DEVS PhD Program Handbook 2018/19

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Department Administration

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Click here for maps of the Queen’s University Campus. For more information on the Global Development Studies PhD program please also visit our website: https://www.queensu.ca/devs/graduate/phd-program

Sessional Dates
Queen’s academic year is divided into 3 terms: Fall (September-December), Winter (January-April) and Spring/Summer (May-July). Each term is 4 months long. For the School of Graduate Studies sessional calendar, which includes course add/drop deadlines and other important deadlines, click here: http://www.queensu.ca/sgs/graduate-calendar/sessional-dates

The University will be closed December 24, 25, 26, 27, 28, 29, 30 and January 1. Winter classes begin on January 7. Mid-term Reading Week is scheduled from Monday, February 18 (Family Day) through Friday, February 22, 2018. For more information on sessional dates please see: https://www.queensu.ca/sgs/graduate-calendar/sessional-dates

Email
Please note: All course-related electronic communication will be sent to your student Queen’s email account. All TA-related email will be sent to your employee Queen’s email account. Your email account is [netID]@queensu.ca. You can access your Queen’s email account by going to the Queen’s home page and selecting Outlook Web App from the drop-down menu.
Introduction and Degree Timeline

These guidelines have been produced to provide incoming candidates and the faculty of the administrative requirements of the doctoral programme in Global Development Studies. For more general information on graduate studies at Queen’s University, you may consult the School of Graduate Studies (SGS) Calendar: https://www.queensu.ca/sgs/graduate-calendar

For those undertaking full-time study the programme is designed for completion within 48 months. Those wishing to undertake the programme on a part-time basis should consult the department for advice.

Should you ever require a leave or an extension beyond five years from the program, please contact the DEVS Graduate Coordinator. You can find the SGS Time Limits for Completion of Programs and Extension of Time Limits on their website: https://www.queensu.ca/sgs/graduate-calendar/general-regulations

A typical timeline for completion would be as follows:

Year 1:

- **Fall and Winter terms:**
  - The programme requires doctoral candidates to take four courses (12 units) and our professional seminar
- **Spring and Summer terms:**
  - Students establish their supervisory committee, begin to prepare their comprehensive exam literature lists, and consider the first stages of building their research proposal

Year 2:

- Across their second year, candidates undertake three tasks:
  - Prepare for and complete the written Qualifying Examination
  - As part of their Qualifying Examination process, submit a course syllabus on a chosen research topic
  - Submit and defend a formal research proposal that provides the analytical and methodological basis for the subsequent PhD research. A committee of three faculty members – including the candidate’s supervisor and at least one examiner from within DEVS – examines the proposal orally
Year 3:

- Candidates complete field research and/or equivalent data collection. In consultation with their supervisor and committee, they begin to write draft chapters towards their thesis
- Candidates begin to plan a programme of knowledge mobilisation in conjunction with their supervisor

Year 4:

- Candidates write up their PhD thesis, which they submit for defence, allowing for a completion date within the stipulated 48 months from the beginning of the programme
- Candidates pursue a programme of knowledge mobilisation under supervisory guidance – seeking to present their work at suitable academic/non-academic conferences
- Make a short presentation to the incoming PhD students illustrating the strategies developed, challenges faced and outcomes of conducting doctoral research
- For candidates needing to extend beyond a fourth year of study in order to complete the degree, a clear plan to completion following School of Graduate Studies guidelines is established in conjunction with their supervisor and the graduate chair
Degree Level Expectations

The PhD program in Global Development Studies facilitates students to conduct coursework and research in the field of development studies. While the department encourages a holistic, interdisciplinary perspective, we offer concentrated expertise in the following research areas:

1. Political Economy of Development
2. Cultural Politics of Development
3. Indigenous Studies
4. Development and Sustainability

A full list of faculty and their research areas is available on our website: https://www.queensu.ca/devs/faculty-profiles

To successfully complete the programme, all doctoral candidates will demonstrate core competence in the following three benchmarks:

1) Depth and breadth of knowledge
Our PhD students will attain a deep specialisation in the central rubrics that have shaped development studies as a field. This includes developing a close familiarity with both the political-economic and the cultural dimensions of development thinking including the ability to critically analyse debates in each. Doctoral students should demonstrate the ability to think creatively by linking these two bodies of knowledge and to synthesise their analytical perspectives with case study material. Within this process, students will display key practical skills of perceptive reading, information management and processing, and oral and written communication.

2) Research and scholarship
Our programme requires students to thoroughly ground themselves in key analytical frameworks and methodologies for conducting research on development issues. This involves developing foundational skills in designing and conducting fieldwork involving human subjects. It requires deep reflection on the practices and limits to cross-cultural research and exchange alongside generating a strong degree of reflexivity on the public purposes of development research. Doctoral students are expected to produce original research that is suitable for recognized venues of research exchange such as peer-reviewed journals, conferences, university workshops and so on.

3) Professional capacity
Our doctoral students acquire key transferable skills for use within all professional contexts. As part of the ability to clearly communicate complex ideas in both written and oral forms, candidates will develop strong communication skills to present research plans and finished research to an audience of both specialists and non-specialists. Candidates will also establish good project management skills to develop
their original research, including the ability to handle unforeseen problems before, during and after fieldwork or data collection. A close familiarity with the practices of grant applications, Ethics Board procedures, and research planning is required to further develop transferable skills that stretch beyond the academic realm.

These degree level expectations are assessed across the programme through four primary means:

1. The core and elective courses require written scholarship and oral presentations that relate directly to the depth and breadth of knowledge, research and scholarship, communication skills, and awareness of the limitations of knowledge.
2. Candidates undertake qualifying exams and submit an undergraduate course syllabus in their area of research. The supervisory committee as a whole assesses the exercise in terms of learning outcomes for depth and breadth of knowledge, application of knowledge, communication skills, and professional autonomy and capacity.
3. Through the Thesis Proposal, the supervisor and committee ensure that the planning and implementation of research addresses key learning outcomes for research and scholarship, application of knowledge, communication skills, and professional autonomy and capacity. This progress is then related to the department through Annual Progress Reports.
4. The thesis examination committee assesses the thesis in both written form and through oral defence to ensure it adequately addresses all learning outcomes: depth and breadth of knowledge, research and scholarship, application of knowledge, communication skills, professional autonomy and capacity, and awareness of the limitations of knowledge.

Finally, the performance of the doctoral candidate is documented using the following procedures:

- Student and supervisor fill out a mandatory Annual Progress Report that reviews achievements to date, goals for the upcoming year and timelines for progress towards the timely completion of the degree. These are kept on record in the Global Development Studies graduate office.
- Coursework grades, with the student’s transcript demonstrating a clear record of accomplishment. Students must hold a B+ average in order to progress to the proposal defence.
- Supervisory committees examine the qualifying examination and course syllabus submission.
- Supervisory committees examine the Research Proposal and an oral proposal defence. A report on the proposal defence is submitted to the department and the candidate.
- Examining committees (including an external and internal-external) examine the thesis at an oral defence, held before the end of the fourth year.
Course Work

The purpose of course work is to ensure that the candidate has foundational skills and knowledge in the field of development studies. This entails demonstrated capacity in political economic and cultural analysis, research methodologies and in-depth knowledge appropriate to the area of specialization. Course work is also intended to help prepare the candidate to undertake their qualifying examination as well as to design an original research programme in the area chosen for a thesis.

Candidates require four one-term courses, normally all taken in their first year. Three courses are mandatory core courses within the programme:

**DEVS 801: Political Economy of Development**

This course provides a comprehensive introduction to the relationship between political economy and the ideas and practices of development. The course grounds students in core theories, both classical and contemporary. It then examines key themes and controversies to illustrate the relationships between political economy and development practice.

This is a mandatory course for all graduate students in Global Development Studies.

**DEVS 802: Cultural Politics of Development**

This course provides a comprehensive introduction to the cultural politics of development in historical and contemporary perspective. The course focuses on narratives of development and their relationship to social and political movements in the South and North. Themes include the ideas of tradition, modernity and progress; colonialism, nationalism and liberation; and the gendered and racialised politics of development.

This is a mandatory course for all graduate students in Global Development Studies.

**DEVS 803: Qualitative Research Methods and Fieldwork**

Provides students with core skills in qualitative fieldwork planning, design and implementation. With a focus on the ethics of conducting research in development settings and the role of research in social change, the course addresses key qualitative methods and techniques such as interviewing, participant observation, participatory research, and data management and analysis.

+ one graduate level elective course (taught either within the department or in a related discipline).
In addition, candidates will take:

**Devs 950: Professional Seminar in Development Studies.**

Provides a forum to discuss practical, ethical and methodological issues in conducting development research, pedagogy, writing and professional development, including thesis preparation, publications, development pedagogy, conference presentations and grant applications. Monthly meetings; Fall-Winter.  
**PREREQUISITE:** None  
**EXCLUSION:** None

The latter is taught on a pass/fail basis across the Fall and Winter terms.

Candidates with an MA from Queen's University who have already taken one or more of the core courses will either be required to take alternative elective courses or may be granted advanced standing as determined by the Graduate Chair and their supervisor at the start of their academic programme.

**Grades**

All PhD Candidates must obtain a grade point average of 3.3 or B+ on required coursework (i.e. mandatory and elective courses) in order to proceed to the Qualifying Examination. Students who have not met this average will need to take further courses to achieve the necessary average before being permitted to proceed in the programme.

SGS regulations require that a minimum grade point average of 2.7 or B- be attained in all courses required for the degree, including elective courses. A Failed course is one in which the candidate obtains less than a grade point of 2.7 or a B-. A candidate who fails a course is normally required to withdraw from the Programme.

**Late and Incomplete Course Work**

The department expects all students to submit assignments on or before the due dates set by course instructors. In the absence of documented, extenuating circumstances beyond the students control, students who have not submitted all work by the end of the term in which the course is taken will be assigned a final mark based on all material submitted to that date.

If necessary, Graduate students can request special consideration for extenuating circumstances that will have or have had an impact on an academic requirement or requirements. Such considerations might take the form of one or more of the following: a brief absence, a brief reprieve from coursework, research, or fieldwork requirements, an extended or deferred deadline, a modified schedule for assignments, projects, or comprehensive exams, a deferred exam or project, an
alternate assignment, a re-weighting of assigned marks, course withdrawal without penalty, or other consideration deemed appropriate by the instructor, supervisor or Graduate Chair. Full details can be found here: https://www.queensu.ca/sgs/accommodation-and-academic-consideration

In the case of legitimate problems, an instructor may agree to accept a late assignment. In this case, the instructor will assign an Incomplete Grade (IN). The automated grading system will add a deadline date of 120 days from the last date of the term in which the IN is entered, after which the grade will automatically become a Fail (F) if no grade change is submitted before the deadline agreed between the student and instructor. Incomplete grades, particularly if there is more than one, may affect a student’s ranking by the department in making recommendations for further financing and allocation of teaching assistantships.
Annual Progress Reports

Annual progress reports are an important way for candidates to assess their progression through the degree and to dialogue constructively with their supervisor. They allow candidates to identify milestones accomplished, any areas in which they need to improve and the requirements they still need to complete.

At the start of May in each year, the Graduate Assistant will circulate an Annual Progress Report form to the candidate in which the candidate can indicate their accomplishments over the past academic year and identify key goals for the year ahead. It is advised that candidates meet supervisors to discuss their progress prior to filling out the form. On the form, candidates should relate their progress to the degree timeline set out above, indicate their accomplishments, and explain any delays in achieving key degree milestones. Where necessary, clear strategies and timelines for maintaining progress through the degree timeline should be identified.

Once the candidate has filled out their part of the form, it should be sent electronically to their supervisor no later than May 15th. Supervisors will then write their summary of the candidate’s progress over the academic year past and specify their expectations for the year ahead.

The supervisor will then send the completed form to the Graduate Assistant by June 1st who will ensure the candidate has a copy. If they desire, the candidate is allowed to respond to their supervisor’s comments within a time period of two weeks, and return the form to the Graduate Assistant. The final form will then be forwarded to the Graduate Chair for oversight. If deemed productive, the Graduate Chair may convene a meeting with the candidate, with supervisor present to address their progress and identify suitable strategies for achieving goals in the coming year.
Qualifying Examination

The Qualifying Examination takes the form of a take-home exam undertaken over the course of a working week, released on a Monday morning at 9am and returned at 4pm on the Friday. In special circumstances, the candidate can establish an alternate yet equivalent time period with the committee and the Graduate Chair. Accommodations shall be made for all candidates with disabilities that affect the writing of this exam.

The examining committee is composed of three members, including their supervisor and two others (at least one of whom must be from within DEVS). Committee composition should be confirmed with the Graduate Assistant early in the Fall term in year two. This committee would normally also serve as the Thesis Proposal committee and part of the Thesis Defence committee, although changes can be made as circumstances dictate.

The exam consists of two questions set by the examining committee:

- **Depth and Breadth of Knowledge:** The first tests the candidate’s understanding of the primary theories, debates and controversies within development studies as a field. The relevant material is established in the syllabi of DEVS 801 and DEVS 802 (from the year that the candidate took these courses) in addition to the texts provided in a departmental core reading list (attached below).
- **Specialist Knowledge:** The second tests the candidate’s knowledge in their chosen area of specialization and how it relates to development studies as a field. The candidate and the supervisor will prepare a list of texts upon which the question will be based and circulate these to the committee. The full the committee will approve this list before setting a question at least six weeks before the prospective examination.

Each exam question response shall be between 3000-3500 words and will require referencing to texts from the reading list. Once the candidate has submitted the completed exam, they shall be informed of the results within ten working days.

The examining committee assesses the written component of the qualifying examination, on a Pass/Fail basis.

- **A Pass** means that the candidate has demonstrated in a scholarly fashion a strong ability to identify, explain and critically analyse central concepts, theoretical approaches, and debates in the field of Global Development Studies and their specialist area.
- **A Fail** may be due to a lack of critical analysis that engages with the agreed upon literature. It may be due to an inability to express an argument in a scholarly manner expected at the PhD level. It may be due to an avoidance of the questions posed, or a very superficial treatment of the questions or lack of
engagement with the texts. It may be due to a breach of academic integrity. A Fail may be due to a combination of the above.

If **two or more** of the committee members do not believe that the exam meets the necessary criteria to pass, then the candidate will be deemed to have failed. The committee must provide a written explanation of this failure to the candidate and the Graduate Chair. The candidate will then be given two weeks’ notice for an oral defence of the exam in which the committee will ask the candidate to explain their answers, elaborate on key points, and respond to questions.

Should, as judged by two or more of the committee members, the oral exam not demonstrate the necessary strong ability to identify, explain and critically analyse central concepts, theoretical approaches, and debates, the candidate may sit the examination a second time within three months of the candidate's receipt of the assessment of the written examination. New questions must be generated for the second examination based on the same reading list as before. If the candidate fails the second written examination, the department will recommend to SGS that the candidate withdraw from the PhD Program.

Candidates wishing to appeal the decision of the department after a second failure may appeal the decision to SGS: https://www.queensu.ca/sgs/graduate-calendar/general-regulations

* In cases of failure due to significant breach of academic integrity, a second Qualifying Examination will not be provided and the candidate asked to leave the programme.

**Syllabus Preparation**

Alongside the qualifying exam, candidates will prepare and submit a course syllabus on their chosen area of research specialisation. The syllabus would typically be designed for a 400-level seminar course, although if the committee agreed an alternative pedagogical purpose (such as non-academic course for practitioners or community groups) this may be acceptable. This syllabus must be submitted prior to beginning the qualifying exam and would be assessed by the committee alongside the qualifying exam as a further means to demonstrate core competency and depth of knowledge in the field. It should demonstrate the academic skills to put together a comprehensive and well-organised series of readings and assignments appropriate to the course level. If necessary, the committee might recommend revisions to the syllabus prior to passing the candidate to proceed to the proposal defence.
Thesis Proposal

The thesis proposal provides a comprehensive guide to the candidate’s prospective doctoral research, giving a clear guideline to the questions addressed, the analytical tools and methodologies employed and the practical design of research logistics. The proposal allows the candidate to gain productive feedback from their committee prior to initiating the research.

The body of text for a thesis proposal would typically be between 25 and 35 pages excluding references, although there is no upper limit. While each research proposal addresses a unique problem and context, every effort should be made to deal with the following components:

**Introduction:** The introduction states the specific research question to be addressed establishes why they are worthy of substantial research, including the originality of the proposed research and its relevance to the field of development studies.

**Literature Review:** This section establishes the intellectual context within which the research is being undertaken. It should identify the major academic contributions that give rise to the proposed research. It is not a comprehensive literature review as this is normally part of the thesis itself, but should clearly indicate what has already been written on the topic so as to confirm the purpose and originality of the proposed research.

**Analytical Approach / Theoretical Framework:** The candidate should clearly identify and justify the conceptual or theoretical approaches used to address their primary research question(s). This includes the candidate identifying how they might adapt or synthesise different approaches to better suit their specific research programme. Strong referencing to the key literature on these approaches / frameworks would be considered necessary.

**Methodology:** This section establishes how the data or research material for the project will be collected, with specific attention to the ethics of conducting research in development settings. Close details should be provided regarding the techniques to be used such as interviewing, participant observation, participatory research, etc. The candidate should provide a strong rationale for why these methodological techniques have been selected, i.e. why are they appropriate to address the research question(s) driving the research? They should clearly articulate the timeframes for their proposed implementation and the logistics for undertaking the research on a practical level.

**Resources:** What resources are needed to accomplish the proposed research? Care should be taken to spell out requirements in terms of travel (fares and accommodation and subsistence); necessary equipment and how it will be obtained; survey needs (interviewers, travel, telephone, supplies, coding); computing costs; and
other necessary expenses. The candidate should make clear whether these required resources are currently available to them or how they will be accessed.

Ethics Review: All candidates whose research involves human subjects must successfully complete the compulsory Human Research Ethics approval – CORE (SGS 804) online tutorial prior to their thesis proposal defence. They must also provide a full draft of a General Research Ethics Board (GREB) application in the proposal. Candidates and their supervisor can decide whether to submit this application to GREB prior to or immediately following the defence. Further information can be found at: http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb

Bibliography: A full bibliography must be included, which clearly covers the existing literature on the research topic and the analytical / methodological frameworks to be used for the project.

Oral Examination

Once the Thesis Proposal is submitted to the committee, the Graduate Assistant will schedule an oral defence. The committee is composed of three faculty members – including the candidate’s supervisor and at least one examiner from within DEVS – and would normally be the same committee that assessed the candidate’s qualifying exam.

The exam is chaired by the Graduate Chair or deputy and is approximately two hours in length and will typically be held around three weeks after submission of the proposal. During the oral exam, committee members will ask the candidate to justify their proposed research and the analytical frameworks / methodologies they plan to use. They may seek clarification or elaboration of any point within the proposal. On completion, the candidate will leave the room and the committee will decide whether the proposal meets the necessary standards to proceed onto active research.
The possible outcomes of the examination are as follows:

- **Pass**: Allowed to continue to active research.
- **Pass with Revisions**: Clearly specified revisions are recommended and the revised proposal shall be submitted to all members of the committee who will individually certify to the chair their satisfaction with the revised proposal.
- **Fail**: If two or more of the committee members indicate that the thesis proposal in its current form fails to meet the criteria for the candidate to continue in the program, then it is deemed to have failed.

The examination chair shall draft a written report summarizing the oral examination and indicating the decision of the committee. Any required revisions (minor or major) shall be clearly indicated, along with an indication of who shall be responsible for overseeing the changes as required. The report shall be distributed to all members of the committee for their approval. Once approved, the candidate, the Graduate Chair and Graduate Assistant shall receive a copy of the report.

**Failure of the Oral Exam**: Within three months of the original exam, the candidate is permitted to resubmit a substantially rewritten thesis proposal and to re-sit the oral examination. Should there be a second failure, or the passage of three months without submission and defence of a revised proposal, the department will recommend to SGS that the candidate withdraw from the PhD program.

Candidates wishing to appeal the decision of the department after a second failure may appeal the decision to SGS: https://www.queensu.ca/sgs/graduate-calendar/general-regulations

**Changes to the Research Proposal after the Defence**

During the course of preparing for and conducting research, the candidate’s project may shift in emphasis. While small adjustments are expected, the department requires that any major departure from the approved proposal will result in the candidate providing a written statement to be circulated to the examining committee to keep them informed of the research shifts and the rationale for them. This allows committee members to identify any potential red flags and provide useful advice prior to the thesis defence.
Internships or Work-Placements

The option to do an internship/placement option within the PhD is welcomed if it is closely tied to the broader research goals of the candidate. This means that a potential internship/placement would be used to achieve one or more of the following goals:

(a) *Direct research opportunity.* This would be an internship working within a development organization that facilitates direct research activities. For example, some of our MA students have in the past worked for development organizations directly conducting research studies. Alongside producing reports for the host organization and generating professional skills, the student benefits from the opportunity to use the data generated in their placement for their thesis. An internship of this nature therefore gives the student an established institutional context in which to pursue research for his or her own degree.

(b) *Observation of the institutional dimensions of development work.* Many of our students are interested in how development occurs in practice. On this basis, an internship/placement gives them opportunity to observe the inner workings of development organizations, their interactions with donors, governmental agencies, research communities, and the target communities of development practices. These kinds of internship/placements allow students to build strong professional skills – the day-to-day transferable skills from a practical work placement – alongside contributing to their understanding of the organizational processes that facilitate development. The latter would form a core part of their thesis topic.

(c) *Network building for research.* Some internship/placement opportunities provide students with an opportunity to work within a specific community to build up the necessary knowledge, skills and contacts for their own subsequent research. For example, working for several months with an organization promoting gender empowerment in northern Canadian communities can provide the basis on which to then undertake research study on changing gender roles within such communities.

In all three cases, taking on an internship/placement would require a strong fit between the placement and the academic content of the student’s degree.

**Process**

For students seeking to undertake an internship or placement, a rationale should be written into their thesis proposal. The supervisor and committee would then judge the fit between internship/placement and the proposed research. They would ensure that the nature of the internship/placement, the projected tasks involved, and the timelines involved all facilitate the broader academic goal of completing the doctoral thesis.
Should the internship/placement opportunity arise after defence of the research proposal, the student will provide a formal (written) rationale for the internship/placement in terms of their proposed research and its timelines. This will allow the committee and the student to articulate the expectations attached to the internship/placement. Finally, the graduate chair would act as a final check as part of their routine function in signing off on all graduate student off-campus activities.

To establish the direct tasks undertaken by the candidate during the internship/placement, a document should be created between the student, the academic supervisor and their supervisor within the hosting organization. This would detail a clear set of goals and training objectives to ensure appropriate skill development and professional goals to accompany the academic objectives. The supervisor is expected to keep in contact with the student during the placement period to ensure that the expectations for both professional development and research facilitation are being met.

On returning from an internship/placement, the student is expected to give a written de-briefing – typically 4-5 pages – of what they accomplished in terms of academic and professional development to their supervisor and committee, plus give a presentation of their experience to the first year MA and PhD students as part of their professional development seminar (Devs 850 / 950).
From Research Proposal to the Thesis

Following the successful completion of the Research Proposal Defence, the candidate and supervisor will agree and update a schedule for research completion and submissions of chapter drafts. They will establish clear a reasonable turnaround time and procedure for these submissions and comments to be provided by the supervisor. The candidate and the supervisor will typically meet (online or in person) regularly during the process of drafting the thesis to discuss any problems and progress with the thesis. Other members of the supervisory committee may be involved as well, including with the reading of some chapter drafts if mutually agreed to.

Once the thesis is completed to the satisfaction of the candidate and their supervisor, the candidate submits the thesis to the School of Graduate Studies and the supervisor and Graduate Chair sign the form available in the DEVS Graduate Assistant’s office. In extraordinary cases when a candidate and the Supervisor cannot agree on the appropriateness of the thesis submission, the candidate can proceed to submit without the approval of the Supervisor.

The supervisor – in consultation with the candidate – determines and arranges for the External Examiner and for the Internal/External Examiner for the defence.

NOTE: Students must maintain an up-to-date registration at Queen’s until all degree requirements are complete.

Format of the Thesis

The thesis component of the degree will be consistent with the School of Graduate Studies’ regulations on PhD theses and structure. The thesis is expected to be a monograph format based on a period of fieldwork, typically conducted in developing country contexts, indigenous communities, or development organisations. Within the monograph format, the department acknowledges the flexibility to incorporate a chapter on research outcomes written in non-technical terms for a non-academic audience to promote knowledge transfer. The thesis must be expressed in a satisfactory literary form consistent with the discipline, display a scholarly approach to the subject and a thorough knowledge of it. Parts of the thesis may be prepared in a form suitable for separate publication or dissemination, however, the thesis must comprise a coherent account of a unified research project rather than a collection of loosely connected studies. The doctoral thesis must include a critical review of previous work related to the subject and a concluding summation of the contribution made in the thesis to scholarship in the chosen field.

The work must original and would typically be in the range of 70-80,000 words inclusive. The maximum permitted length for a thesis is 85,000 words inclusive.

The format of the thesis should be appropriate for the subject matter, the research
objectives and align with plans for dissemination and must conform to a monograph format that corresponds to established Queen’s criteria for theses:

- Overall, the thesis must comprise a coherent account of a unified research project or scholarly endeavour
- The doctoral thesis must be original, the work of the candidate, and of such value that it merits – in part or in whole – publication
- The elements comprising the traditional thesis format enable an assessment of the contribution of the body of the work to advance knowledge and confirm that the candidate has achieved the standards and expectations of a doctoral degree, and the learning outcomes established by the Department.

While theses will differ according to their subject matter, a typical thesis would include the following items:

1. Title page
2. Abstract (350 words or less)
3. Acknowledgements
4. Table of Contents
5. List of Tables (if applicable)
6. List of Figures (if applicable)
7. List of Abbreviations or Symbols (if applicable)
8. Main Body of the thesis including:
   i) Introductory chapter
   ii) Literature Review and Methodology
   iii) Substantive research (usually extends into several chapters as necessary)
   iv) Summary and Conclusions
9. Bibliography
10. Appendices, including GREB approval (if applicable)
Thesis Submission and Defence

The examination of the thesis follows the regulations of the School of Graduate Studies. The thesis must be defended in an oral examination, which are normally open to all members of the Queen’s community (requests for a closed examination will be granted for justifiable reasons). The examination committee for doctoral candidates include the following six members:

- Chair
- Supervisor
- Two ‘internals’: i.e. members of the Department (or, in cases agreed to by the Graduate Chair, one department member and one faculty from a cognate department with appropriate expertise)
- One ‘internal external’: i.e. a faculty member from Queen’s University from a department other than DEVS
- One ‘external’; i.e. an examiner from outside Queen's University.

The student’s supervisor and graduate chair nominate members of the Ph.D. candidates’ Thesis Examining Committee. However, the authority for confirming membership of the committee and for confirming the date of the examination lies with the Dean of the School of Graduate Studies.
Procedures for Scheduling Oral Thesis Examinations (Defence)

The defence of a student’s thesis will be arranged and conducted in accordance with the regulations of the Graduate School detailed on their website. In addition, the candidate and supervisor will adhere to the following process:

1. The Ethics Clearance Letter must be included by the student in the thesis prior to defence, where applicable.
2. The thesis examination cannot be scheduled unless the student is currently registered, has completed all academic and program requirements, and has paid all due fees.
3. In preparation for the thesis examination, a minimum of 25 working days prior to their prospective defence date the supervisor and candidate must submit an email from the supervisor to the Graduate Assistant indicating the details of the defence, including an electronic copy of the thesis. NOTE: There are no exceptions to this deadline.
4. At this time, the candidate will deliver one copy of the Thesis (in temporary binding – no binders) to SGS for the Chair, who will be appointed by the Graduate School, and submit a PDF copy of the thesis to the School of Graduate Studies (thesis@queensu.ca) to be reviewed for formatting.
5. When these items are received the Graduate Assistant will prepare the formal thesis examination request form, arrange for it to be signed by the thesis supervisor and Department Head.
6. The members of the Examining Committee will receive a form from the Graduate School, confirming all the details of the examination, including the name of the appointed Chair. The bottom portion of this form is the Confidential Report on the thesis. Each examiner, including the supervisor, must complete and return this form to the School of Graduate Studies by the deadline listed on the form. Examiners must indicate whether or not they think the examination should proceed, by checking either the Yes or No box on the form. These reports will be read aloud at the examination. If any two reports recommend the thesis examination not proceed, the student, supervisor, and head of department will be contacted (see Calendar of the School of Graduate Studies, General Regulation, Thesis)
7. At the thesis examination, the supervisor is usually delegated by the Committee to ensure that any necessary corrections to the thesis are made. The supervisor shall confirm this in writing for the School of Graduate Studies, before the student submits the required two copies of his/her thesis to the School of Graduate Studies for final permanent binding, and uploads a PDF version of it to QSpace.
PhD Defense

The defence of a student’s thesis are set out in accordance with the regulations of the Graduate School detailed on their calendar. The process is as follows:

At the defence the Chair makes sure everyone is present and is introduced and then asks the candidate to leave the room.

The Chair reads out the written comments submitted by all examiners beforehand and also addresses any concerns and overviews the examination procedures. The order of questioning starts with the External Examiner, Internal/External Examiner, the Head or delegate, any member internal to the department followed by the supervisor.

The candidate is invited back into the room. The Chair might begin with a simple general question designated to ease the candidate, or may forego this privilege and move right into committee member questions.

The first round of questions begins and typically there are no restrictions on the length of time the External Examiner has, although a time limit of about thirty minutes is normal for the first round. All others members have about twenty minutes each. Depending on what the examiners decided, there may be a second round of questioning.

Once the questioning is complete, the candidate is asked to leave the room again, while the committee members deliberate.

The Chair reads out the outcome, which will be one of:

- **Passed** (typos and "minor modifications" allowed)
- **Referred** (whole sections need rewriting, an area omitted must be added)
- **Failed** (the thesis does not meet the requirements of the degree)

Full details of these outcome categories can be found at: [http://www.queensu.ca/sgs/graduate-calendar/general-regulations](http://www.queensu.ca/sgs/graduate-calendar/general-regulations)

The Candidate is invited back into the room and the outcome is announced. If there are minor modifications, these changes are typically undertaken by the candidate and then submitted to the supervisor for approval.

In the case of a Referred thesis – wherein the thesis is not acceptable in its present form but could be acceptable pending major revisions – the revisions typically involve oversight by one or more committee members to be established at the time of the original defence. If the committee decides, the committee may be reconvened in the case of a referred thesis. The Committee remains in existence until the thesis is Passed or Failed.
A thesis is failed if the document is unacceptable to the discipline even with substantive revisions. If the committee returns two or more votes of Failed on the basis of the document, this means that the committee recommends that the student be required to withdraw on academic grounds. Failure may also result from an unacceptable second oral thesis examination, where the student was manifestly unable to adequately present and defend the thesis and its underlying assumptions, methodology, results and conclusions in a manner consistent with the degree being sought.

At the defense, the form indicating the decision of the Committee is signed by committee members and other forms required by the School of Graduate Studies are signed by the Candidate and witnessed by the Chair or Supervisor where necessary.

For theses requiring revisions, these must be undertaken within a year from the defence. Once any required revisions are complete (for a Passed thesis with minor revisions such as typos, this is usually done the next day or so) to the satisfaction of those responsible for overseeing the changes, the SGS along with the Graduate Assistant are notified by the Supervisor that the corrections have been made, and the Candidate uploads the final version of the thesis to QSpace. At this point the Candidate has the requirements of the degree and may proceed to apply for graduate on SOLUS.
Awards, Fellowships and Scholarships

Financial support is provided for DEVS PhD candidates. The current minimum level of funding is approximately $21,000 for the academic year September 1 – August 31. There is no guarantee that funding will remain at this level in future years. Please note that the financial support provided is not likely to cover all of your expenses and you are responsible for paying your own tuition and living expenses.

Resources for financial support are derived from a combination of teaching assistantships (TA-ships) in the department’s undergraduate courses; Queen’s Graduate Awards (QGAs); internal fellowships and awards; external scholarships and awards such as the SSHRC Canada Graduate Doctoral scholarships and Ontario Graduate Scholarships (OGS); and, occasionally, research assistantships from faculty grants and contracts. TA-ship salaries are paid monthly. Awards and scholarships are typically paid in three equal instalments near the beginning of each term.

Queen’s Graduate Awards (QGAs)

QGA's are granted by the School of Graduate Studies based on the Department's recommendations.

Please note: All students admitted into the DEVS PhD program receive an initial funding offer, which usually includes a Queen’s Graduate Award. If a student wins an internal or external award, the amount of the Queen’s Graduate Award amount may be lowered, but the total funding will always be greater than the original offer.
Internal Fellowships and Awards

Queen’s internal graduate fellowships are based on academic merit and eligible graduate students are nominated by the Department in the Spring term. Most fellowships are currently valued at $10,000. A complete list can be found here: https://www.queensu.ca/sgs/node/1009

External Fellowships & Awards

Students who have an overall average of A- (80%) or better in their last two years of study and are Canadian citizens or permanent residents are expected to apply for external awards:

We strongly urge you to investigate all sources of support for which you may be eligible and apply by the deadlines.

SSHRC

SSHRC - Social Sciences and Humanities Research Council of Canada.
Visit the website

NSERC

NSERC - Natural Sciences and Engineering Research Council of Canada.
Visit the website

Ontario

Ontario Graduate Scholarship Program.
Visit the website

All Queen’s PhD students in the first year of their program who bring new funding from one of Canada’s three granting councils (NSERC, SSHRC, CIHR) automatically receive a $10,000 Tri-Agency Recipient Recognition Award as a top-up from the University. The $10,000 award is provided automatically and no application is needed. Queen’s provides the Tri-Agency Recipient Recognition Award to new grant holders who are incoming graduate students as a way of both supporting and
applauding these students for choosing Queen’s for their graduate studies. For more information please see the SGS website:  https://www.queensu.ca/sgs/tarra-cgs-d

It is important for students to take the initiative to research and apply for other external scholarships offered through individual ministries, governments or embassies, development-oriented NGO’s and charitable organizations. Below are two examples:

- **The Canadian Federation of University Women** offers a variety of scholarships to women pursuing graduate studies. For more information, please visit http://www.cfuw.org/en-ca/fellowshipsawards.aspx. The application deadline is November 1.

- **The International Development Research Centre (IDRC)** offers research awards annually to Canadians, permanent residents of Canada, and citizens of developing countries pursuing graduate studies at a recognized university or having completed a master’s or doctoral program at a recognized university. The IDRC typically offers scholarships to undertake field research on an array of development topics that change alongside the institution’s annual priorities. Research award recipients undertake a one-year paid program of research on the topic submitted when competing for the award. During part of the time (often around 50%), recipients are trained in research management through hands-on experience with their chosen program and mentored by an IDRC staff member.

The Graduate Assistant will endeavour to keep all students informed of fellowship opportunities and funding deadlines and be available to answer your questions about eligibility requirements, completing funding applications forms and gathering supporting documents.

**The fine print:** Awards held by students who are required to withdraw or who withdraw voluntarily, or who become withdrawn due to failure to maintain registration, will be terminated, and students may be required to repay some or the entire award. In the case of some external granting bodies, repayment of the award portion already paid out is mandatory if the award holder withdraws from the graduate program. Partial or complete award repayment is also required if a student switches to part-time, or inactive, status.
Emergency Funding

Please speak with the Graduate Chair and Graduate Assistant if you are facing a financial emergency. Sources of emergency funding include Emergency Bursaries from the Student Awards Office. The Society for Professional and Graduate students also provides Emergency Student Aid. In addition, the Ban Righ Centre offers Emergency Bursaries to female mature students who are parents or who have returned to school and are in financial need.

- Please note that cash flow problems do not qualify as an emergency and may necessitate taking out a short-term loan.
Teaching Assistantships

All graduate students are offered an opportunity to play a role in the pedagogical purpose of the department through Teaching Assistantships (TAships). Where possible, the department will also offer outstanding doctoral students the opportunity to act as a Teaching Fellow in their fourth year or later.

While TAing is entirely optional, students who choose to accept TAships have an opportunity to develop new organisational and communication skills involved in expressing complex ideas to undergraduate students and take on mentoring roles that builds their leadership capacity. They may also form an important part of funding.

TA-ships require an average of 10 hours a week of tutorial leadership, preparation, marking, and other duties. If you have been offered and accepted a teaching assistantship, the Department Administrator will prepare an Employment Services Contract that will authorize Financial Services to place you on the monthly payroll. You will also be required to complete an income tax form (TD1) to be forwarded to Financial Services along with the contract. The contract notification will be sent to your Queen’s TA email address (see below) and you will be required to e-sign your TA contract before payments begin.

Your instructor may require you to hold office hours for students in your tutorial groups. You may hold office hours and meetings with students in Mac-Corry B409. The key is kept in Mac-Corry B400, the DEVS Grad Lounge.

Mandatory Training

The Department provides an orientation session for all new DEVS TAs and strongly recommends that new and returning teaching assistants attend the Centre for Teaching and Learning’s annual Teaching Development Day typically held the first week in September.

As a Teaching Assistant, you are also required to complete the following online training, found at: http://www.queensu.ca/equity/training/aoda-training-suite which is mandated by the Government of Ontario. You will be compensated for the time required for training in your first TA contract:

- Module 1: Accessible Customer Service (1 hour duration)
- Module 2: Human Rights 101 (30 minutes duration)
- Module 3: Access Forward (30 minutes duration)
- Module 4: Accessible Instruction for Educators (1.5 hours duration)
- Health and Safety Awareness (1.5 hour duration) can be found at: https://www.safety.queensu.ca/training/health-and-safety-orientation-training
TA Email Address

As a TA, you are also a Queen’s University employee as well as a Queen’s University student. As such, you have been given a separate NetID from your student NetID to be used for your employment. Your student account is considered your personal and private account and should not be linked with your employee (TA) account. **It is very important to keep your employee identity separate and distinct from your student identity.**

If you have already forwarded your employee email account to your student account, please remove the forwarding and ensure that any work-related email is transferred to your employee email account. For complete details about Student Employee Email and Other Records, please read the Fact Sheet on the Access and Privacy site.

**onQ**

As a teaching assistant, you will use onQ, Queen’s online learning management system to obtain class lists, download class materials, and upload marks. If you need assistance with onQ, ITS offers drop-in sessions every Tuesday where you can ask questions, provide feedback, and receive help with your courses.

- onQ Drop-in Sessions: Every Tuesday 1:30 pm to 3:00 pm and Thursday 10:00 am to 11:00 am.
- Location: Centre for Teaching & Learning, F200, Mackintosh-Corry Hall

**PSAC**

All TAs are members of The Public Service Alliance of Canada (PSAC) Local 901, located in Room 547, Robert Sutherland Hall, tel: 613-533-6000 ext. 77010. According to Article 12 of the Collective Agreement, Teaching Assistantships are offered according to four preference groups. Most DEVS MA students will be in group A: students for whom TA-ships have been offered as part of their funding package.

The course instructor is usually the TA’s employment supervisor. It is the responsibility of the instructor to provide each teaching assistant with a list of all assigned activities to be included within the allotted hours of work **Teaching Assistant Form (TAF)** (Appendix “A” of the Collective Agreement), which outlines TA duties, hours required and any mandatory training. Each instructors must meet with their TA(s) at the beginning of term to review and sign the TAF. You should be able to complete the tasks you have been assigned within the time listed on the TAF.

As a TA, it is a good idea to meet with your employment supervisor near the middle of the term to make sure that the time you are spending on TA work is in line with your Teaching Assistant Form. If changes need to be made, you and the supervisor may be able re-visit section B of the TAF and reallocate hours.
AV Equipment for Tutorials

If you use a Mac laptop, it’s a good idea to invest in your own Mac adaptor to use with the projector in your tutorial classroom. DEVS has several Mac adaptors, one laptop, two data projectors, a digital camera and a DVD/VHS/CD player available for faculty and teaching assistants to use on a first-come, first-served basis. If you wish to reserve equipment for your tutorials, please stop by the DEVS Office. You are responsible for the care and security of the equipment, and you need to sign it out and bring it back personally.

TA Office Hours & Meeting Space

Mac Corry B409 (across the hall from B400, the DEVS Graduate Student Office and Lounge) and Mac Corry A404 is reserved for holding TA office hours and meetings with undergraduate students.

To assist with room bookings, we have posted a paper calendar on each door for the DEVS TA rooms. If you are having trouble booking meeting space, please let one of the Admin staff know and we’ll try to make alternate spaces available.
Conferences

PhD candidates are encouraged to present their original work at relevant scholarly conferences and workshops. These events also provide a good opportunity for networking with journal editors, publishers, potential employers or collaborators.

Conference Travel Award

The department has a limited amount of money to support full-time graduate students who are presenting a paper at a conference. Full-time graduate students are eligible to apply for these funds on January 15th or August 15th each year. Awards may be used to provide partial support for travel, accommodation, food, and registration fees associated with a recognized conference at which an authored/co-authored paper is being presented. The form for conference travel support will be sent out prior to those dates by the Graduate Assistant and is also available on the graduate section of the department website. Typically, a letter of invitation or a program from the conference secretariat naming the student presenter must accompany the application (or be provided in due course). If the invitation is in the name of the supervisor, it should be indicated that the student will present and be signed by the program supervisor. More information on this can be found at: https://www.queensu.ca/sgs/faculty-staff/funding-administration-graduate-student-awards

Academic Scams: Conferences and Publishing

Please be aware: over the past years there has been a growing number of fraudulent invitations targeting both faculty and graduate students to attend conferences and to submit papers for publication. If you receive an unsolicited email inviting you to a conference or to submit a paper please be cautious. You may be asked to pay a heavy registration fee for attendance at a conference that either doesn’t exist, or is not a veritable academic event. Equally, there are many online publication venues that solicit submissions but then expect high fees to publish material. These venues publish so long as they receive a fee, regardless of quality and with little or no reviewing procedures. They are not seen as respectable venues for publication. If in doubt, consult with your supervisor or the Graduate Chair.
Appendix

Global Development Studies:
Doctoral Qualifying Exam Reading List

The following list contains seminal works within the development studies canon. It is not an attempt at a comprehensive list but rather one that provides an illustrative group of three important texts across seven subfields of development writing. They provide additional context to the readings contained within the core courses DEVS 801 and DEVS 802. They also provide a platform for digging deeper into development thinking – your supervisor or other faculty members would be happy to suggest more readings in any of these fields.

Please note: you would be expected to demonstrate close familiarity with the ideas and issues contained in these texts during the written portion of your qualifying exams.

The Idea of Development


Development Economics & Political Economy


Gender and Development


**Race, (Post)Coloniality and Development**


Frantz Fanon (2005) The Wretched of the Earth (Grove Press).


**NGOs and the Aid Industry**


**Development and the Politics of the Environment**


**Indigeneity and Development**

Glen Sean Coulthard (2014) Red Skin, White Masks: Rejecting the Colonial Politics of Recognition (University Minnesota Press).
