Cultural Studies Student Handbook
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B408 is where you'll find Danielle Gugler, the Graduate Program Assistant. On the other side is the Program Director, Lynda Jessup.

The Cultural Studies Program is committed to advancing accessibility for persons with disabilities at Queen’s University and we welcome your feedback. To let us know how we’re doing, you may wish to complete this Customer Service-Accessibility Feedback form. All accessibility related feedback goes to the Accessibility Coordinator in the Equity Office, who will follow up with you as appropriate. Alternatively, you can submit feedback by e-mail, mail, fax, and phone. Please refer to the online form for all contact details.
How to Use this Guide

The Cultural Studies Student Handbook is written by students for students with the help of program administrators and faculty who are a part of the Steering Committee. It is divided into three sections: 1) The Program, 2) Navigating the Administration, and 3) Other Stuff that’s Good to Know. “The Program” explains matters internal to Cultural Studies at Queen’s. “Navigating the Administration” offers information about common queries (such as tuition, course enrollment, etc.) that are dealt with by other offices like the Office of the Registrar or the School of Graduate Studies. “Other Stuff that’s Good to Know” points you toward some opportunities, facilities, and services that may be of interest to you as a Cultural Studies graduate student. Each section title is followed by a table of contents. Any comments, questions, or suggestions can be directed to: Sharday Mosurinjohn (sharday.mosurinjohn@queensu.ca). Happy reading!

The Program

1. About Cultural Studies
2. Program Governance
3. Progression Through the Degrees
4. Choosing a Supervisor and Committee
5. Choosing Courses
6. Project Options
7. Progress Reports
8. Proposals & Qualifying Examinations
9. Defence Timeline
10. Funding – Base packages, SSHRC & OGS, TAships & TFships
11. Part Time Studies
12. Residency Requirements

About Cultural Studies @ Queen’s

Cultural Studies researchers investigate values, beliefs and belongings, cultural processes and cultural objects, economic and social relations, institutions, and identities. This engaged, reflexive, critical, and interdisciplinary form of inquiry is usually considered to have originated in the U.K. in the 1960s associated with activist work and community based research. What distinguishes Cultural Studies from other approaches to the study of culture is
1. its recognition that no single disciplinary approach can get at the complexity of cultural forms and
2. its emphasis on power, social justice and social change.

Cultural Studies at Queen’s University is a unique graduate program that integrates the range of theoretical and practical approaches used within Cultural Studies, and that fosters scholarship in both historical and contemporary fields of research. When the first cohort of Cultural Studies students began studying at Queen’s in 2009, there were 79 faculty from 22 disciplines involved in different ways in supporting graduate research at the MA and PhD levels.

To view a list of the current year’s participating faculty, see: http://www.queensu.ca/culturalstudies/?q=faculty

For a current listing of departments participating in the Cultural Studies program, see: http://www.queensu.ca/culturalstudies/?q=about-program/departments-participating-cultural-studies-program

Faculty members who aren’t teaching core courses participate by allowing Cultural Studies students into their courses, helping with the Cultural Studies Speaks or Professional Development Series, volunteering on Program committees, sitting on qualifying examination and thesis proposal committees or supervising Cultural Studies students’ theses or projects.

Students can complete degree requirements in different sequences or at different paces. The chart below is a general guideline only:

<table>
<thead>
<tr>
<th>MA Degree Paths</th>
<th>Coursework (usually some combination of 3 and 6 unit courses, which corresponds to the former terminology of “half” and “full” courses) totaling 12 course units + 2 years of enrollment in the CUST-802 Seminar Series (of which only the Speaks are mandatory in the second year) and a thesis (20,000 – 25,000 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Courses + Thesis</strong></td>
<td></td>
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<tr>
<td><strong>Courses + Major Project</strong></td>
<td></td>
</tr>
<tr>
<td>Courses + Minor Project</td>
<td>Coursework (usually some combination of 3 and 6 unit courses, which corresponds to the former terminology of “half” and “full” courses) totaling 12 course units + 2 years of enrollment in the CUST-802 Seminar Series (of which only the Speaks are mandatory in the second year), followed in year 2 by either two 3 unit courses or one 6 unit course for a grand total of 18 course credits overall) and a minor project (based on a practicum, cultural production, or community-based research)</td>
</tr>
<tr>
<td>Courses + Major Research Paper</td>
<td>Coursework (usually some combination of 3 and 6 unit courses, which corresponds to the former terminology of “half” and “full” courses) totaling 12 course units + 2 years of enrollment in the CUST-802 Seminar Series (of which only the Speaks are mandatory in the second year), followed in year 2 by either two 3 unit courses or one 6 unit course for a grand total of 18 course credits overall) and a research essay (10,000 – 12,000 words)</td>
</tr>
<tr>
<td><strong>PhD Degree Paths</strong></td>
<td></td>
</tr>
<tr>
<td>Courses + Qualifying Examinations + Thesis</td>
<td>Coursework (usually some combination of 3 and 6 unit courses, which corresponds to the former terminology of “half” and “full” courses) totaling 12 course units + 2 years of enrollment in the CUST-802 Seminar Series (of which only the Speaks are mandatory in the second year, two qualifying examinations in year two (of which one is the thesis proposal) and a thesis</td>
</tr>
<tr>
<td>Courses + Qualifying Examinations + Project</td>
<td>Coursework (usually some combination of 3 and 6 unit courses, which corresponds to the former terminology of “half” and “full” courses) totaling 12</td>
</tr>
</tbody>
</table>
For MA students and PhD students who have not previously completed the Queen’s MA in Cultural Studies, two of the courses taken must be selected from the Cultural Studies core courses: Methodology, Theory, and Historiography.

Students who have completed the MA program who are carrying on to the PhD program may either choose to enroll in the remaining core course plus 3 other 3 unit electives (9 units) or they may choose to take 4 electives (12 units). Electives may include reading courses that are negotiated between you, perhaps with other students, and a professor. However, these students must enroll again in CUST 802 in PhD years 1 and 2 because the Seminar Series programming changes annually and because Professional Development events and Cultural Studies Speaks play a central role in community building among the students, faculty, and staff involved with Cultural Studies. In the second year of the PhD, students are only expected to continue attending the Speaks and not the Professional Development events. Attendance at these sessions is noted in students’ annual progress reports.

For more information about Cultural Studies and to view a running list of frequently asked student questions see: [http://www.queensu.ca/culturalstudies/?q=about-program](http://www.queensu.ca/culturalstudies/?q=about-program)

A Cultural Studies newsletter that helps keep us all in the loop is sent on a regular basis to your email account. Graduate students also regularly receive an electronic newsletter from SGPS (the Society of Graduate and Professional Students) with information about other programs and events for all graduate students.

**Program Governance**

**Cultural Studies Students’ Association**

At this time, Cultural Studies students can represent their program to the Society of Graduate and Professional Students by becoming an SGPS Representative (1 position per year) or by participating on the organizing committee for the program’s graduate conference Undisciplined.
There are documents from the first cohort's effort at outlining a possible structure for such an association, but an ongoing collective form of student governance has yet to emerge. Developing a Cultural Studies Students’ Association would be a great way for new students to get involved!

**Steering Committee**
The Steering Committee is the primary decision-making body of the program. There is a call to membership once a year to ensure proper turnover and maximum participation of Cultural Studies membership.

Its responsibilities include:

- Setting and reviewing policies and procedures
- Setting and reviewing long-term goals and priorities
- Responding to the Program Director’s requests for advice in ‘fast action’ situations
- Organizing the self-evaluation and governance review

The committee usually meets at 9:30am on the 1st and 3rd Friday of each month during the Fall/Winter academic year. Anyone in the Program may join, but interested students are asked to commit to a full year. Aside from at least one student member, the committee is composed of interested Cultural Studies faculty members, of which one acts as Chair of the committee, the Program Director, at least one member from each of the Program’s three standing committees (Awards and Admissions, Seminar and Curriculum, Communication and Recruitment), and the Program Assistant, who is responsible for taking minutes and distributing these with the date for the next meeting.

**Awards and Admissions Committee**

The Awards and Admissions Committee consists of subcommittees (dealing with either MA or PhD students) that decide which applicants to the program will be offered admission. The Program Director chairs the committees and actively solicits a wide range of membership, which consists of faculty associated with the program and, at the PhD level if possible, one or two senior PhD students. A subcommittee is also struck each fall to rank SSHRC applications at the PhD level. Members of the Awards and Admissions Committee are responsible as well for other tasks related to awards such as organizing grant-writing workshops.

**Curriculum and Seminar Committee**

The Seminar and Curriculum committee is comprised of interested faculty and students. This committee is responsible for organizing and publicizing the CUST 802 Cultural Studies Speaks and Professional Development Series. At the beginning of each Fall and Winter semester, members decide what kinds of workshops, talks, and
presentations suit the needs of current students. They recruit speakers and facilitators from among the leading academics, activists, and artists of the day. This committee also decides who will teach the core courses. This process is determined by soliciting the opinions of CS faculty members. In addition, the Curriculum and Seminar Committee meets as needed to review core course descriptions and course instruction as well as to manage issues arising from cross-listed courses.

**Communication and Recruitment**

The Communication and Recruitment committee is responsible for maintenance of the CS website, reviewing and updating brochures and creating publicity and advertisement surrounding the CS program. In addition, this committee works with applicants to the program to bring them into contact with potential supervisors and faculty members in the Program with similar research interests. Students’ involvement with this committee works on an ad-hoc basis, especially around admissions time when current students can play a big role in corresponding with applicants, coming out to the luncheon for prospective students, and acting as mentors for new students.

**CS Review**

This handbook is a living document and will be updated as the CS community evolves.

### Progression through the MA

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Expectations</th>
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<tbody>
<tr>
<td>End of Term 1</td>
<td>• Complete first half of course work</td>
</tr>
<tr>
<td></td>
<td>• Choose a supervisor if you haven’t already and begin work on a thesis/project topic proposal</td>
</tr>
<tr>
<td>End of Year 1</td>
<td>• Finish course work</td>
</tr>
<tr>
<td></td>
<td>• Establish committee membership (your internal/external can be chosen later)</td>
</tr>
<tr>
<td></td>
<td>• Prepare and defend your thesis/project proposal</td>
</tr>
<tr>
<td>Middle of Year 2</td>
<td>• Carry out research/ production/ community work</td>
</tr>
<tr>
<td>End of Year 2</td>
<td>• Write analytic component and defend thesis/ project</td>
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</table>
Progression through the PhD

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year 1</td>
<td>• Complete course work&lt;br&gt;• Choose a supervisor if you haven’t already and begin work on a thesis/project topic proposal</td>
</tr>
<tr>
<td>Middle of Year 2</td>
<td>• Complete qualifying exams&lt;br&gt;• Establish committee membership (your external can be chosen later)&lt;br&gt;• Prepare and defend your thesis/project proposal</td>
</tr>
<tr>
<td>End of Year 3</td>
<td>• Complete research/ production/community work</td>
</tr>
<tr>
<td>End of Year 4</td>
<td>• Write analytic component and defend thesis/project</td>
</tr>
</tbody>
</table>

Choosing a Supervisor and a Committee

In order to be admitted, you must have a faculty member willing to work with you. The Communications and Recruitment Committee works to bring each applicant into contact with one or more faculty members who are willing to supervise. Should a change of supervisors be necessary as your research develops, the change should be done in consultation with your existing supervisor and committee, if applicable, and the program director. In some cases, a student has two co-supervisors whose individual strengths overlap to support the student’s research interests.


All MA students will decide upon a first reader in consultation with their supervisor. This person will be present when the Proposal Approval Meeting (PAM) takes place after the first year of courses are finished, normally before the end of September of year 2. Your supervisor will coordinate with other committee members to call both the PAM and the defence meetings.
For MA students who undertake the Major Research Paper or Minor Project option, their work is circulated and evaluated by a committee that includes the first reader and another member of the program. The student’s work is evaluated on a pass/fail basis.

For MA students who undertake a thesis or major project, an examination committee is struck once the work is about to be submitted for defence. The committee will consist of your supervisor, your first reader (who was present at the PAM), and a second reader. The second reader participates as an educated, non-specialist reader, and so normally comes from another department. For the purposes of an MA defense in Cultural Studies, this reader may be a member of the Cultural Studies Program; however, when a Cultural Studies faculty member participates as the external reader in the defense, they represent their home department. The Director of the Cultural Studies Program or their delegate chairs the defence. In other words, your committee consists of your supervisor and two readers (one from the PAM and one appointed for the occasion). The Director chairs the defence. You can make suggestions to your supervisor about who the extra-program reader should be. It is your supervisor’s responsibility to contact this person and confirm their participation on the committee.

**PhD Students: Qualifying Field Examinations and Thesis/Project Defence**

When it comes time for PhD students to do their qualifying examinations, you will select a first reader in consultation with your supervisor. You will create a proposal and discuss it with your supervisor, first reader, and program chair or their delegate. Based on this proposal, they will normally come up with two questions which you will be required to address in essay format. Once you have passed your qualifying examinations, you are considered a PhD candidate.

PhD candidates’ defences are organized through the School of Graduate Studies. Your committee will be struck once the work is scheduled for defence. This committee is composed of your supervisor, your first reader, the program director (or their delegate), an extra-program reader (again, this could be a Cultural Studies affiliate acting as a non-specialist reader who is representative of their home department), and an external to the university. In order to respect the time commitment and familiarity with the student’s work already made by the third member of PhD students’ 3-person qualifying examination committee, this person may be chosen as the director’s delegate at the thesis defence, at the discretion of the head in consultation with the student and their committee. You can make suggestions about who the two external readers should be, but it is your supervisor’s responsibility to contact potential committee members and coordinate committee membership with the School of Graduate Studies. The SGS will make the arrangements (location, time, etc.) for your defence.
Qualifying Examination:

At the beginning of the second year, each student, in consultation with the student's program advisor, must finalize arrangements with a supervisor and two other faculty members for the qualifying examination and Ph.D. dissertation. Those faculty members will comprise the supervisory committee for the qualifying exams and for the dissertation and will monitor the student's progress. The supervisor should arrange for a chair to oversee the defense of the proposal at the Proposal Defense Meeting.

The student will submit a 1000 word proposal for the qualifying exam. The proposal must be organized around a specific problem within the student's field and identify a reading list (annotated bibliography) of a minimum of 25 to 30 texts (articles are considered "texts"). Upon approval by the committee, the student will write a 3500 to 5000 word exam, normally in a 2 week period, based on questions created by the examining committee, which will address the theoretical, methodological, and substantive aspects of the dissertation. The examiners will provide written assessments of the exam response within 2 weeks of its having been written, indicating whether it merits a Pass, Pass with Revisions, or a Fail. If the student receives a "Pass with Revisions" they will have 10 working days to complete the revisions and resubmit. If the student fails the exam (which occurs when 2 or more examiners say the exam has been failed), the student will have one chance to re-write it within the next six months.

By the end of the second year, the student will have completed the qualifying exam followed by a 2500 to 3000 word dissertation proposal. The dissertation proposal must identify the dissertation's object of study, its research method, its theoretical framework, and it must include an annotated bibliography of works relevant to the chosen area(s) of study. For the project option, a clear description of how the student will meet the requirements for that option must also be included.

The proposal will be defended before the student's dissertation committee. The examination will focus upon the relevant theoretical, methodological and substantive areas germane to the student's program. It will also test the student's understanding of the discipline, the viability, scope and coherence of the thesis proposal and the preparedness of the candidate to undertake the proposed research. All students will be required to show the relation of the project to the program’s objectives, available faculty expertise, and to the relevant academic literature. Students in the project option whose work will involve community collaborators must show that they have appropriate participants, and they must justify their choice of participants given the theoretical, political, and methodological contexts of their thesis work. The student will have the opportunity to re-write the proposal and defend it twice.
Choosing your Courses

Earlier in this handbook, you learned what types of courses in what combination you would need to meet your degree requirements. This section gives you a little more detail about what kinds of courses are available to you and how to enroll in them.

An overview of information related to courses for the Cultural Studies program can be found here: http://www.queensu.ca/culturalstudies/?q=courses

| **Core Courses** | Students must take 2 of 3 core courses, although they may take all three if they choose. The three core courses are Critical Methodologies in Cultural Studies, Cultural Studies Theory and Cultural Studies Historiography. For descriptions, see: http://www.queensu.ca/culturalstudies/?q=courses#core |
| **Electives** | Course selections change annually depending on which professors from which departments are affiliated with Cultural Studies and have made their courses open to us students. You should usually decide on your elective courses in consultation with your supervisor. To browse what is on offer for the current academic year, see: http://www.queensu.ca/culturalstudies/?q=courses#electives |
| **Language Courses** | Note that language courses do not count toward the minimum 12 course units. There is currently no language requirement for successful completion of the degree. Queen’s has undergraduate language courses in Italian, Spanish, French, German, and Arabic. A |
| Reading French course for graduate students is offered in the Spring term by the French Studies Department. The course emphasizes reading and comprehension. (There are no additional fees for additional graduate courses or for the graduate French language course.) |
| Language acquisition for research purposes is additional to required courses. If a graduate student wishes to take an undergraduate language course because it is required to advance their research, the Program Director writes a memo to the Graduate School to that effect and the student is permitted to register in a course without additional charge. (Otherwise, a graduate student would have to pay to take the course as it is an undergraduate course.) |
| **Seminar Series (CUST 802)** |
| CUST 802 is a core course that comprises a seminar series and a professional development series. A key element in building intellectual community, the series convenes on average 10 times per semester. In order to strengthen the experience of intellectual community, we propose that CUST 802 be required for all PhD students in their first and second years in program, and for all MA students in their first year. PhD students would not required to attend the professional development sessions twice. |
| For the Cultural Studies Speaks schedule, see: [http://culturalstudiespeaks.wordpress.com/](http://culturalstudiespeaks.wordpress.com/) |
| For the Professional Development Series, see: [http://www.queensu.ca/culturalstudies/?q=course/cust-802-seminar-series-mandatory](http://www.queensu.ca/culturalstudies/?q=course/cust-802-seminar-series-mandatory) |
| **“Other” Cultural Studies Courses** |
| These courses include independent studies, practicums and community-based research which may also be available for students to create or apply for, with the cooperation of a faculty member. Also in this category are courses that Danielle will enroll all students in as part of their program, including MA or PhD project or thesis research as well as the PhD qualifying examination. |
| For a complete list, see: [http://www.queensu.ca/culturalstudies/?q=courses#other-culture](http://www.queensu.ca/culturalstudies/?q=courses#other-culture) |
### Project Option

<table>
<thead>
<tr>
<th>“Autonomous” Projects</th>
<th>The Autonomous Art Object Model with Integrated Analysis</th>
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<tbody>
<tr>
<td></td>
<td>The written component takes the form of an academic reflection on the project and refers to it consistently. The artwork is the object of the analysis. This would not take the form of an elaborate artist’s statement but would instead require the student to adopt two roles (artist and theorist/critic) which have traditionally remained distinct.</td>
</tr>
<tr>
<td></td>
<td>The Autonomous Art Object Model with Independent Written Component</td>
</tr>
<tr>
<td></td>
<td>The written component is not an analysis of the project and may not refer to the project consistently or at all. Instead the written component accompanies the project and constitutes a parallel discourse.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>“Integrated” Projects</th>
<th>The Provisional Art Object Model</th>
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<tbody>
<tr>
<td></td>
<td>An integrated project may be produced when the researcher elects to think artistically without necessarily fulfilling all the expectations of a practicing artist and without the obligation to produce what are understood to be “finished” works. The student produces provisional objects or artworks necessary to and linked to the internal demands of their research, which then provide a “figure” of an innovative theoretical or heuristic concept. These provisional artworks are not intended to be seen other than as materially rudimentary or unfinished instances of a largely conceptual process, and in this sense remain dependent on</td>
</tr>
</tbody>
</table>
The Community-based Model

The researcher documents aspects of the research object or process, which in turn becomes central to the research presentation. These documentary elements are not compiled in such a way as to constitute a finished independent work, but remain linked to the larger written component.

Progress Reports

Each year in September, MA and PhD students are required to submit a short report form (found at: http://www.queensu.ca/culturalstudies/?q=node/262) to their supervisors detailing their activities over the previous year. The titles of Professional Development Sessions and Speaks that you attended are recorded here. Your supervisor will rate your progress, both of you will sign off on the form and submit it to the program office. Generally, this is a friendly formality, but if your progress through the program is not in keeping with expected progress, as judged by your supervisor and the Program Coordinator, then specific goals will be set for the next 12 months, in writing.

If, at the end of that time, both your supervisor and the Program Coordinator agree that these goals have not been met, then you may not be allowed to continue in the program. Evaluation of progress reports takes into consideration illness and other personal complications / life situations beyond your control.

Defence timeline

1. MA students: you will fill out a form with your supervisor to request an oral examination: http://www.queensu.ca/culturalstudies/?q=node/262

   PhD students: your process is handled by the School of Graduate Studies, your supervisor and Danielle. All the paperwork is done at the School of Graduate Studies.

2. Submit formatted thesis (guidelines can be found at: http://www.queensu.ca/etheses/) to your supervisor, your two readers and the chair of the defense in electronic and in hard copy (hand it to them
directly or put in their mailboxes – you can look up the campus addresses of professors by visiting www.queensu.ca and clicking the search option “people” at the top of the page) 10 working days before approved defence date for MA. (The 10 days does not include the submission day or the day on which the defense is held.) PhD thesis and projects are submitted 25 working days before the defense. (Again, the day of submission and the defense day are not included in the 25 days.)

3. When you arrive at your defence, the Program Director or her delegate will have the following forms ready for you to fill out.

<table>
<thead>
<tr>
<th>For MAs</th>
<th>For PhDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfilming Permission Form</td>
<td>Microfilming Permission Form</td>
</tr>
<tr>
<td>Permission Of Co-Authors (If applicable – and it’s unlikely to be applicable)</td>
<td>Permission Of Co-Authors (If applicable – and it’s unlikely to be applicable)</td>
</tr>
<tr>
<td>Oral Exam form</td>
<td>PhD Oral Exam Form</td>
</tr>
<tr>
<td>UMI Form for Humanities &amp; Social Sciences OR UMI Form for Sciences &amp; Engineering</td>
<td>UMI Form for Humanities &amp; Social Sciences OR UMI Form for Sciences &amp; Engineering</td>
</tr>
<tr>
<td>Depending on your area of research. This is where you specify in what category your work should be included when it is catalogued in the library.</td>
<td>Depending on your area of research. This is where you specify in what category your work should be included when it is catalogued in the library.</td>
</tr>
</tbody>
</table>

4. After the defence, you will be informed that your thesis or project has passed, been referred for substantial revision, or failed. In the highly unlikely event that you fail, your work will be “overseen.” Even if your work passes, you will likely be asked to make minor revisions (such as corrections to minor grammar errors or typographical mistakes). Your committee will let you know what you must do before you submit your final copy to QSpace, which is the online database that catalogues all student theses and makes them searchable to the public. Submit your corrected and approved thesis or dissertation version by creating an account at QSpace and uploading your thesis or dissertation as a PDF at the following link:

https://qspace.library.queensu.ca/jspui/howto-submit_QS

The program fills out a form to notify the SGS that the student has successfully defended.

5. Once you have uploaded your thesis, you will receive an email from the thesis coordinator at the School of Graduate Studies (thesis@queensu.ca) confirming receipt of the document, apprising you of any further formatting corrections that must be made, and then finally confirming that the document has been successfully added to the QSpace database. During submission, you can choose to restrict your thesis from public access for a
period up to five years. Restricted status is intended to protect rights for immediate commercial publication, to obtain a patent which may rise from the research, or as a result of any contract made with a third party. For more information, consult the General Regulations – Thesis section of the School of Graduate Studies calendar. Exceptions to submission of an electronic copy of the thesis will be made by the School of Graduate Studies on a case-by-case basis. Usually in the case of projects, the analytic component is submitted. Documentation of the project may be included. If it is decided that no electronic copy can be submitted (such as if a student has created a project that cannot be documented in a conventional way) at least one hard copy revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee must be submitted to the School of Graduate Studies in fulfillment of degree requirements. If you have further questions, see the School of Graduate Studies “Degree Completion” contact page: http://www.queensu.ca/sgs/contactus/degreecompletion.html

6. Once step 4 is completed, a notification of your degree completion will be sent automatically to the School of Graduate Studies, which will process your file so that you are eligible to apply for graduation. It’s common for students to defend in September after their second year (for MA students) or fourth year (for PhD students). However, you must be registered in order to defend in September. If you submit your successfully defended thesis or dissertation to QSpace before September 30th, then you will not be charged fees for September. If you are signed up for the Pre-Authorized Payment Plan (see Tuition section), then your account won’t be charged at all. If you are not signed up for this plan, your account will be debited, but you will be refunded once you have completed.

7. If you want bound copies of your thesis, Queen’s will pay for up to two – one for you and one for your supervisor. Thesis paper copy submission form: http://www.queensu.ca/sgs/forstudents/forms/ThesisSubmissionFormPAP ERcopies.pdf Submit this form to the SGS office.

8. After you have done all of the above, all that you have to think about before you are really truly done with your degree is to apply for convocation on SOLUS under “Academics.” When the application becomes available, you will receive an email from the SGS notifying you. You can choose to either attend the ceremony in mid-November and receive your diploma at that time or have your diploma mailed to you.
Funding

Student funding is drawn from four sources: external awards, internal awards, teaching and research funds. Funding for both MA and PhD students comes from some combination of these sources. All eligible Cultural Studies students are expected to apply for applicable external funding in the fall.

Base Funding

As per Queen’s University policy, full-time PhD student are guaranteed a minimum funding package of $18,000 per year for four years. For full-time MA students there is currently no minimum funding policy at Queen’s; however MA students are typically offered a minimum funding package of $12,000 per year, for two years.

SSHRC, OGS & Other External Awards

All eligible students are required to apply for external awards. The two most common are SSHRC awards (Social Sciences and Research Council of Canada) and OGS (Ontario Graduate Scholarships) because a.) they’re good opportunities to fund your studies and b.) a portion of the Program’s funding is contingent on its students making an effort to seek external funding. OGS applications are usually due sometime in October and SSHRC applications in early November. Both are submitted to the Cultural Studies Program Office. All OGS applications are submitted by Queen’s directly to the Ontario Ministry of Colleges and Universities. SSHRC applications at the PhD level are ranked within the Program and, then, along with the MA applications, sent to the School of Graduate Studies, where they are ranked as part of larger pools of applications before being sent on to SSHRC. OGS is worth $15,000 for one year and SSHRC is worth $17,500 for one year at the MA level and either $20,000 a year for 3 years or $35,000 a year for 3 years at the PhD level. These are involved applications which require all past transcripts as well as 2 reference letters. Start them early!

For more information on OGS: 

For more information on SSHRC:

The Trudeau and Vanier Scholarships are even larger and rarer awards that students may be eligible to apply for, but these applications are not mandatory and students must be nominated by their university.

Vanier Scholarships: 
Trudeau Scholarships:  
http://www.trudeaufoundation.ca/program/scholarships

Teaching Assistantships / Teaching Fellows

Students who have external funding usually won't qualify for TA and TF positions. Nonetheless, given the importance of TFs as professional training, the Program will assign TFs to external-award holders if funding is available. TA positions may include marking and/or leading tutorials. TF positions entail instructing a course. For other students, these positions will usually make up a portion of their internal funding package.

For the current TA and TF collective agreement, see:  

Courses that require TAs will be posted on departmental websites. Students must respond to the TA job postings indicating their course preferences. Departments will consider preferences based on Appointment Preference Groups as outlined in the Collective Agreement. Cultural Studies works with other departments across the university to provide TAships for CS students. To view job postings, see:  
http://www.queensu.ca/culturalstudies/?q=teaching-assistantships/-/teaching-fellows

You will be required to contact the departments directly by a deadline listed on the corresponding website. Please check the websites often as the jobs may only be posted for 7 days.

When contacting the department, please cc cultstud.admissions@queensu.ca. In addition, the CS program office will send you an individual email with advice regarding specific TAships that match your preferences. However, the Collective Agreement does not require departments to match your preference.

You can also view postings at PSAC Local 90 Graduate TA and TF Union at Queen's Website: http://psac901.wordpress.com/job-postings-teaching-assistantships/

Please see the School of Graduate Studies for further information on fees and financial aid for graduate students at Queen's.

Part-Time Studies

Part-time students are not intended to constitute a large proportion of students in the program. No special timetabling can be done to accommodate the needs of part-time students due to the centralized nature of the Queen's timetabling system. The program differs from the regular programs in the following ways:
• **For MA:**
  Part-time students are required to fulfill a one academic term residency requirement. Part-time students may register in no more than one, three-credit course in each of the Fall and Winter Terms. No student may register in more than two, three-credit courses in the Summer Term. All students are expected to complete the degree within five years of initial registration.

• **For PhD:**
  Part-time students are required to fulfill a two academic term residency. Part-time students may register in no more than one, three-credit course in each of the Fall and Winter Terms. No student may register in more than two three-credit courses in the Summer Term.

Part-time students are expected to complete the degree within seven years of initial registration. Individualized time paths seek to strike a balance between the student’s life circumstances and the program requirements, and will be determined by the Program Coordinator and the supervisor in consultation with the student.

**Switching Between Part & Full Time Programs**
Students who meet the defined criteria of the proposed status, and who wish to transfer between full- and part-time statuses may do so with the approval of the Program Coordinator and the members of the student’s supervisory committee. Such transfers are subject to approval from the appropriate division of the School of Graduate Studies and Research.

**Navigating the Administration**

1. The School of Graduate Studies (SGS)
2. The Registrar
3. Tuition
4. Ethics Approval
5. Convocation

**The School of Graduate Studies**

Takes care of:
• Applications
• Information about Graduate Programs

Offices of the School of Graduate Studies are in Gordon Hall.
Society of Graduate and Professional Students

- New student orientation and running programs (professional development and social) for students through the year
- Graduate Health & Dental insurance
- Offering support and resources for grad students
- Publishing a twice monthly e-newsletter
- Liaising, through the SGPS Council (which all are invited to get involved with: http://www.sgps.ca/council/) with other legislative bodies of the university

The SGPS office is located in Room 021, John Deutsch University Centre (JDUC), Kingston, Ontario, Canada, K7L 3N6
tel: (613) 533-2924 fax: (613) 533-6376 e-mail: info@sgps.ca
office hours: Monday through Friday 9:30 - 4:30 (closed noon - 1:00)

The Office of the University Registrar

Takes care of:
- Tuition
- Awards
- Course registration
- Convocation
- Transcripts
- Tax receipts

The Registrar’s Office has moved toward an increasingly online self-serve model through a system called SOLUS, which can be accessed through a link on the homepage with your personal Queen’s computer account login and password. For the inevitable times when you will need to talk to a human to resolve your registrarial issues, visit:
http://www.queensu.ca/registrar/aboutus/contactvisit.html
for a list of phone numbers by department, or visit the office in person in Gordon Hall, 74 Union Street, Kingston, Ontario, K7L 3N6
Ethics Approval for Student Projects

CORE

If you are doing research with human subjects (ie. interviews, questionnaires) then you are required to enroll in a non-credit online module on human research participant protection. Complete this course prior to submitting your ethics application to the REB. Access the module here: http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

REB (Research Ethics Board) and GREB (General Research Ethics Board)

Currently, Magda Lewis and Susanne Soederberg are the Unit Research Ethics Board (REB) Co-Chairs for Global Development Studies and Cultural Studies. To ensure a smooth and expedient review process, please note the following three points:

1. All submissions to REB must be done on-line. The ROMEO Human Ethics Application programme, which is run by ORS, seems to be quite user friendly although a number of bugs have been reported. The URL for ROMEO is: www.queensu.ca/ors/researchethics/queensethicsromeo.html.
   If you have any questions or trouble signing in please contact Tom Herra at herra@queensu.ca, tel: 533.6000 ext 77433.

2. Although ROMEO generates an email prompt that a new application has been received, both Magda and Susanne would appreciate it, if you would send both of them an email to let them know that your application has been posted on-line. After receiving your email, they will send a confirmation of receipt via email. Given the time sensitive nature of many projects, this extra level of insurance is important. Susanne's email is: soederberg@queensu.ca Magda's email is: madgalewis@queensu.ca

3. Magda and Susanne will do their best to expedite your application. However, it is vital that you provide enough turnaround time for the internal REB process and GREB review, particularly if you are dealing with sensitive issues and vulnerable populations.

Tuition

You can choose to pay monthly or you can set up a Pre-Authorized Payment Plan (found at: http://www.queensu.ca/registrar/aboutus/forms.html) which will allow the Registrar’s Office to withdraw your tuition amount around the 5th of each month,
starting in October. If you choose this option, there is no need to pay a registration fee.

To change the banking information associated with your Pre-Authorized Payment Plan, visit the link above and download the form entitled “Pre-Authorized Payment Plan Banking Information Change Form.” Using this form will change both the account from which your tuition payments are taken and the account into which awards are deposited. Withdrawals and deposits are always be set up to happen with one account only.

Other forms associated with tuition payments, amendments, and refunds are also found at the link above.

**Convocation**

Apply for convocation online using SOLUS by the deadline advertised on email through the School of Graduate Studies. Convocation usually occurs mid-November and the application to graduate usually opens in October. You can choose to either attend the ceremony in mid-November and receive your diploma at that time or you can have your diploma mailed to you.

**Other stuff that’s good to know**

1. SNID Talks & GNDS Brownbag Lunches
2. Shift Graduate Journal
3. Student Resources
4. Undisciplined Graduate Conference
5. Student Offices, Lounge Space, Libraries, and Computing

**Studies in National and International Development (SNID), Gender Studies Brownbag Lunches**

*SNID* has served the Queen's development community since 1983, each year organizing a diverse program of visiting and local speakers discussing an eclectic range of development-related topics. SNID has also organized several major workshops and conferences, which have provided the basis for numerous publications. SNID serves a large, varied constituency of faculty, graduate students, undergraduates, and community participants.
A weekly seminar series is the staple activity of SNID. These seminars are normally held on Thursdays from 1:00 to 2:30 pm in MC-B204. All SNID events are free and open to the public.

http://www.queensu.ca/snid/

Each year, the Gender Studies Department holds a series of lunchtime lectures to which you’re welcome to bring food. Typically, these happen once a month on a Friday from noon - 1 p.m. in Mackintosh-Corry Hall B204.

Visit the link below to see upcoming talks.

http://www.queensu.ca/genderstudies/news/genderstudiesbrownbags.html

**Shift: Queen's Graduate Journal of Visual and Material Culture**

*Shift* (http://shiftjournal.org/) is an initiative created in 2008 by graduate students at Queen’s University. Based in the Cultural Studies program, this annual online journal is dedicated to providing an inclusive and broadly based forum that provides graduate students researching visual and material culture a venue to present current and original scholarly research. Each year the Journal is co-hosted by two institutions. Each institution is involved for two years. In the first year, the new host is mentored by the previous host institution and in the second year, that institution mentors a new host institution. The administration of the journal is composed of current and past graduate students at Queen’s and encourages all graduate students within the Queen’s community to become involved by contacting editors@shiftjournal.org to:

- Submit a paper
- Sit on the Editorial Committee
- Sit on the Steering Committee
  - Or
- Sit on the Editorial Board
## Student Resources

<table>
<thead>
<tr>
<th>Queen's Links</th>
<th>Community Links</th>
<th>Cultural Studies Links</th>
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</thead>
<tbody>
<tr>
<td>African and Caribbean Students’ Association (ACSA)</td>
<td>Artel</td>
<td>Canadian Association for Cultural Studies</td>
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<td>Agnes Etherington Art Centre</td>
<td>Farmer’s Market at Queen's</td>
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<td>Ban Righ Centre</td>
<td>HIV/AIDS Regional Services (HARS)</td>
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<td>Cultural Studies at the Queen's Library</td>
<td>Kingston Coalition Against Poverty</td>
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<td>CFRC – Queen's Radio Station Health, Counselling and Disability Services</td>
<td>Modern Fuel Artist-Run Centre</td>
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<td>Education on Queer Issues Project (EQuIP)</td>
<td>OPIRG</td>
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<td>Four Directions Aboriginal Student Centre</td>
<td>Wellington Street Theatre</td>
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<td>Levana</td>
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<td>Gender Advocacy Centre</td>
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<td>Queen’s Coalition Against Racial and Ethnic Discrimination (QCRED)</td>
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<td>Queen's University Archives</td>
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<td>Queen's Human Rights Office</td>
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<td>Queen’s University Library</td>
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<td>Queer Graduate Students Association (QCSA)</td>
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<td>Queer Indigenous and People of Colour (QuIPOC)</td>
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<td>School of Graduate Studies Society of Graduate and Professional Students</td>
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<td>Studies in National and International Development (SNID)</td>
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<td>Union Gallery</td>
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Undisciplined – The Cultural Studies Graduate Conference

Undisciplined is a one-day graduate symposium designed to provide Cultural Studies students with a forum to present their work (whether it is research undertaken for a MRP, thesis or project) to interested Queen's faculty, students and the Kingston community. Unlike a traditional conference, there will be no concurrent panels. Students present individually to the entire assembly and are grouped in thematic clusters. Owing to the program’s interdisciplinary nature, Undisciplined provides a much-needed opportunity for faculty members to come together and provide valuable feedback to MA and PhD students at the proposal and early research stage of their work. This provides an excellent opportunity for both students and faculty in the Cultural Studies program, who are dispersed throughout departments, to come together in interdisciplinary dialogue. This symposium also provides an opportunity for students and faculty who are new to the program to meet the community and learn about the types of projects in progress within the program.

Abstracts
Please submit your abstracts in a 1-page, Word (.doc) format by email.

Please preface your abstract with the following information:
Your name
Year in program as of Sept. 2011 (example: 3rd year PhD)
Your paper title
5 Key words that describe your paper
5 Professors whom you would like to attend your presentation

Abstracts for submission should be no longer than 300 words.

Presentation Format

Each presenter has 10 minutes to present a synopsized version of their anticipated or in-progress research project, which is immediately be followed by 10 minutes of questions and feedback. We ask that when planning your presentation, you preface with a very brief introduction to your research area and then proceed to focus on a question or problem that is central to your work and for which you would like to receive feedback. Please be sure to direct your paper towards an audience of scholars who may or may not be specialists in your field. Making your project accessible to a diverse range of interests and specialists is a key skill we are hoping our presenters will learn through this symposium. You also want to make your presentation is as interesting as possible so that you will engage your audience and generate ample feedback and discussion.
Power Point slides are accepted and must be submitted one week before the symposium to allow for adequate technical preparation. Please – no video or sound clips. All presentations will respect hard time stops.

Inviting Professors

We ask each presenter to identify 5 professors whom you would like to attend your presentation. These may be members of your committee, professors you have taken courses with or professors whom you would like to meet but have not yet had the opportunity. Because this is these are the pilot years for our Cultural Studies symposium and our goal is to provide presenters with feedback, we are planning to make special efforts to invite the professors whom you would like to attend. We will make every effort to group presentations in thematic clusters in order to facilitate the active participation of professors who might only be able to attend for half of the day.

Poster Presentations

Students who are interested in sharing their work through informal poster presentations may do so. Posters will be hung in the symposium 'lunch room' where participants can view them in prior to the conference, on breaks and throughout the lunch hour. Recently graduated MA students are invited to share their completed MA theses, MRP’s and projects in this fashion. Please contact us if you are interested in presenting a poster.

Contact:

If you have any questions or concerns, or to submit your 1-page abstract, please contact us at: undisciplined2011@gmail.com.

For further information and to view photos and programmes from past conferences, see the Undisciplined blog: http://undisciplined2011.wordpress.com/

Graduate Student Offices, Lounge, Computer, and Library Facilities

Lounge and Offices

The Cultural Studies student lounge is located in Mackintosh-Corry Hall F07. In this room you will find seating space, student mailboxes, a kettle and small fridge. Attached to one side is a small office in which TAs can meet with students. Attached to the other is one of the PhD dedicated study carrel rooms. You can obtain keys for the lounge and all student office spaces from Danielle. A $20 deposit is required.
The remainder of the PhD carrels are located down the hall. Students are assigned to one of these two spaces at random and select their carrels on a first come first served basis.

MA offices are located on the first floor of Mackintosh-Corry Hall in B 204. This space comprises a lounge area with benches and tables, two rooms with carrels, and one room for meeting with students.

All graduate students also have access, by application, to study carrels in the Stauffer Library.

Computers

All graduate students are provided with university computing accounts, which afford access to the internet, email, and software provided free to students under a university license. All e-mail from the Cultural Studies program is sent to students’ university e-mail accounts. By visiting the Information Technology Services (ITS) “Identity Manager” page at https://netid.queensu.ca you can choose to activate your “your.name” email alias, which switches your email address from a series of letters and numbers to one based on your name, making it easier for others to recognize and remember your email address.

Queen’s student computer accounts also enable students to use the Queen’s Library online research resources, which comprise numerous databases, online publications, journal archives, and reference works. To sign into these resources, you must still use your original account information, even if you have changed your email username through the “your.name” service.

Students may also produce their own web pages through their computer accounts. Over twenty semi-public sites on campus offer access to these online services through PCs or Macs. The Stauffer Library has an outlet at each study station for plugging in laptops.

Libraries

The holdings of Queen’s University Library are housed in five libraries. The main Humanities and Social Sciences collections is in Stauffer Library while Special Collections are held in Douglas Library. The Queen’s University Library collections comprise over 2.2 million physical items and over 500 000 electronic resources, including 440 000 electronic books, 60 000 electronic serials, and 625 research databases. http://library.queensu.ca/

The librarian for CUST is Sylvia Andrychuk (Email: andrychs@queensu.ca, Phone: 613-533-6000 x78681). You can contact her for research help or to recommend additions to the library holdings.