# MA Students’ Handbook

2017 - 2018

Department of Political Studies

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INTRODUCTION

Welcome to the Master’s program of the Department of Political Studies at Queen’s University! The Department’s faculty and staff are committed to ensuring that your time as a graduate student at Queen’s will be both challenging and rewarding. This handbook aims to provide a comprehensive guide to the M.A. Program offered by the Department.

The handbook is intended to supplement and expand on the general regulations of the School of Graduate Studies that may be found in the SGS Calendar. In addition, all graduate students should consult the information provided at: www.queensu.ca/sgs

We are here to assist you. Please reach out to Dr. Andrew Lister, Graduate Coordinator (M-C C 426), for any questions about program or funding; Barb Murphy (M- C C316) to arrange study space, keys or payment of Teaching Assistantships; or the Graduate Assistant (M-C C318) regarding mailboxes, photocopier and any concerns or questions you may have.

Once again, welcome to Political Studies at Queen's.

Zsuzsa Csergo,
Department Head

OFFICERS OF THE DEPARTMENT

Department Head, Prof. Zsuzsa Csergo
Undergraduate Chair, Prof. Andrew Grant
Administrative Assistant, Barbara Murphy
Undergraduate Assistant, Cynthia MacIntosh

GRADUATE OFFICERS OF THE DEPARTMENT

Graduate Coordinator, Prof. Andrew Lister (andrew.lister@queensu.ca)
Graduate Assistant, TBA [gradpols@queensu.ca]

Field Convenors

- Canadian Politics: Janet Hiebert
- Comparative Politics: Grant Amyot
- International Relations: Kim Nossal
- Political Theory: Andrew Lister
- Gender and Politics: Margaret Little
1. THE M.A. PROGRAM

We offer a twelve-month MA in Political Studies. We also offer a collaborative MA in Political and Legal Thought with the Department of Philosophy and the Law School.

**MA Degree**

The objective of our MA program is to refine and hone critical and analytical skills, primarily through coursework and a major piece of written work.

The M.A. program in Political Studies at Queen’s requires the completion of six three-unit courses and a Master’s Research Project (MRP).

For more information on courses, see Section 2.

For more information on the Master’s Research Project, see Section 3.

**MA Collaborative Program in Political and Legal Thought**

The Collaborative Master’s Program in Political and Legal Thought (PLT) builds on the strengths and expertise of the faculty members of the contributing departments (Political Studies, Philosophy, and Law).

Students develop skills and knowledge in the analysis of basic normative concepts such as justice, equality, liberty, authority and legitimacy; the elaboration of concepts in philosophies such as liberalism, libertarianism, Marxism and feminism; and the historical development of these ideas in the relevant intellectual traditions; and the application of the concepts listed above to current problems of law and policy such as trade, immigration, and religious accommodation.

For students in the PLT Program, 4 out of their 6 courses must be from a list of designated PLT courses offered in Political Studies, Philosophy, and Law. PLT students also complete a Major Research Paper on a topic relevant to the specialization.

For more information on courses, see Section 2.

For more information on the Master’s Research Project, see Section 3.

2. COURSE SELECTION AND GRADING

**Course Selection**

Students typically take three courses in the first and second terms. Course selection should be made in consultation with the Graduate Chair. Students may take one course, or two in extenuating circumstances, from outside the department. Courses offered by other departments or schools may be substituted for a Political Studies course provided that:

- the Graduate Chair is satisfied that the student’s background in political science is adequate;
- a similar or a proximate course is not offered by the department;
- the course is a regular course, not a reading course; and
- permission has also been granted by the course instructor.

Check individual department’s websites for availability of courses. Some departments you may consider are: School of Policy Studies, Law, Philosophy, Global Development, Gender Studies, Geography, and History. Graduate students cannot register themselves in their courses through the student system (SOLUS). All course registration must go through the Graduate Assistant. Political Studies courses will then be entered into the system. Courses from other departments will need to be requested by an Academic Change form,
which the Graduate Assistant will assist in preparing to take to the appropriate department for instructor signature. Each incoming graduate student will meet briefly with the Graduate Chair during the first week of September to discuss course selection.

The non-credit Course of Research Ethics (CORE) is mandatory for all incoming graduate students who will engage in research involving human subjects. It is a web-based tutorial providing familiarity with and practical application of Canada's national standard of ethics for research (as outlined in the Tri-Council Policy Statement). It is also recommended that continuing graduate students beyond year 1 who are involved in human research or who have an interest in ethics for research also register for the course. For more information and to access the course please go to the Government of Canada's website:

http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

**Course Marks**

Final course marks are given in letter grades. Where instructors enter percentage grades: “Fail” means below 70 per cent; B- = 70-72; B = 73-76; B+ = 77-79; A- = 80-84; A = 85-89; A+ = 90+.

**Minimum Performance**

To proceed to the Master's Research Project, students must obtain a B- or above in each of their six courses. Students who fail to meet this requirement may be required to withdraw from the program.

**Course Failures (less than B-)**

M.A. students must withdraw from the program if they fail two courses. Students who fail one course may be allowed, if the School of Graduate Studies agrees, to substitute another course for the failed course.

**Late Assignments and “Incomplete” Grade (IN)**

The department expects all students to submit assignments by the declared deadline. Without prior agreement, instructors are not required to accept late papers and will submit a grade at the end of term based on work actually received. In the event of an unforeseen circumstance which may hinder your progress, consult the instructor and Graduate Chair immediately to discuss if alternate arrangements can be made.

In and case , missing work must be submitted no later than 15 May for fall term courses, or 15 August for winter term courses. If the missing work has not been submitted by these deadlines the partial mark will become the final mark. University regulations are that a grade of IN will automatically lapse to an F (Fail) at the end of the term following the term in which the course was taken, if no change of grade has been submitted by then. The period for which an IN may remain on the record can sometimes be extended, in exceptional cases and with the agreement of the School of Graduate Studies.

**Appeals of Academic Decisions**

If a student wishes clarification about, or is dissatisfied with, an assigned grade in a graduate course, they should first discuss the matter with the course instructor, who will review the work in question. This discussion should take place within 14 days of the grades being available. If the instructor agrees to change a grade, a change-of-grade form shall be processed in the usual manner.

If the instructor confirms the original grade, and if the student is still dissatisfied, the student should appeal in writing to the Graduate Chair, stating the grounds on which the grade should be raised. The Graduate Chair will initiate a review of the grade. The grade resulting from this review will be recorded as the final official grade. The final official grade may be identical to, or higher or lower than, the original grade. The Graduate Chair or Head will inform all parties of the result of the review in writing, with a copy to the Dean of the School of Graduate Studies.
Further appeal of an assigned grade can be made only on the basis of a specific procedural error(s) made in the grade review procedures of the department. Such an appeal would be lodged with the Academic Appeal Board of the School of Graduate Studies as outlined in the Graduate Calendar:

http://www.queensu.ca/calendars/sgsr/Appeals_Against_Academic_Decisions.html

3. THE MASTER’S RESEARCH PROJECT

Students normally complete a Master’s Research Project (MRP) by the end of the summer term.

The MRP can be based on a term paper written for a course or on a topic not covered by a term paper, providing the department has faculty expertise to supervise the project. The MRP topic should be identified and agreement reached with a supervisor by mid-March. The Head then formally appoints the supervisor.

The MRP should be approximately 50-60 pages in length, including footnotes and bibliography. Graduate School rules on font and spacing should be followed. While a table of contents should be included, it is not necessary to include an abstract, vita, or acknowledgements. The style rules followed for a regular term paper also apply to the MRP. When it is ready to be graded, two double sided copies and one electronic version of the project should be submitted to the department. Binding is not required for MRPs.

In accordance with the School of Graduate Studies regulations, “the research must be of high scholarly standard” and the project “should demonstrate that the candidate is capable of original and independent work”. This demonstration can take different forms in different sub-fields. A project using primary sources clearly satisfies this requirement. One based on secondary sources only may do so if an original argument or approach is developed. A project that simply reviews and systematizes existing literature will not satisfy requirements. The project should, however, include a literature review in one of the preliminary chapters. Students should bear these requirements in mind when planning their term papers, since in some graduate courses the purpose of the papers is to review the literature in the field. At the same time, students should be careful to make their projects of manageable scope, choosing a suitable research question or hypotheses.

The MRP is marked by two readers: the supervisor and another member of faculty who has general knowledge of the subject. The Graduate Coordinator selects the second reader once the project has been submitted. The two readers usually submit their marks to the Chair within two weeks of receiving a copy of the project. Each reader arrives at a mark independently and submits it to the Graduate Coordinator. If there is a discrepancy of 5 marks or less, the average of the two marks constitutes the final grade. If the discrepancy is greater than 5 marks, the readers try to reach an agreed final grade; if they cannot, the Head will appoint a third reader to decide on the final grade within the range of the two readers’ marks.

Because the final grade has to be submitted to the School of Graduate Studies no later than the end of the calendar month following that in which the project was submitted, the Graduate Chair may in exceptional circumstances appoint another reader to take the place of a supervisor who is on leave, vacation, or authorized absence in order to ensure compliance with this deadline.

Ethics Approval

If an MRP topic involves “human participants,” a submission to the General Research Ethics Board must be attached. Generally speaking, this requirement applies to any project which involves gathering personal information from the subjects of the research (interviewees, etc.) or gathering information from individuals who may legitimately wish to remain anonymous. Students who think they may be affected should consult with their Faculty Advisor. The ethics guidelines and the forms for the submission are available at http://www.queensu.ca/ors/researchethics/GeneralREB.html.

Students who will be engaged in research involving human subjects must take the web-based course of Research Ethics (CORE). See Section 2 (Course Selection and Grading) for more information.
Field Work Safety

MRPs involving field work will require a Field Research Safety Planning Record to be attached as well. The guidelines and forms are available at:

http://www.safety.queensu.ca/ocasp/

The Role of the MRP Supervisor

The supervisor oversees the preparation of the MRP according to the regulations of the School of Graduate Studies. Although the student has the right to decide when the project is ready for submission, normally the supervisor will play a major role in this decision; students should expect the work to go through several revisions. The turnaround for drafts of the MRP submitted to the supervisor should be as quick as possible, generally within two or three weeks. And the student and supervisor should agree on a realistic timeframe for submitting and commenting on drafts so that the August deadline for submission can be achieved.

The supervisor has the major responsibility to monitor the progress of a student. Monitoring in this context should not be taken negatively as pointing out poor progress. The timeframe for completing various tasks should be a frequent topic of conversation between a supervisor and a student. While supervisors are committed to monitoring and facilitating student progress, responsibility for a student’s progress, or lack thereof, is the student’s.

For more information on the respective roles and responsibilities of supervisors, supervisory committees, students, graduate coordinators and departments please refer to the ‘Guide to Graduate Supervision’ on the School of Graduate Studies website:

http://www.queensu.ca/sgs/current-students/graduate-supervision

Appealing MRP Grade

A student who wishes to appeal a grade on an MRP must advise the Graduate Chair (or the Head, in the event the Graduate Chair is one of the markers) within two weeks of receiving the grade. The appealing student must provide a written explanation for why the reassessment is justified. A meeting will then be convened for the student to discuss the grade with the two markers. The Graduate Chair will attend this meeting (or an alternate, in the event the Graduate Chair is one of the markers).

After the meeting, each marker will reassess the MRP and decide, within one week, the appropriate grade. The normal process for resolving disagreements between two markers remains in place. The grade awarded at this stage is final [subject to appeal by the SGS appeal process].

4. FINANCIAL SUPPORT

Financial Packages

Offers of admission to the Master’s program in Political Studies at Queen’s University frequently include a guaranteed level of financial support. This guaranteed package may include support from a variety of sources within Queen’s University (fellowships, awards, teaching assistantships, research assistantships, etc.), and from external awards (tuition bursaries for visa students, SSHRC, OGS, etc.). If a student wins an external award (e.g. SSHRC or OGS), the external award may be topped up with a TAship or other additional funds made available by the School of Graduate Studies.

The funding guarantee applies only as long as the Master’s student is registered as full-time, active, and making satisfactory progress through the program. In accordance with the regulations of the School of Graduate Studies, Master’s students are guaranteed funding for their first year at the level indicated in their
offer of admission, provided that they make themselves available for Queen’s employment. Please note that if a student declines an offer of employment from the University (normally a TAship or RAship), the guarantee will be adjusted accordingly.

Incoming students receive notification before their arrival of any financial arrangements available to them. Students should be aware that they must budget their finances to last twelve months. This is especially important in relation to stipends for teaching assistantships, which are paid in equal monthly installments for the period in which the TAship is held. The department does not have funds to assist students who encounter financial emergencies during the summer months.

**Teaching and Research Assistantships**

Offers of financial support typically include a teaching assistantship (TA). A full TAship is for 260 hours over two terms; a half-TAship is for 130 hours, either over one term or over the academic year. TAships involve duties such as preparation of course materials, library support work, tutoring, marking, and undergraduate counseling.

Teaching assistants are typically assigned to courses in August for the academic year, in accordance with the posting provisions of the PSAC 901 Collective Agreement (Art. 12.12). The department's instructional needs are the primary determinant of assignments. These assignments are determined by enrolments in first and second year undergraduate courses as well as the prospective TA’s ability to assist in different courses. Normally one TA is assigned for each 50 students. All TAs are evaluated by means of a student questionnaire at the end of each term. The professor in charge of the course will discuss evaluations with the Teaching Assistants following the end of term.

In its decisions on hiring teaching assistants, the department adheres to Collective Agreement (CA) between the Public Service Alliance of Canada (PSAC) on behalf of Graduate Teaching Assistants and Teaching Fellows and Queen's University which can be found on the Human Resources website. Please ensure that you become familiar with all aspects of the Collective Agreement.

The Political Studies Graduate Student Association (PSGSA) has put together a document with general information for first-time teaching assistants. The PSGSA usually emails this document to all graduate students at the beginning of the academic year or you may contact the PSGSA Chair. Contact information can be found on their website [http://www.queensu.ca/politics/graduate/graduate-student-association/chair-committees](http://www.queensu.ca/politics/graduate/graduate-student-association/chair-committees)

TAs should familiarize themselves with this document and “Steps to Take if you Think a Student is in Distress” [http://www.queensu.ca/hcds/cs/fac-staff/steps.html](http://www.queensu.ca/hcds/cs/fac-staff/steps.html)

**External Components of Financial Support**

University and Departmental regulations encourage all students thinking of going on to graduate studies (master's and doctoral levels) to apply for external funding, particularly Social Sciences and Humanities Research Council of Canada [SSHRC] and Ontario Graduate Scholarships [OGS]. The deadlines for these two usually fall in October/November; information and assistance are provided by the department, but students are responsible for meeting the deadlines.

International students are not eligible for SSHRC funding. However, international students are eligible for a separately established Ontario Graduate Scholarship (OGS) competition which takes place in May/June of each year. The department will contact those students who are eligible to apply. Visa students are also urged to approach their home governments, Canadian non-governmental organizations, and international organizations and foundations.

Students should consult the awards section of the Calendar of the School of Graduate Studies: [http://www.queensu.ca/calendars/sgsr/Awards_Financial_Assistance.html](http://www.queensu.ca/calendars/sgsr/Awards_Financial_Assistance.html)
and the information on Foundations housed in the Office of Research Services, and apply for specially mentioned fellowships, prizes and awards.

**Travel Awards**

Full-time graduate students are eligible to apply for the student conference travel award of up to $300 each academic year (September 1 – August 31). Awards may be used to provide partial support for travel, accommodation, food and registration fees associated with a recognized conference at which the student is presenting an authored or co-authored paper or a poster. The student must be registered full time and in their funding eligible years in a graduate degree program within the School of Graduate Studies at the time of the conference. The application form is available on our forms webpage http://www.queensu.ca/politics/forms and must be submitted and approved prior to the conference.

**Other Employment**

Students must consult with their supervisors and the Graduate Chair before accepting any employment that will or might bring their hours of paid employment, including any teaching or research assistantship, to a total greater than ten per week (averaging the hours worked over an academic year). If it is judged that the employment would make it impossible for the student to maintain his/her studies on a full-time basis, the student will be required to apply to transfer to part-time status. If a student's hours of paid employment will or might average more than thirty per week, the student must apply to transfer to part-time status.

5. **FACILITIES**

**Computing Facilities**

The department is housed in Mackintosh-Corry Hall, which has a number of rooms equipped with both micro-computers and public site terminals giving easy access to stand-alone word-processing and to Queen's mainframe computer facilities.

All graduate students are eligible for computer accounts to facilitate their work. This includes both data and word processing. All graduate students’ offices are connected to the university’s network.

**Student Space**

M.A. students are assigned office space from 1 September to 15 August; office space is normally not available beyond three terms. Assigned office space is usually shared with other master's students depending on the number of available offices. All students should see Barb Murphy (C316) for their office allotment. The department has a lounge for faculty and graduate student socializing.

**Mailboxes**

Each graduate student on campus has a mailbox in the General Office.
6. RESEARCH CENTRES

The department houses or is affiliated with three research centres that focus on some of our main strengths. Research centres usually bring in guest speakers, hold seminars, and more broadly, provide an opportunity for established scholars and students to engage in intellectual activity around shared interests. Sometimes, additional research assistantship opportunities become available through the centres. Be sure to get involved!

The Centre for Studies on Democracy and Diversity
The Centre for Studies on Democracy and Diversity moved to the Department of Political Studies in 2015. Its research focus is on democracy and democratic development in societies divided along ethnic (broadly defined) and national lines. The Centre brings in guest speakers and welcomes the involvement of graduate students who share the Centre's interests. The Centre is also usually involved in the bi-annual summer school on Politics in Divided Societies. In 2015, the department sponsored the participation of five of our students in the summer school in Bolzano, Italy.

The Centre for International and Defence Policy (CIDP)
The Centre was established in 1975. It is an interdisciplinary research centre within the School of Policy Studies. The Centre's research interests focus on defence policy, homeland security policy, and Canada's international policy. The Centre offers no courses, but welcomes the active involvement of graduate students who have complementary research interests.

The Institute of Intergovernmental Relations
This institute was established to provide a centre for research into the problems of intergovernmental relations in Canada and elsewhere. The Institute is pleased to support the work of graduate students with an interest in federalism keeping in mind that the Institute does not offer courses or grant degrees.

Other Academic Resources at Queen's

Canadian Opinion Research Archive (CORA)
The Canadian Opinion Research Archive makes available commercial and independent surveys to the academic, research and journalistic communities. Founded in 1992, CORA contains hundreds of surveys including thousands of discrete items collected by major commercial Canadian firms dating back to the 1970s. The CORA website (http://www.queensu.ca/cora/index.html) includes readily accessible results from these surveys, tracking Canadian opinion over time on frequently asked survey questions, as well as tabular results from recent Canadian surveys, and more general information on polling. Individuals conducting research for non-commercial purposes are able to get access to the CORA electronic holdings and conduct searches of the database. Researchers are able to conduct the full range of bivariate and multivariate analysis on data through the Nesstar interface.

Documents Library
An extensive collection of government documents is available in Stauffer Library, which is strongest in Canadian federal, provincial, and local government and town-planning publications. There are also extensive British and American holdings and substantial amounts of material for Australia, France, India, New Zealand and Pakistan, as well as a collection of publications of the United Nations and several international agencies.

Studies in National and International Development (SNID)
SNID is Queen's University's longest-running weekly, interdisciplinary seminar series. Since 1983, SNID has proudly hosted prominent Canadian and international scholars who bring fresh perspectives to issues of local, national and global development. SNID seminars take place on most (but not all) Thursdays during the fall and winter semester, from 1-2:30 in MC D214. For more information about SNID and the current seminar series, please see the SNID website, www.queensu.ca/snid/. You can also find information on how to subscribe to the listserv, which provides timely notice of upcoming SNID events.
7. RIGHTS AND RESPONSIBILITIES

Graduate students are subject to the Student Code of Conduct:


The Preamble to the Code states that “students are expected to adhere to and promote the University’s core values of honesty, trust, fairness, respect and personal responsibility in all aspects of University life, academic and non-academic. It is these core values that are intended to inform and guide Student conduct as they foster mutual respect for the dignity, property, rights and well-being of others.”

Students who are Teaching Assistants or Research Assistants are also employees of the university. As such, they are covered by the Ontario Human Rights Code, as well as the province’s Occupational Health and Safety Act, and the University’s (interim) workplace harassment policy:


Labour relations are governed by the Collective Agreement (CA) between the Public Service Alliance of Canada (PSAC) on behalf of Graduate Teaching Assistants and Teaching Fellows and Queen’s University. The procedure for grievances is governed by Article 11 of the Collective Agreement, which specifies that informal discussions should precede filing of a grievance (11.03):

“Before a grievance is filed formally and, whenever it is possible, the Employment Supervisor where the Employee works will be given the opportunity to resolve the matter in accordance with the following:

a) The matter shall be brought to the attention of the Employment Supervisor within fifteen (15) Business Days after its occurrence, or from the date the Employee ought reasonably to have been aware of the occurrence of the circumstance giving rise to the matter.

b) After the matter has been brought to the attention of the Employment Supervisor, the Employment Supervisor and the Employee shall discuss the matter, and the Employee may be accompanied by a representative of the Union if she/he wishes. The discussion shall take place within five (5) Business Days after the matter is brought to the attention of the Employment Supervisor. If requested, the Employment Supervisor shall give a reply in writing within five (5) Business Days of the discussion. Any written reply from the Employment Supervisor will be without prejudice to the Employer’s position on this or any similar matter.”

If a matter is not resolved by the Informal Discussion with the Employment Supervisor as provided for in Article 11.03 above, a formal grievance may be submitted. Please consult the Collective Agreement (CA), found on the Office of the Provost and Vice Principal (Academic) website:

https://qshare.queensu.ca/xythoswfs/webui/_xy-e3333798_1-t_dwX49qvW

Student Advisors

The Society of Graduate and Professional Students maintains a student advisor program. Three graduate and/or professional students are hired by the SGPS to be available to students as their advocates in a wide variety of challenging situations in which students may find themselves. The advisors are trained in mediation practices, human rights issues and crisis counseling. They can be reached at http://www.sgps.ca/services/advisors.html or by phone at 613-533-3169.
Privacy of Student Files

Student files are held in the Main Office. In accordance with the Ontario Freedom of Information and Protection of Privacy Act (FIPPA), a student’s file is accessible only to the student herself/himself, the Graduate Assistant, the Head, the Graduate Chair, and faculty members who sit on committees requiring examination of the files (normally the Graduate Studies Committee).

In accordance with FIPPA, students have access to all the contents of their file except documents written in confidence about them, such as letters of reference. Faculty members other than those mentioned above must have the student’s written permission to consult his/her file.
## APPENDIX I

### The One Year Route to a Queen’s M.A. in Political Studies

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<td>Prior to arrival at Queen’s</td>
<td>Think of possible research topics</td>
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<tr>
<td>September (Term 1)</td>
<td>Discuss courses and possible supervisors with Field Convenor and Graduate Chair&lt;br&gt;Explore topics with various faculty members&lt;br&gt;Register in 3 courses in Term 1&lt;br&gt;See whether seminar work can lead to an MRP</td>
</tr>
<tr>
<td>October/November</td>
<td>Deadlines for scholarship/fellowship applications for Doctoral programs you apply for&lt;br&gt;Attend MRP Workshop</td>
</tr>
<tr>
<td>December Break</td>
<td>Give serious thought to possible MRP topic</td>
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<tr>
<td>January (Term 2)</td>
<td>Register in 3 courses in Term 2</td>
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<tr>
<td>February/March</td>
<td>Decide on research project.&lt;br&gt;Discuss project with potential supervisor and secure his/her agreement&lt;br&gt;Head must appoint supervisor by end of month</td>
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<tr>
<td>April/May/June (Term 3)</td>
<td>Execute and complete ALL research work.</td>
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<tr>
<td>July</td>
<td>One month for writing and revisions.</td>
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<tr>
<td>August</td>
<td>Submission of the FINAL MRP (two hardcopies and one electronic examination copy) is usually the second Monday of August each year.</td>
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<td>Early September</td>
<td>Project grade submitted by Department to the School of Graduate Studies.</td>
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APPENDIX II:

GUIDELINES FOR STUDENT VACATION

as outlined under ‘Policies, Regulations and Guidelines’ on the School of Graduate Studies website http://www.queensu.ca/sgs/academic-matters

Scheduled time off and vacations are important for personal health, well-being, and workplace productivity. Graduate students are not employees of the School of Graduate Studies and as a result, there is no mandated entitlement for a vacation benefit. However, many graduate students have an employment relationship with the University as teaching assistants or teaching fellows, in addition to their academic status as students, for which applicable vacation policies and provisions apply. Please consult the Department of Human Resources for all matters regarding vacation entitlement related to employment; the guidelines below are intended for graduate students in their student role.

Graduate students may be enrolled continuously for the entire academic year during which there are no breaks between consecutive terms of study. The following guidelines are offered to graduate students, graduate coordinators, program directors, department heads and graduate student supervisors.

Full-time graduate students should be able to take up to 10 business days of vacation during the academic year (September 1 to August 31), over and above statutory holidays and/or periods when the University is officially closed (i.e. the period between the December 25 and January 1) provided that the time off:

• Does not compromise the progress of a student's studies;
• Does not compromise the progress of the research; and
• Is negotiated and agreed upon by the student and his/her supervisor well in advance (usually one month).

Vacation periods do not result in any changes to registered student status or funding status; students remain registered and pay all fees during the vacation period in the academic session until completion or withdrawal.

It is expected that negotiations for time off for vacation will be free from controversy or disagreement. In the case of dispute, the usual dispute resolution procedures will apply. These procedures can be found in the Guide to Graduate Supervision booklet published by the School of Graduate Studies on the School of Graduate Studies website.