration, including, but not limited to, those indicated above under "Additional Core" courses (9 credits).

IV. **Approved Elective and Cognate Courses:** Two 3-credit courses chosen from any of the following subfields: Canadian and Quebec Politics, Comparative Politics, International Politics, Political Theory, or POLI 601 (Research Design), or from cognate courses offered in related disciplines. For cognate courses, approval of the MPPPA Program Director is required. In some cases, approval for registration in cognate courses must be obtained from the department involved. Normally students are not allowed to take cognate courses until they have completed all required core courses. (6 credits).

V. **POLI 693 - Internship with Research Paper:** The internship is a four month term of relevant work in the public, private or the not-for profit sector. At the end of the four month period, the student is formally registered in POLI 693. Under the direction of a faculty supervisor, assigned by the Director, the student then prepares an original paper that bridges theory with practice. POLI 693 is a Pass/Fail course, where a passing grade indicates the successful completion of an internship and a paper deemed sufficient by the assigned supervisor and second reader. If a student is fired from their Internship due to unsatisfactory performance, they are deemed to have failed the Internship component and must transfer to Option A to complete the Program.

VI. **French Language Proficiency Test:** Option B students are expected to demonstrate an ability to read and understand literature relevant to their field in both French and English. In order to fulfill the French requirement all students who have not studied in French at either the University or CEGEP level are required to take a French test. This exam consists of translating an article from a French newspaper into English. Students are permitted to use a (hard copy) dictionary. If the student fails the test, he/she is permitted to re-take the test until a passing grade is recorded; the test must be

passed to graduate. The MPPPA Director schedules the test in April, August, and December.

VII   Specific Requirements for the Internship

Since the creation of the MPPPA program in 1981, considerable effort has been expended to develop a relevant and interesting work experience for those students who choose the internship option. The internship option brings together three essential participants: the university, the student, and the employer. It is intended to maximize the educational experience and bridge the gap between what employers consider necessary job skills and what the university views as academically necessary to prepare a well-educated individual.

Structured and purposeful training both in theory and in practice provides the student with an opportunity to develop self-confidence, self-reliance, and self-motivation. From the internship, students learn to accept responsibility, work with colleagues and respect deadlines, and practice good judgement so that realistic career expectations may be more easily formed. As a result, students gain technical knowledge, practical experience, and develop skills in interpersonal relations through participation in seminars, workshops, and social activities.

Employers benefit as well because they have the opportunity to evaluate prospective personnel without making a permanent commitment. Nevertheless, when they choose to do so, the internship enables employers to recruit permanent employees who can be productive immediately, without requiring an extensive training period. These advantages are seen as employer rewards in terms of lower turnover in trained personnel, since internship graduates are more aware of their career goals and understand their commitment first-hand.

Those students who are seriously considering this option should begin to prepare for it early in their graduate student experience. Candidates should consult the MPPPA Program Director, the Internship Coordinator, other students who are involved in Option B, and the PSGSA, to ensure they have the maximum amount of information about internship opportunities.

A. Duration of the Internship

Internships are for a period of 4 months and the Employer may renew the Internship for a second 4-month term, up to a total of 8 months. To receive credit for POLI 693, students are required to complete a 4-month internship placement and write an Internship Paper. During the 4-month placement, students will be assigned a faculty supervisor and must have their internship proposal approved. If the proposal is not approved by the supervisor in adequate time, students will be recommended to return to the course-only option to complete their degree.

Once the 4-month placement is completed, students must complete the final internship paper and have it approved by their Supervisor and Second Reader within 4 months.

Section	Internship	Completion

POLI 693/1	January to April	August 31
POLI 693/2	May to August	December 31
POLI 693/4	September to December	April 30

N.B.: *For Spring Convocation, an Internship Paper must be approved by the Faculty Supervisor and Second Reader (or successfully defended, for students who entered the Program before Fall 2017) before April 30. For Fall Convocation, an Internship Paper must be approved by the Faculty Supervisor and Second Reader (or successfully defended, for students who entered the Program before Fall 2017) before August 31.*

B. Supervision

During the internship, the student is subject to the guidance of at least two different persons: (1) the supervisor(s) designated by the employer and (2) a faculty internship paper supervisor. The faculty supervisor is assigned by the MPPPA Program Director.

The Internship Coordinator will visit each student on site during the work term at least once, to discuss the work assignment, to evaluate the placement with the intern and the employer, and to resolve any problems that may exist. Once per semester the MPPPA Program Director will conduct an on-site seminar with all interns to discuss their work experience and their proposed internship paper and to assign faculty supervisors. These meetings may have to be held remotely under certain circumstances. Student attendance is mandatory.

N.B.: *Internship Paper Supervisors are assigned by the MPPPA Program Director and students are not permitted to select a faculty member or to solicit a faculty member to act as supervisor.*

C. Academic Requirements for the Internship Paper

The Internship Paper consists of two written assignments:
1. Internship Paper Proposal
2. Internship Paper

The Internship Coordinator will hold a Pre-Assignment Briefing before the internship has started. This is a mandatory orientation session in which the Internship Coordinator reviews arrangements related to the Internship and the MPPPA Director outlines the requirements and timelines for the Internship Paper.

D. Evaluation of the Internship Paper

Once the Faculty Supervisor has approved the Internship Paper Proposal and the Program Director has been notified, a first draft of the Internship Paper can begin.

Once the Faculty Supervisor has approved a draft of the Internship Paper, the student is required to submit a copy for evaluation by the Second Reader. *The Second Reader is selected by the MPPPA Program Director at that time.*

The Second Reader has two weeks after receiving a copy of the internship paper to notify the student and the Program Director of their assessment. The Second Reader can accept the paper in its current form or require more revisions. Once the internship paper is approved by the Second Reader, the student must submit a clean electronic copy of the final report to the Graduate Program Assistant.

In the case of students who were accepted in the Program before Fall 2017, an Examination Committee makes the final decision on the approval of the Internship Paper after an Oral Defence.

The Internship Paper Examination Committee consists of:
- o Program Director (Chair)
- o Faculty Supervisor
- o Second Reader

In case of a difference of opinion between the Primary Supervisor and the Second Reader, the MPPPA Director makes the final decision on the approval of the Report.

The Internship Paper Examination Committee makes one of two recommendations: Pass or Fail.

If an internship paper receives a 'Fail' grade, the student will be withdrawn from the Program. Please refer to the Internship Paper Requirements document for more information.

E. **Format of the Internship Paper**

An Internship Paper completed in improper format will not be approved. Either of the following manuals may be used in preparation of the paper:

K. L. Turabian (1973), *A Manual for Writers of Term Papers, Theses and Dissertations*, Chicago: University of Chicago Press.

MLA Handbook for Writers of Research Papers (1984), New York: Modern Language Association.

1. The paper must be typewritten on only one side of letter-size paper. It must be double-spaced in standard typeface (Times New Roman). The top and bottom margins should be 1 inch; the left and right margins should be 1.25 inches.

2. The paper must be free from typographical errors.

3. All copies must be clear and dark, and the typescript must be even. Photocopies must be clean, of good quality, and maintain straight margins. It is not necessary to submit the original.

4. Pages must be numbered consecutively, including appendices, in accordance with the above-mentioned manuals. Page numbering should begin with the first page of the text of

the paper. Any page indications before this section may be done with small Roman numerals. The title page must never be numbered.

5.   Charts, tables, figures, appendices, references, and all other pages other than the text itself must also conform to the above technical regulations.

6.   Title Page – A standard title page is required.

7.   Abstract – Each report must contain an abstract, typed on a separate single sheet. It must include the title "ABSTRACT," report title, the author's name, and a summary not exceeding 250 words.

8.   Sequence of Contents – The following sequence for the paper's organization should be followed:

- o   Title Page
- o   Abstract
- o   Acknowledgements or Dedication (if desired)
- o   Table of Contents
- o   List of Figures, Tables, Illustrations, Appendices, Symbols, etc. (where applicable)
- o   Text of paper
- o   Bibliography or References
- o   Appendices (where applicable)

9.   Length – The paper should be between 12,000 and 16,000 words (all front and end matter included); the total word count should be reported on the title page.

F.   Internship Grading System

The final grade for the internship is either Pass or Fail. Failure to submit an Internship Paper within the allotted period will result in Fail. Should the internship be terminated by the employer prior to its completion due to unsatisfactory work performance or if the student fails to submit a copy of their report of quality that can be approved by their supervisor and second reader within the timelines outlined above, the student will be required to withdraw from the internship option and transfer back into Option A (i.e. the course option of the MPPPA). The final grade for the internship will be comprised of the following components:

- o   Successful completion of 4-month internship placement

- o   Internship Paper (written)

VIII Master of/Magisteriate in Arts (Political Science) (MA)

Students entering the MA in Political Science are required to complete a graduate thesis.

Admission Requirements. An undergraduate honours degree or the equivalent is required with a minimum GPA of 3.30. Students who do not have the necessary background in political science, as well as in the concentration which they have chosen, may be required to take specific undergraduate courses in addition to the regular program. In certain cases, applicants may be required to complete a qualifying program in order to be eligible for admission to the graduate program.

Students who were educated outside Canada and whose mother tongue is neither English nor French will be required to successfully complete TOEFL (Test of English as a Foreign Language) or the International English Language Testing System (IELTS) exam before being admitted.

Requirements for the Degree

1. **Credits.** A fully qualified candidate is required to complete a minimum of 45 credits.

2. **Core Courses.** All students must complete one 3-credit core course in their area of concentration, chosen from the following: POLI 603 (International Relations Theory), POLI 626 (Seminar in Comparative Politics), POLI 632 (Seminar in Political Theory), POLI 636 (Theories of Public Policy and Public Administration), POLI 638 (Seminar in Canadian and Quebec Politics).

   In addition, students are required to take one 3-credit course from the following: POLI 601 or 644.

3. **Concentration Courses.** Two 3-credit courses chosen from the subfield in which the student intends to write a thesis. Students can write a thesis in the following subfields: Public Policy and Administration, Canadian and Quebec Politics, International Politics, Comparative Politics, and Political Theory (6 credits).

4. **Approved Elective and Cognate Courses.** Two 3-credit courses chosen from any of the 600-level courses in political science, or from cognate courses offered in related disciplines. For cognate courses, approval of the Director is required. In some cases approval for registration in cognate courses must be obtained from the department involved (6 credits).

5. **Thesis Proposal.** POLI 694. This course is a directed study involving a comprehensive understanding of the literature in the area of research directly relevant to the thesis topic under the direction of a faculty supervisor. The written assignments involve a comprehensive literature review, annotated bibliography and research design that culminate in a thesis proposal presented in an oral defence before the thesis supervisor and two faculty members in the graduate program (3 credits).

6. **Master's Thesis.** POLI 696. Students are required to demonstrate their ability to carry out original, independent research. The thesis, which is researched and written under the direction of a supervisor and thesis committee, is defended before the student's thesis committee (24 credits).

<u>NOTE</u>:

D. Cognate Courses outside of Political Science: Areas and Eligibility Areas
Students may enrol in cognate courses in the John Molson School of Business and in the following departments in the Faculty of Arts and Science: Communication Studies, Economics, Education, Geography, and Sociology and Anthropology. Permission of the Graduate Program Director or the MPPPA Director is required. In some cases approval for registration in cognate courses must be obtained from the department involved.

Eligibility
The following requirements must be satisfied to pursue cognate courses outside the Department of Political Science:
1. Core courses (POLI 636, POLI 644) must be completed
2. Concentration Courses must be satisfied
3. Satisfactory progress in the program (minimum GPA of 3.3)

A. <u>ACADEMIC REGULATIONS</u>

GPA Requirement: The academic progress of students is monitored on a periodic basis. To be permitted to continue in the program, students must obtain a cumulative grade point average (GPA) of 3.00 based on a minimum of 12 credits. Students whose GPA falls below 3.00 are considered to be on academic probation during the following review period. Students whose GPA falls below 3.00 for two consecutive review periods are withdrawn from the program.

C Rule: Students in master's/magisteriate programs are allowed to receive no more than one C grade in order to remain in good standing in the university.

F Rule: Students who receive a failing grade in the course of their studies will be withdrawn from the program. Students may apply for re-admission. Students who receive another failing grade after re-admission will be withdrawn from the program and will not be considered for readmission.

Time Limit: All work for a master's/magisteriate degree for full-time students must be completed within 12 terms (4 years) from the time of initial registration in the program at Concordia University; for part-time students the time limit is 15 terms (5 years).

Graduation Requirement: In order to graduate, students must have a cumulative GPA of at least 3.00.

B. Other Requirements

Research Ethics

All graduate students undertaking research involving humans or animals as research participants are required to have their research reviewed and approved in conformity with the most recent Tri-Council Policy Statement on "Ethical Conduct for Research Involving Humans" or the guidelines of the Canadian Council on Animal Care. Students must ensure that they have all appropriate ethics approval PRIOR to undertaking the research.

This requirement applies, for example, to interviews or surveys conducted for a thesis or internship paper. Ethics clearance is not required for theses or internship papers based on documentary sources or that otherwise do not involve human subjects.

The university requires that applications for ethics clearance related to a thesis or internship paper be submitted in the name of the supervisor. Initial ethics clearance may take several weeks. For sensitive topics, the university review committee often requires revisions. In consultation with her/his supervisor, the student should prepare the application well in advance to avoid delays in data collection. Ethics approval should take place immediately following the approval of the proposal.

Any changes in procedures covered by the ethics certification should be reported to the university review committee as soon as possible. Changes should be submitted for approval prior to implementation.

Once acquired, the ethics certificate is subject to review and renewal on an annual basis. An annual report must be filed in the name of the supervisor until the thesis has been defended and the student has graduated.

For further details please consult:
http://www.concordia.ca/research/for-researchers/ethics.html
https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html

IX. Specific Requirements for the Master's Thesis

Two written assignments approved by the student's thesis committee are necessary to satisfy the degree requirements of Option C:

        A. Master's Thesis Proposal (POLI 694)
        B. Master's Thesis (POLI 696)

A. **Master's Thesis Proposal (POLI 694)**

The following regulations and procedures govern the writing and successful defence of the Master's Thesis Proposal:

1. The Graduate Program Director is responsible for advising a student on an appropriate supervisor for their topic and ensuring that the student receives proper supervision.
2. Students are encouraged to discuss the thesis option early in their program to ensure appropriate course selection (for example, many faculty members do not agree to supervise if students have not taken courses with them or have not taken POLI 601 or other appropriate courses). It is the student's responsibility to secure a supervisor and approval for the thesis option may be limited by availability of supervisors. In consultation with the supervisor, the Graduate Program Director will assign a Second Reader with relevant expertise to provide guidance on the selected topic.

3. The Master's Thesis Committee consists of 3 faculty members drawn from the Department of Political Science, consisting of:
        o Graduate Program Director (Chair)

     o Faculty Supervisor

     o Second Reader

4. At the end of the semester in which the student takes POLI 694 (Thesis Proposal) with the Supervisor, The Master's Thesis Proposal must be defended before the three person committee. Once the Faculty Supervisor has approved the thesis proposal, a copy will be distributed to the Second Reader. The Second Reader requires least two weeks to read the proposal and may ask for revisions PRIOR to setting the defense date. This means a supervisor's approved copy should be submitted to your second reader no later than the third week of November/March/July depending on the semester you are registered. Once the Second Reader has approved the proposal, a copy of the final proposal will be given to the Graduate Program Director and a defense date will be set.

5. There are no revisions of the proposal after the defense. The student will write and distribute a short report outlining the issues and concerns that the committee made during the defense that must be addressed in the final thesis. The supervisor submits the grade for POLI694.

6. Students are not permitted to extend an IP (in-progress) in this course.

B. **Master's Thesis (POLI 696)**

The following regulations and procedures govern the writing and successful defense of the Master's Thesis in the Department of Political Science. In addition, students are required to consult the Graduate Program Calendar for submission dates to ensure timely graduation and appropriate submission dates for specific graduation periods. Please also consult the School of Graduate Studies for further information on writing and submission requirements:

o Graduate Program Calendar:

 http://www.concordia.ca/academics/graduate/calendar.html

o School of Graduate Studies Thesis Preparation Handbook:

 https://www.concordia.ca/content/dam/sgs/docs/handbooks/thesispreparationguide.pdf

o Guidelines for Electronic Thesis Submission:
 http://www.concordia.ca/students/graduate/thesis/ethesis.html

o Spectrum (Concordia Library research repository): http://spectrum.library.concordia.ca/

C. **Deadlines for Thesis Submission**
1. Although the Graduate School requires that for Spring Convocation, the "First Submission" is no later than March 15 and "Final Submission" is no later than April 15 (for Fall Convocation: August 15 and September 15), this requirement only allows one month for defense, revisions, and approval of final submission.
2. In order to establish best practices that will allow sufficient time for revisions and approval by the Committee, the Department has established the following deadlines for thesis approval. All submissions require the consent and approval of the Supervisor and/or Second Reader. Students should be aware that if major revisions are necessary that these deadlines may not be sufficient to meet the Graduate School deadlines.

Spring Convocation
   a) Students should submit a completed first draft of their thesis to their Supervisor no later than January 5.
   b) Students should submit an approved draft of their thesis to their Second Reader no later than February 5.
   c) Students should submit the draft approved by both their Supervisor and Second Reader to the GPD and as "First Submission" to the Graduate School no later than March 15.
   d) Defense is held and students submit a revised (if necessary) revision to the Graduate School as the "Second Submission" no later than April 15.

Fall Convocation
   a) Students should submit a completed first draft of their thesis to their Supervisor no later than June 5.
   b) Students should submit an approved draft of their thesis to their Second Reader no later than July 5.
   c) Students should submit the draft approved by both their Supervisor and Second Reader to the GPD and as "First Submission" to the Graduate School no later than August 15.
   d) Defense is held and students submit a revised (if necessary) revision to the Graduate School as the "Second Submission" no later than September 15.

D. **Master's Thesis Defence Route**:

1. All Committee Members require a minimum 2-3 weeks to read and make comments on all drafts of the thesis. The student should be aware that Committee Members have other teaching, research and administrative obligations and should contact Committee Members regarding potential dates for submitting the thesis. If more time than 2-3 weeks is required by the Committee Members (i.e. away for conferences etc.), the Committee Member should contact the student and GPD to inform them that more time is required.
2. Students should expect that Committee Members – both the Supervisor and Second Reader will ask for revisions to the drafts of their thesis.
3. Once a full tentative draft of the Master's Thesis has been approved by a Faculty Supervisor, the student is required to submit this copy to the Second Reader. At this time, students are encouraged to make an appointment with the thesis coordinator at the Thesis Office to check format before copies of the thesis are made (514-848-2424, ext. 3813).
4. Second Readers can ask for changes to the thesis PRIOR to the defense. Once the second reader has also approved the thesis for defense, a copy of the thesis is submitted to the GPD and a date for an oral examination will be set. At this point, the student should also submit one digital copy as the formal "First Submission" to the Thesis Office of the Graduate School. A thesis checklist on the format of the thesis is emailed to the student and a copy sent to the student's graduate program assistant along with evaluation and examination forms.

5. Oral Examination takes place before the Master's Thesis Committee. Students should bring their signature pages with them to the defense. The Committee makes one of the following recommendations at the defence:
   - o Accepted as Submitted
   - o Accepted with Minor Modifications
   - o Accepted with Major Modifications
   - o Rejected
6. Student makes required modifications, if necessary, along with any required format changes for final submission. In the Department, minor modifications require approval of the supervisor; major modifications require approval by all committee members. Student must also submit electronically a lay version of the abstract to the Thesis Office. In case of a final grade of Rejected, the thesis may be submitted in revised form one more time in earlier than 6 months after the rejected thesis defense.
7. Student makes "Final Submission" of one electronic copy of the final version of thesis to the Thesis Office by April 15 (for Spring graduation) or by September 15 (for Fall graduation). Receipt of accompanying documents (examiner evaluations, examination report and signature sheets) is verified and Office of the Registrar is sent a form confirming that the student has completed all thesis requirements for the degree in order to be processed for graduation.
8. The School of Graduate Studies uses a fully electronic thesis submission process. Students must submit the final version of their thesis electronically. Theses must be uploaded through the Library Repository, Spectrum.

   The electronic submission must be in PDF/a format (archival PDF). For information on how to submit theses, students must log on to Spectrum (**http://spectrum.library.concordia.ca**) using their portal name and ID. Follow instructions using the **HELP** button. Students will be provided with detailed instructions.

X. <u>Essential Information and Key Dates</u>
A. <u>Registration Start Dates</u>
   - o Mid-June for newly admitted students starting in Fall.
   - o Mid-December for newly admitted students starting in Winter.
   - o Mid-March for returning students.

B. <u>Course Change Deadlines</u>
N.B.: <u>Students are not permitted to drop POLI 636 or POLI 644.</u> All course changes, program changes, and permission to take a course outside the program require the approval of the Graduate Program Director (for all PhD, and MA Political Science programs and the MPPPA Director (for MPPPA Option A and B).

2021 Fall Term:
ADD deadline, Monday, September 20
DNE deadline, Monday, September 20

DISC deadline, Monday, November 8

2022 Winter Term:
    ADD deadline, Wednesday, January 19
    DNE deadline, Wednesday, January 19
    DISC deadline, Monday, March 21

C.   <u>Potential Graduates</u>

Students who expect to complete their program requirements in a particular term must apply to graduate. The forms should be completed by January 15 for spring graduation and July 15 for fall graduation. Forms are available online at: https://www.concordia.ca/graduation-convocation.html.

XI.   <u>Grading System and Departmental Standards</u>

A. The *In Progress (IP)* notation is used when a student, who has completed a substantial portion of the course, cannot complete the course in time for reporting grades due to circumstances beyond their control. This notation may be assigned only to individual students, not to entire classes. The *IP* notation is only used in combination with a valid course grade (e.g. "*B/IP*", "*F/IP*"). The grade is assigned on the basis that the missing work is graded as zero **and included** in calculating the overall grade. Students must complete courses with *IP* notations **by the DNE deadline** of the following term or the Fall DNE deadline for Summer term courses (see Academic Calendar for precise dates). If the course is not completed, the *IP* notation will be removed at the DISC deadline and an *INC* notation will be recorded along with the grade and the grade will become the permanent grade. If the course is completed after the DNE deadline the grade will not be changed (e.g. "*B/INC*", "*F/INC*"). The Incomplete (*INC*) notation is used to indicate that the student did not complete the required work for the course.

Under exceptional circumstances an additional period of In Progress Extension (*IPE*) may be granted by the School of Graduate Studies. Requests for an *IPE* notation should be submitted as a student request, supported by relevant documentation including confirmation of the instructor's support for a further extension prior to the DNE deadline.

Either graduate programs or the School of Graduate Studies may prevent/remove course registrations on the basis of outstanding *IP/IPE* notations on the student record.

Grades with *IP* or *IPE* notations are not included in GPA calculations.

Grades with an INC notation are included in the GPA calculations.

Students with *F/IP* (or *F/IPE*) will not be considered for a Leave of Absence until the program recommends continuance (May Continue). The student will be required to complete the course(s) with *IP/IPE* notations by the DNE deadline following their return from Leave.

The IP grade may be assigned only to individual students, not to entire classes. Students must complete courses with In Progress grades by the deadline set by the instructor. The instructor

will notify the student of the deadline in writing, but may not set a deadline later than the following dates:

Academic Term	IP deadline to submit outstanding work	IPE deadline to submit outstanding work
Summer	DNE of Fall Term September 20, 2021	December 15 of Fall Term
Fall	DNE of Winter Term January 19, 2022	April 15 of Winter Term
Winter	DNE of 1st Summer Term	August 15 of Summer Term

B. <u>Pass/Fail</u>
The designation of pass or fail is the final grade given to comprehensive examinations, MA and PhD thesis, internships, language proficiency examinations, and the Professional Development course.

C. <u>Academic Integrity</u>
"The integrity of University academic life and of the degrees, diplomas and certificates the University confers is dependent upon the honesty and soundness of the instructor-student learning relationship and, in particular, that of the evaluation process. As such, all students are expected to be honest in all of their academic endeavors and relationships with the University." (Academic Code of Conduct, art. 1)

The Department of Political Science has a zero tolerance policy with regards to violations of the Academic Code of Conduct. To help you better understand and uphold academic integrity please consult the following websites:

Academic Integrity
https://www.concordia.ca/students/academic-integrity.html

Department of Political Science:
http://www.concordia.ca/artsci/polisci/students.html#plagiarism

XII. <u>Office of Rights and Responsibilities</u>
The Office of Rights and Responsibilities is charged with administering the Code of Rights and Responsibilities, which sets standards of conduct for all members of the university. The following behaviours are unacceptable, according to the Code of Rights and Responsibilities:
- discrimination (based on any of the grounds in the Quebec Charter of Rights and Freedoms);
- personal or discriminatory harassment;
- sexual harassment;
- threatening or violent conduct;

- theft and vandalism.

For the Code of Rights and Responsibilities see:
http://www.concordia.ca/content/dam/common/docs/policies/official-policies/BD-3.pdf
For information on the Office of Rights and Responsibilities and related policies see:
http://www.concordia.ca/students/rights.html
You can contact the Advisor to discuss any question you may have concerning inappropriate behaviours on campus at GM-1120 or by email at: rights@concordia.ca.

XIII. <u>Teaching Assistantships</u>

The Department of Political Science hires a number of graduate students to serve as Teaching Assistants in undergraduate courses each academic year. Interested students are required to submit an application and successful candidates are assigned by the Graduate Program Director according to their performance in the program and areas of expertise. As part of their funding, PhD students are guaranteed TA positions for the fall and winter semesters of their first three years in the program. PhD students are also given priority for all TA assignments.

International Students are required to secure the appropriate documents for employment eligibility in Canada.

A.   <u>Eligibility</u>
The following conditions are mandatory to be hired as a Teaching Assistant:

- o   Be in good academic standing

- o   Transcripts free of IP (In Progress) designation for course work

- o   Be registered in a minimum of two courses and ideally three courses during a term or the equivalent, such as writing a master's thesis.

   The university does not allow any student to be assigned more than 20 hours of TA work per week across all TA contracts, including in-class and e-Concordia assignments. Effectively, this means that a student may be assigned a maximum of 260 hours during the fall or winter terms and no more than 130 hours during each of the two summer terms. Most TA assignments fall well below these maximums.

N.B.: **MPPPA students are not eligible for Teaching Assistantships during the semester(s) of their internships**.

B.   <u>Categories and Salary Structure</u>
There is one category of Teaching Assistantships available in the department:

<u>Teaching Assistant:</u>

A Teaching Assistant is an individual who meets with groups of students to present aspects of the course material. She/he prepares the material, answers questions, grades submissions associated

with the course, holds office hours for individual or group consultation, may assist in grading exams, may be expected to attend classes or seminars, and may perform other duties as required. This individual may also be responsible for the preparation and presentation of laboratories associated with a course and may grade laboratory submissions.

XIV. <u>Graduate Council Faculty On-Leave or Not Teaching Graduate Courses: Fall and/or Winter 2021-22</u>

Amy Poteete, On Sabbatical July 1, 2021 to June 31, 2022

Mebs Kanji, On Sabbatical July 1, 2021 to June 31, 2022

Kimberley Manning, On Leave July 1, 2021 to December 31, 2021 and Sabbatical January 1, 2022 to June 31, 2022

Antoine Bilodeau, On Sabbatical July 1, 2021 to December 31, 2021

Brooke Jeffrey, On Sabbatical January 1, 2022 to June 31, 2022

Leander Schneider, On Sabbatical January 1, 2022 to June 31, 2022

Jean-Francois Mayer, On Sabbatical January 1, 2022 to June 31, 2022

Tina Hilger, On Sabbatical January 1, 2022 to June 31, 2022

XV. <u>Faculty and Course Listings: 2021-22</u>

A. CORE COURSES

1. Core Courses for All MPPPA Students (must be completed in your first year of program)

<u>Fall 2021</u>

M. Paquet	POLI 636/2 A (POLI 805/2 A) Theories of Public Policy & Public Administration
TBD	POLI 636/2 B Theories of Public Policy & PublicAdministration
N. Ruderman	POLI 644/2 AA Research Methods

<u>Winter 2022</u>

S. Paterson	POLI 636/4 B (POLI805/4 B) Theories of Public Policy & Public Administration
N. Ruderman	POLI 644/2 BB Research Methods

2. Additional Core (1 of 5) Courses for all MPPPA Students

Students intending to remain in Option A or transfer to Option B must take one of the following courses

Fall 2021

B. Jeffrey   POLI 624/2 A (POLI 813/2 A) Public Administration of Intergovernmental Affairs

Winter 2022

P. Marier   POLI 604/4 G (POLI 815/4 G) Comparative Public Policy

3. Core Courses for MA and PhD Students

Fall 2021

M. Paquet   POLI 805/2 A (MA level: POLI 636/2 A) Theories of Public Policy & Public Administration

E. Buzzetti   POLI 804/2A (MA level: POLI 632/2 A) Seminar in Political Theory

T. Hilgers   POLI 844/2 A (MA level: POLI 601/2 A) Research Design

Winter 2022

N. De Silva   POLI 802 (MA level: POLI 603) Seminar in International Relations

S. Paterson   POLI 805 (POLI 636) Theories of Public Policy& Public Administration

C. Belge   POLI 801/4 B (POLI 626/4 B) Advanced Seminar in Comparative Politics

A. Bilodeau   POLI 803/4 B (POLI 638/4 B) Advanced Seminar: Canadian & Quebec Politics

B. ELECTIVE COURSES FOR MPPPA, MA and PhD

1.   Elective Courses in Public Policy and Public Administration

Fall 2021

P. Marier   POLI 607/2 A (POLI 815/2 A) Ageing & Public Policy

S. Paterson	POLI 648/2 A (POLI 815/2 C) Feminist Critiques of Public Policy
M. Joy	POLI 683/2 A (POLI 815/2 B) Public Policy & Public Administration: Urban Policy
D. Heurtel	POLI 683/2 B Advanced Seminar in Public Policy & Admin : Minding the Gap in Public Policy

Winter 2022

H. Chorney	POLI 610/4 BB (POLI 815/4 DD) Special Topics in Public Policy & Public Administration: Economic Policy After Keynes
M. Sokolon	POLI 628/4 B (POLI 814B/815C) Ethics and Values in Public Policy Making
G. Lachapelle	POLI 634/4 B (POLI 815/4 E) Policy Analysis & Program Evaluation
M. Paquet	POLI 683/4 C (POLI 815/4 F) Special Topics in Public Policy & Public Administration: The State & Immigration
C. Belge	POLI 683/4D Professional Development Seminar

2.   Elective Courses in Canadian and Quebec Politics

Fall 2021

J. Kelly	POLI 611/2 A (POLI 813/2 B) Judicial Politics & Policy

Winter 2022

D. Salée	POLI 684/4 B (POLI 813/4C) Special Topics in Canadian & QC Politics: Quebec Politics

3.   Elective Courses in Comparative Politics

Fall 2021

G. Dodds   POLI 621/2 A (POLI 811/2 A) Political Leadership & Decision Making

J. F. Mayer   POLI 681/2 A (POLI 811/2 B) Special Topics in Comparative Politics: Latin American Politics

A. Huelsemeyer   POLI 681/2 B (POLI 687/2 B) Special Topics in Comparative Politics: European Union

Winter 2022

D. Nikolenyi   POLI 681/4 CC (POLI 811/4 CC) Special Topics in CP : Legislation Politics

P. Marier   POLI 604/4 G (POLI 815/4 G) Comparative Public Policy

4. Elective Courses in International Politics

Fall 2021

A. Huelsemeyer   POLI 687/2 B (POLI 681/2 B) Special Topics in Comparative Politics: European Union

M. Lipson   POLI 659/2 A (POLI 812/2 A) International Organizations

Winter 2022

S. Rowan   POLI 687/4 C (POLI 812/4 D) Special Topics in International Relations: Global Environmental Politics

J. Spencer-Churchill   POLI687/4 B (POLI812/4 B) Special Topics in International Relations: Causes of War

A. Zeitz   POLI 662/4 BB (POLI 812/4 CC) Special Topics in International Relations: International Political Economy

5. Elective Courses in Political Theory

T. Smith   POLI 685/4 B (POLI 814/4 C) Special topics in Political Theory:
                        Totalitarianism

M. Sokolon   POLI 628/4 B (POLI 814 B/815 C) Special Topics in Public Policy
                        & Public Administration/Political Theory

XVI. Program of Study Checklists
Doctor of Philosophy (Political Science): Check List 90 credits to graduate

Credit Degree Program
A fully qualified candidate is required to complete a minimum of 90 credits. In order to fulfill the requirements of the program, students will select two areas of specialization. The requirements are 21 credits of course work, 12 credits in the form of two comprehensive exams, 3 credits of thesis proposal, and 54 credits of thesis.

A. Program Core Courses (6 Credits)
- POLI 805
- POLI 844

B. Concentration Courses (pick two areas of concentration; 15 credits)
- Comparative Politics
- International Politics
- Canadian and Québec Politics
- Political Theory
- Public Policy and Public Administration

*NOTE: Since all students take POLI 805, if PP/PA is one of the two chosen areas of specialization, an additional elective course will be selected

First Field Courses (6 credits):
- Core Course: _____
- Elective Course: _____

Second Field Courses (6 credits):
- Core Course: _____
- Elective Course: _____

Elective Course (from any area of specialization or a cognate course in a related field: 3 credits or for PP/PA students 6 credits):
- Elective: _____
- If Public Policy/Public Administration is a Field, Second Elective:_____

C. Comprehensive Exams (12 credits):
- Pol 885 (First Field)
- Pol 886 (Second Field)

D. Dissertation (57 credits)
- Pol 889 Thesis Proposal (3 credits)
- Pol 890 Thesis (54 credits)

E. Language Requirement
- French or other language related to research

Program of Study Checklists

Master of/Magisteriate in Arts with Courses Only (Option A)

Checklist – 45 credits to graduate

A. Core Courses (three courses: 9 credits)
- POLI 636
- POLI 644
- One of the following: POLI 600 or 604 or 618 or 622 or 624

B. Elective Courses in Public Policy and Administration (four courses: 12 credits)

Courses:
1. _____
2. _____
3. _____
4. _____

C. Elective or Cognate Courses in any Concentration; or POLI601 (four courses: 12 credits)
1. _____
2. _____
3. _____
4. _____

D. Extended Research Essay: (12 credits)
- **POLI 691**
  Supervisor _____

Program of Study Checklists

Master of/Magisteriate in Arts with Internship (Option B)

Checklist – 45 credits to graduate

A. Core Courses (three courses: 9 credits)
- POLI 636
- POLI 644
- One of the following: POLI 600 or 604 or 618 or 622 or 624

B. Elective Courses in Public Policy and Administration (three courses: 9 credits)

Courses:
1. _____
2. _____
3. _____

C. Elective or Cognate Courses in any Concentration; or POLI 601 (two courses: 6 credits)

Courses:
1. _____
2. _____

D. Internship with Research Paper: (21credits)
- **POLI 693 (supervisor and second reader will be assigned by MPPPA Director)**

E. Language Requirement

- **French Test**

Program of Study Checklists

Master of/Magisteriate in Arts (Political Science-Thesis Based)

Checklist – 45 credits to graduate

F. All students must complete ONE core 3-credit course in their area of concentration, chosen from the following:

G. Core Courses
- POLI 603 (International Relations Theory)
- POLI 626 (Seminar in Comparative Politics)
- POLI 632 (Seminar in Political Theory)
- POLI 636 (Theories of Public Policy & Public Administration)
- POLI 638 (Seminar in Canadian and Quebec Politics)

In addition, students are required to take ONE 3-credit course from the following:

- POLI 644 (Research Methods)
- POLI 601 (Research Design)

H. Concentration Courses: Two 3-credit courses chosen from the subfield in which the student intends to write a thesis.

Courses:
3._____
4._____

I.   Elective or Cognate Courses in any Concentration: Student must complete Two 3-credit courses from any of the 600-level courses in Political Science or from cognate courses offered in related disciplines

Courses:
5._____
6._____

J.   Thesis Proposal (3 credits)
- POLI 694 Thesis Proposal Course (approved by the Graduate Program Director)

K. Master's Thesis   (24 credits) (All students must complete a thesis)

SEPTEMBER 2021
TEACHING ASSISTANTSHIP APPLICATION

Name of Applicant: _____I.D.# _____

Current Address: _____

_____

S.I.N: _____ - _____ - _____   E-Mail Address: _____

Phone Number: Home: ____-____-____   Cell: ____-____-_____

What is your current status in the programme?

    Incoming Student   Yes ___ No___

    Courses in Progress   Yes ___ No___

    Working on Thesis/Internship Paper   Yes ___ No ___

    Credits completed   _____   GPA _____

Will you hold a part-time job other than TAing?   Yes ___ No ___

    If yes, how many hours do you work per week on average? _____

What is your area of expertise? _____.

Have you received a Teaching Assistantship before?   Yes ___ No ___

    If Yes, what course(s) and year(s)?

Please indicate your availability (day and time) and the number of hours that you would like to work as a TA this semester (minimum of 50).

Please attach a copy of your academic record.

Please write a short statement describing your background and your ability to conduct seminars. There are a limited number of assistantships offered each term.

The candidates will be chosen according to the following criteria: (1) academic standing/performance and (2) demonstrated ability to teach

Please find attached a description of a teaching assistant and salary.

Over...

DESCRIPTION OF TEACHING ASSISTANTSHIP

Teaching Assistant (TA)   Salary - $27.60 per hour

An individual who meets with groups of students presents aspects of the course material. She/he may prepare the material, answer questions, grade submissions associated with the course, hold office hours for individual or group consultation, may assist in grading exams, may be expected to attend classes or seminars and may perform other duties as required. This individual may also be responsible for the preparation and presentation of labs associated with a course and may grade laboratory submissions.

EXPECTATIONS of TEACHING ASSISTANT:

Teaching Assistants will be required to attend a mandatory training session (4 hours in total included in the workload agreement) divided between August and September. For the Fall 2021 semester, all teaching assistants are expected to be able and willing to teach and grade online, and thus are expected to have access to a computer, camera and microphone (if not built in), as well as stable internet access. Any student who would like to TA and does not have the required equipment must submit a request to IITS for an internet stick, laptop, and/or microphone and camera immediately upon hiring.