

Department of French Studies

Queen's University

Kingston, Ontario

K7L 3N6

DEPARTMENTAL REGULATIONS
CONCERNING GRADUATE STUDIES

Revised November 3, 2010

Link on Web these documents:

- <http://www.queensu.ca/french/graduatestudents/FormsPolicies/FINALFDeptREGULnov2010.pdf>
- <http://www.queensu.ca/french/graduatestudents/FormsPolicies/AppendiceADeptREGUL2010.pdf>

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Candidates should also consult the general regulations of the Graduate School and the departmental entry in the current calendar of the School of Graduate Studies and Research.

A - Graduate Studies Committee

CONSTITUTION OF THE GRADUATE STUDIES COMMITTEE, DEPARTMENT OF FRENCH STUDIES

1. (a) The Coordinator of Graduate Studies shall chair the Graduate Studies Committee.
- (b) The Graduate Studies Committee shall be empowered to make decisions of concern to Graduate Studies in the Department of French Studies, subject to the approval of the Steering Committee. Such decisions, once approved by the Steering Committee, shall be reported to the Departmental Meeting. The Departmental Meeting may refer such matters back to the Steering Committee for further discussion.
- (c) Voting members of the Graduate Studies Committee will be faculty members listed in the Graduate Calendar with the addition of student representatives according to the formula:
 - (i) A representative for every five or fraction of five full time M.A. and Ph.D. candidates on campus, provided that total student membership does not exceed parity with Faculty membership, and that there is at least one representative for the M.A. students and at least one for the Ph.D. students.
 - (ii) Part-time graduate students on campus may be proportionately represented.
 - (iii) A graduate representative who is unable to attend a meeting may appoint a delegate to do so.
- (d) A quorum will be one third of the eligible faculty voting members, plus two voting student members or their delegates.
- (e) The Graduate Studies Committee Chair will have the power to appoint *ad hoc* subcommittees to deal with the various aspects of graduate work.
2. The Graduate Studies Committee shall maintain a permanent Calendar, Admissions and Awards Committee.
 - (a) It is to this committee that the Coordinator of Graduate Studies shall present for approval or rejection:
 - (i) all applications for admission to the Ph.D. programme, and
 - (ii) applications for the M.A. programme from candidates whose undergraduate standing barely meets Division II's minimum upper second class requirement for admission.

The committee shall draft a yearly list of:

- (i) nominees for Queen's graduate fellowships and scholarships,
 - (ii) students who are eligible to receive financial support from the allocation made by the School of Graduate Studies to the Department,
 - (iii) nominees for graduate teaching assistantships to be recommended to the Head of the Department.
- (b) In order for the Prix Catherine McGann to be awarded in the spring, this committee shall name by April 15th the members of the selection committee that will be responsible for judging the Ph.D. articles accepted and defended by the last day of the Winter Term.
- (c) This committee shall also propose the graduate courses to be offered each following year. From time to time, the committee shall present to the Graduate Committee for its approval proposals for revising the Departmental statements and offerings in the graduate calendar. Proposals for changes in the calendar statements and offerings shall be submitted to the Steering Committee for its approval.
- (d) This committee shall consist of the Head of the Department, Coordinator and Vice-Coordinator of Graduate Studies, and one other member, elected for one year by the Council.

3. *Duties and Responsibilities of the Coordinator and Vice-Coordinator of Graduate Studies*

- (a) The Coordinator of Graduate Studies shall call a meeting of graduate students, early in the academic year, to inform them of their rights and responsibilities concerning representation on various departmental committees, and to invite them to elect the editor of the Revue Frontenac. This meeting will be called prior to the date of the first meeting of the Graduate Studies Committee.
- (b) The Coordinator shall act as academic adviser to graduate students and as interim director of studies to incoming graduate students until a thesis director has been appointed.
- (c) The Coordinator will assume, in conjunction with the Head of the Department, responsibility for fostering research within the department, and for ensuring that appropriate opportunities are provided for research activities to be publicized.
- (d) The Coordinator will maintain liaison with:
 - (i) the School of Graduate Studies and Research
 - (ii) Division II
 - (iii) the Graduate Council of the University
- (e) The Coordinator shall execute policy decisions made by the University, the departmental Graduate Committee and the Head of the Department.
- (f) The Coordinator shall maintain records, and ensure that administrative procedures relating to Graduate Studies are properly carried out.

- (g) The Vice-Coordinator shall be responsible for ensuring that, at the end of each academic year, any changes to the Departmental Regulations Concerning Graduate Studies that have been voted during the year are incorporated into this document.

4. *Role of Emeritus Professors*

For details on the role of emeritus professors within the Graduate Studies programme of the Department of French Studies, see Appendix A.

B - M.A. and Ph.D. programme and thesis requirements

Master of Arts

The degree requirements may take the following forms:

- (1) Two full courses (or equivalent half courses) and a thesis of approximately 100 typed pages, or
- (2) three full courses (or equivalent half courses) and a thesis of approximately 50 typed pages.

Programme and course selection must be made in consultation with the Coordinator of Graduate Studies or the Head of the Department. Full-time first year M.A. students must confirm their programme selection before February 15th (or five months after their original registration), in consultation with the Coordinator of Graduate Studies and with the consent of the Department. Those who choose Pattern 1, involving a thesis of approximately 100 typed pages, should submit their thesis topic to the Department before March 15th of the first year (or six months after the original registration).

Graduates of Queen's University may fulfill some of their requirements at a French language university, provided that they have obtained leave from the Dean of the Graduate School to do so.

Theses are written in French.

Doctor of Philosophy

The minimum average for admission to the PhD programme shall be 80%.

The course requirement is three full courses (or equivalent half-courses), selected in consultation with the Coordinator of Graduate Studies or the Head of the Department. As well as having a good command of the English language, the student must demonstrate a reading knowledge of at least one language other than French or English.

The third language requirement may be met by either of the following:

- a) two full courses, one of which must be at the second year level or above;
- b) equivalent linguistic competence, as demonstrated by a test set by the department.

The third language chosen should be pertinent to the student's field of research.

A comprehensive examination will be used to evaluate the student's critical ability, knowledge of selected fields of French studies, and aptitude for original research. However, emphasis will be placed on the continued evaluation of the student's progress.

Course requirements for the M.A. and Ph.D.

Written examinations for the courses taken may be set. The thesis is written in French. The oral examination for the thesis defence will be conducted in French, although some examiners may ask questions in English.

The Department reserves the right to submit candidates to a French language test and if necessary to require them to undergo further linguistic training.

Regulations concerning M.A. and Ph.D. Theses

All correspondence concerning courses should be sent to the Coordinator of Graduate Studies. Correspondence concerning the thesis should be sent to the Head of the Department. Candidates are required to have their course programme approved by the Coordinator of Graduate Studies and the Head of the Department. Supervisors of theses are appointed by the Head of the Department in consultation with the Coordinator of Graduate Studies. Candidates should therefore meet with the Head of the Department or the Coordinator of Graduate Studies in order to discuss the choice of a supervisor, and ensure that the required form to this effect has been submitted. M.A.: The thesis project must be presented in writing to and approved by the thesis Director, the Coordinator of Graduate Studies and the Head of the Department at the latest 6 months after the beginning of the M.A. programme. Ph.D.: The thesis project (25 pages not including the bibliography) must be submitted to and approved by the thesis Director, the Coordinator of Graduate Studies and the Head of the Department 24 months after the beginning of the Ph.D. programme. (For the *Format of the comprehensive examinations*, see D.)

Once a supervisor has been appointed, a thesis committee is set up after consultation with the student, the supervisor and the Coordinator of Graduate Studies. Such a committee shall normally be composed of the thesis supervisor, the Head of the Department and one other faculty member.

Primary responsibility for the direction of the student's work is with the thesis supervisor. Members of the thesis committee will advise the student, oversee his/her progress and check that the thesis produced is ready to be judged by an examination committee.

Thesis committees shall meet at least once a year. The Coordinator of Graduate Studies shall organize the meetings.

The Head of the Department has the right to request a faculty member to withdraw from a thesis committee and to nominate another faculty member to the committee. This request should be made in writing after consultation with the faculty member concerned.

The thesis examining committees are set up in accordance with the rules of the School of Graduate Studies and Research. (Calendar 8.6) A member of the thesis committee will not necessarily be a member of the thesis examination committee.

GENERAL FORMAT OF THESES

In preparation for the thesis examination, the candidate must submit one paper copy of the thesis, in temporary binding to each member of the Thesis Examining Committee including the Chair. As well, the candidate must submit by e-mail to the School of Graduate Studies (thesis@queensu.ca) an electronic copy in PDF format for formatting review.

As the final requirement of most degree programmes, a degree candidate registered in 899/999 must submit one electronic copy of the thesis, in PDF format revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee, to the School of Graduate Studies via the E-Thesis Submission process. For complete details of this process, go to the [Thesis Submission Guidelines](#).

At the end of the E-Thesis submission process, the archival copy of your thesis is

- a) loaded in QSpace, Queen's institutional repository
- b) Catalogued in the library catalogue
- c) Transmitted by Queen's Library to Theses Canada.

Submission of Paper copies of theses:

At the time of submission for completion of degree requirements, you may also submit up to two unbound copies of the thesis for final permanent binding to the School of Graduate Studies and one unbound copy (two in the case of a co-supervision) to the Department of French Studies.

Each paper copy submitted for binding to the School of Graduate Studies must be in a separate envelope (not campus or padded envelopes). CLEARLY label each envelope with your name, degree and department.

Binding of the copies submitted to the School of Graduate Studies, as well as mailing costs, will be arranged and paid for by the School of Graduate Studies.

Copies will be returned to:

- Student (at the address provided at time of submission)
- Supervisor copy

The copy (or copies) submitted to the Department of French Studies will be arranged and paid for by the Department of French Studies.

Copies will be returned to:

- Department
- Co-supervisor (if necessary)

Please include [Thesis PAPER Submission Form](#), completed and signed.

The thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and 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, but it must comprise overall a coherent account of a unified research project rather than a collection of loosely connected studies. 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 must be included in the thesis.

In detail it shall consist of the following in order as given:

- Title Page (sample attached)
- Abstract and/or Résumé (each not more than 350 words)
- Acknowledgements
- Table of Contents (including bibliography, appendices, vita, etc.)
- List of Tables
- List of Figures and Illustrations
- Text

Bibliography or References
Appendices

Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's judgement of the work at a thesis defence.

PRODUCTION OF THESIS

The type of font, font size, footnote/reference method, pagination, margins, and any other aspects of production are to be consistent throughout the thesis, and are to follow the guidelines below:

The text must be double-spaced except for footnotes, figure captions and quotations of five lines or more that should be single-spaced. The inside margin (left) should be 3.8 cm. or 1 2 inches; other margins 2.5 cm. or 1 inch. This applies to figures and tabulations as well. Ornate type styles are not acceptable. Only one side of the paper may be used for the Archival Copy.

COPYRIGHT

The international copyright symbol must appear at the bottom of the title page of every thesis (see example). The date of the copyright notation is the month and year the thesis is submitted for binding.

PRINT/TYPE SIZE

A standard font, of 10-12 points is required, but a smaller typesize may be used for graphs, formulas, and appendices.

SHEET SIZE

21.5 x 28 cm. (8 1/2 x 11 inches)

COLOUR

Archival Copy - white or cream.

Secondary Copies - white, cream, or ivory.

PAPER QUALITY

Archival Copy - 'Bell-Fast', or 'Colonial' 'Select Superfine Linen Record' (or equivalent high quality) bond of at least 60-75 g/m (16-20 lb. weight per ream).

Secondary Copies - A good bond of at least 50-60 g/m (13-16 lb. weight per ream).

NOTE: (1) Sulphite bond and acidic papers are not suitable. Most photocopy papers are suitable for the secondary copies.

- (2) Heavier paper may be specified by the department. Also, if both sides of the paper (secondary copies only) are used, heavier (60 g/m or 16 lb. minimum) paper will be required.

PERSONAL COMPUTER

The School of Graduate Studies recognizes the vast number of word processing packages available. Most

packages are acceptable, and the School does not recommend any one package over another. However, if a non-standard or specially adapted word processing package is used, the thesis must still conform to the minimum acceptable standards as detailed in this document. If there are any questions about the quality and format of a particular word processing package, the package should be checked by the School of Graduate Studies before the thesis is produced. A sample page may have to be produced for scrutiny.

'Letter quality' or 'High quality' printing is necessary to produce copy of sufficient quality to be reproduced by the National Library microfiche system. Most laser printers produce copy of sufficient quality for the National Library, provided the paper used is a high quality bond, such as the recommended 'Bell-Fast' or 'Colonial' or 'Select Superfine Linen Record' bond. Dot matrix printers do not produce copies of sufficient quality, and theses printed in this fashion will be rejected by the National Library

CORRECTIONS

Minor corrections may be made neatly with correction fluids and/or erasures. Any page where these are numerous or extensive must be retyped or reprinted. Cross-outs, strike-overs, interlineations, and additions are not acceptable. Extensive additions may be incorporated by retyping and adding a page (numbering the page 17a, for example). If this is done, it must be stated on the bottom of the preceding page (i.e. page 17) which is followed by the new page 17a, using the notation A followed by page 17a@.

Theses must be carefully proof-read so as to eliminate all typographical errors and mistakes in spelling or grammar before submission for examination. Theses that are rendered obscure or difficult to read because of such errors are unacceptable for examination and may be returned to the candidate for correction and resubmission.

FOOTNOTES AND REFERENCES

Several footnote citation forms are acceptable. Space should be left on the page for any footnotes. There should be a line separating the text from the footnotes. Footnotes may also be collected separately at the end of each chapter of the thesis or immediately following the text, where they should be divided and numbered by chapter. The style of footnotes and/or references must be consistent throughout the thesis.

PAGINATION

There should be only two sets of page numbers -- small roman numerals for the preliminary pages, and Arabic numerals for the text, bibliography, appendices, and vita. The main body of the thesis starts with the first page of the first chapter, and should be numbered accordingly.

TABLES, FIGURES, AND MAPS

These must conform to the previous regulations and be incorporated in relation to the text and pagination.

Computer tabulations, if printed on 11 x 17 computer paper, should be photographically reduced to 8 ½ x 11 inch size.

Figures must have scales and symbols defined on them or in the figure legend and not in the text. Figure captions should normally appear on the same page as the figure.

Maps, which cannot be reduced, should be submitted folded to the sheet size so that they can be inserted separately into an attached envelope. Fold-out figures that are to be bound into the text must be folded small enough so that they will not be cut apart in the binding process.

The School of Graduate Studies recommends that high quality photocopies or laser copies of original black and white, and colour, photographs, slides, etc., appear in the copies submitted for binding. Original photographs make the bound volumes unnecessarily bulky, and degrade over time.

Of the four copies of the approved thesis submitted to the School for binding, the archival copy is intended for microfilming by the National Library. On occasion, colour plates, graphs, and photographs, and original black and white photographs, may be rejected for microfilming by the National Library. You will be informed and it will be your decision as to whether you wish to resubmit black and white versions.

Note: For theses containing plates or maps, copies supplied for the examining committee in excess of four may contain a photocopy or facsimile reproduction of these items.

For more complete information on preparing thesis copy, the student should consult the Coordinator of Graduate Studies in the Department, or the Supervisor. The School of Graduate Studies suggests: *MHRA Style Book, Notes for authors, editors and writers of dissertations*, (Second Edition), ed. A.S. Maney and R.L. Smallwood, London, Modern Humanities Research Association, 1978, or *MLA Handbook* (most recent edition), Modern Language Association of America, for theses in the humanities or social sciences;

K.L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, (Fourth Edition), University of Chicago Press, 1973, is a useful comprehensive guide.

The Reference Room of Stauffer Library holds alternative guides, which may be identified with the assistance of the staff at the Information Desk.

EXAMPLE OF TITLE PAGE

L'IRONIE ET SES TECHNIQUES DANS LES ROMANS
DE JACQUES GODBOUT, D'HUBERT AQUIN
ET DE REJEAN DUCHARME

par

PATRICIA PURCELL SMART

Thèse présentée au Département de Français
de l'Université Queen's
pour l'obtention du grade de
Docteur ès Arts

Queen's University
Kingston, Ontario, Canada

Août 1976

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C - Courses and Examinations

I. Length of graduate courses: (Graduate calendar, item 8.2)

(a) Full courses

In order to offer more flexibility the Department no longer offers any full courses.

(b) Half courses are taught over a period of one term (i.e., one twelve week period; two to three hours of lectures per week). No half course is taught over a period longer than one term. Half courses taught during the Spring/Summer period could be arranged so as to provide some flexibility as far as the length of the courses is concerned. They will, however, provide 36 contact hours.

(c) Graduate courses will be offered in the summer term if warranted by sufficient demand.

II. Assessment

(a) Full courses

Students are assessed on 4 papers per full course (2 or 3 oral presentations and 1 or 2 written assignments). In courses with a final written examination, students will make only 1 oral presentation.

(c) Assignments

Written assignments are not to exceed 25 pages (typewritten in double spacing). Topics given for such assignments will be suitable for treatment within this framework.

(d) Dates

There will be a single deadline date for all graduate courses in the department: one month after the end of classes, so as to fall on a Monday at the close of the secretarial office.

At the beginning of each term, all students will receive a common document indicating clearly the rules concerning the submission, format and length of essays.

Essays must be handed in only to the secretarial office of the department.

Essays handed in late will be penalised. However, in exceptional cases (serious illness, etc.), students may request an extension.

Students must retain a copy of their work, either on paper or in electronic format.

Instructors must return corrected essays no later than one month after the deadline for submission.

Exceptions will be made only in the case of serious illness, etc. In such cases, the instructor shall arrange an alternative date with the Head of the Department and inform the members of the class of the new date.

Written examinations, if any, take place within two weeks following the end of the course.

Instructors submit the marks to the Head of the Department, whether they are complete or incomplete, within the three weeks following the end of the course.

(e) Marking

In accordance with the regulations of the School of Graduate Studies (Graduate calendar, item 8.2), students must attain a minimum of second class standing (65%).

- III. Under exceptional circumstances, reading courses are available upon request by the student, upon approval by the Chair of Graduate Studies, the Head of the Department and the instructor. The request by the student must be made in writing, accompanied by a course plan and bibliography. The maximum number of credits allowable for reading courses is one half-course for an MA or PhD programme of at least six half-courses (or possibly two half-courses in the case of a student doing a mini-thesis in Linguistics). The content, level and method of evaluation for a reading course shall be approximately the same as those for a regular course.

D - Comprehensive examinations for the Ph.D. programme

I Principles

The comprehensive examinations should discourage both excessive specialisation and excessive diversification. The object of the examination is to judge the aptitude of the candidate for research and also the extent of his/her competence in selected fields of concentration..

II Format of the comprehensive examinations

The candidate shall take two forms of examinations (A and B): a thesis project followed by an oral defence, and one comprehensive examination.

A. The project followed by an oral defence

1. The candidate shall write a thesis project of 25 pages (+bibliography).
2. The thesis project shall be supervised by a professor.
3. The student may give a short oral presentation of approximately 15 minutes at the start of the defence.

This thesis project must comply with the following standards:

1. The topic chosen must be suitable for treatment in the form of a thesis project.
3. The vocabulary and style must comply with the standards of scholarly work.
4. The project must include a select bibliography.

Evaluation

1. Three copies of the completed thesis project must be submitted to the Head of the Department at the latest 24 months following the start of the candidate's Ph.D. programme. The Head of the Department will nominate an examination committee composed of three faculty members familiar with aspects of the research area dealt with in the thesis project. It will normally include the candidate's thesis director.
2. The members of the examining committee will submit a written report on the thesis project to the Head of the Department.

Each will choose one of the following options:

- i To be presented for defence
- ii To be presented for defence after minor revisions
- iii Referred pending major corrections
- iv Rejected

The result of the evaluation will be decided by a majority vote. Results of the committee's deliberations will be communicated to the candidate not more than one month after submission of the thesis project, unless an alternative date has been agreed upon beforehand with the candidate. In cases (i) and (ii) the candidate will be invited to defend his/her thesis project orally before the members of the examination committee. The examination committee will be chaired by the Head of the Department or his or her delegate. The chair will direct the examination and the vote, but will have no voting privileges. The candidate may be questioned not only on the proposed research but also on the proposed methodology as well as on matters pertaining to the project bibliography. The

candidate will be asked to withdraw while the committee deliberates. On the candidate's return, results of the oral examination will be communicated to him or her, together with any required revisions to the thesis project.

3. If the thesis project is deferred pending major corrections, the candidate must complete the corrections and submit the thesis project within six months of the pronouncement of the verdict of the examining committee. At the end of that period a second rejection will constitute a failure of the comprehensive examinations. The candidate will then be asked to withdraw from the Ph.D. programme.
4. If the thesis project is rejected, the student may re-take this part of the examination within six months of the pronouncement of the verdict of the examination committee. A second rejection will constitute a failure of the comprehensive examinations. The candidate will then be asked to withdraw from the Ph.D. programme.

B. Written comprehensive examination

Goals

The objective of the written examination is to test the candidate's general knowledge of French and francophone literatures or linguistics, as well as his/her ability to synthesize this knowledge in response to a specific question pertaining to one of these two areas of scholarship.

Format

1. At the end of the second term of the student's Ph.D. programme or after four half courses have been completed, students specializing in literature shall choose three topics of study in three of the following ten fields (one topic for each field): Quebec Literature; Francophone Literature; Linguistics; Critical Theory; French Literature of the following periods: Middle Ages, XVIth, XVIIth, XVIIIth, XIXth and XXth centuries. At the end of the second term of their Ph.D. programme or after four half courses have been completed, students specializing in Linguistics shall choose three topics of study in three different fields. One of the topics must be chosen in the area of Literature, and the other two in Linguistics (phonetics, phonology, morphology, syntax, semantics, lexicology, sociolinguistics, pragmatics, historical linguistics, second language acquisition, computer-assisted linguistics).
2. Faculty members specializing in the aforementioned fields shall submit to the Admissions and Calendar Committee a list of three topics of study (maximum) pertaining to their particular field (or two subject areas if there are two specialists in the same field), accompanied by a list of five titles of works and a *maximum* of ten critical articles or books, all of which will be made available to potential candidates. The topics of study shall be distinct from those of seminars offered by the Department. Faculty members shall also provide to the Coordinator of Graduate Studies three possible questions pertaining to their listed topics of study.
3. During the first term of the second year of the Ph.D. programme, the candidates shall write the general examination.

- i) One week before the scheduled date of the examination, the candidate will randomly select one of the three topics of study initially chosen. The candidate will then read the questions pertaining to the chosen topic and pick the one of his/her choice.
 - ii) The examination will last three hours and consist of a written essay; no material will be permitted. The examination will be marked by three faculty members.
4. Results of the written examination will be communicated to the candidate in writing no later than three weeks after the date of examination. The candidate will receive a grade of Fail or Pass. In the case of a Fail, the candidate will be permitted to redo the examination at the next sessional date set for comprehensive examinations, and a written report which synthesizes all the examiners' reports will be communicated to him/her. The topic for the supplementary examination will be chosen in the same manner as for the first examination.

III *Date of completion*

All parts of the comprehensive examination must be completed at the latest 30 months after the beginning of the Ph.D. programme.

E - Financial Assistance for Students

1. Students admitted to a full-time programme of graduate studies in the Department of French Studies may, if they wish, receive financial assistance at a rate which is determined each year.
2. Preference when allocating financial assistance will be given to those students who have applied for a grant from such bodies as SSHRCC, the Ontario Ministry of Colleges and Universities, or any other body outside Queen's. (No scholarship will be awarded to a student already registered in a programme of the School of Graduate Studies and Research at Queen's University unless he or she has applied for an external award.)
3. Sources of financial assistance:
 - (a) Outside Queen's University

<i>Description</i>	<i>Deadline for Applications</i>
- Ontario Graduate Scholarships	November 1, 2002
- SSHRCC Doctoral Fellowships	December 4, 2002

This list is not exhaustive. Students should also note that application deadlines change from year to year.

(b) University Awards

- Queen's Graduate Fellowships
- The Senator Frank Carrel Fellowships for Residents of Quebec
- Canadian Visible Minority Dean's Award
- Graduate Dean's Travel Grant for Doctoral Field Research

All candidates for these awards are proposed by the department rather than by the student.

(c) Departmental Awards

- Departmental teaching and/or research assistantships
- Queen's Graduate Awards
- Queen's Conference Travel Grant (Sept. 1-Aug. 30):
 - each eligible graduate student (MA students in their 1st & 2nd year and PhD students in the first four years of their programme may apply;
 - students must apply to the Department before the date of the conference and provide a complete application containing the call for papers from the organizers of the conference, the abstract of the proposed paper, official confirmation of acceptance by the organizers, and a preliminary budget;
 - the request for refund and the receipts for expenses must be sent to the Department within two weeks following the end of the conference ;

- the amount of the award granted to each student will be distributed annually in June ;
- for conferences during the months of July and August, the amount will be granted once the complete documentation has been submitted.

4. Application for awards:

(a) Cumulative Awards

Students may hold any award concurrently with a full or partial teaching or research assistantship, provided that this is permitted by the terms of the award.

(b) Duration of Awards

Master's Level

- The duration of awards and financial assistance provided by all sources is one full year.
- A second year of financial assistance may be offered in exceptional cases to students who
 - have obtained external support in their first year (OGS, a university fellowship, etc.)
 - have obtained a high average mark in their course work
 - have shown good teaching skills.

Doctoral Level

- Students in the PhD programme who maintain a first class average (80% or above) and who complete the general examinations within the required time frame (within 30 months of their initial registration in the programme) shall be eligible for a minimum of \$16,500 graduate support per year (including assistantships) for the first four years of their programme.
- In the fifth year, only unassigned teaching assistantships will be open for competition. Such assistantships will be awarded after evaluation of the students' files.

5. Description of Teaching or Research Assistantships for Master's and Doctoral Students:

Approximate Equivalent of Ten Hours' Work per Week (averaged over 12 months)

- i) Instructor in a sectioned first-year or beginners' language course (010, 100, 101 or 110): three hours of lectures;
- ii) Instructor in an audio-visual course (Communication et Culture): six hours of class work;
- iii) Conversation or laboratory classes for first- and second-year courses: 14 periods of 30 minutes or seven periods of 60 minutes;
- iv) Research assistant work: ten hours;
- v) Assistant instructor in Communication et Culture: seven hours;
- vi) Assistant instructor in FREN 212, 220 or 221 with correction of *dissertations* : two to three class hours depending on the instructor's experience and the number of students in the class;
- vii) Assistant instructor in FREN 220 and 221 for computer-assisted language labs: six hours of lab, with some correction of exercises.
- viii)** Correction of exercises: ten hours.

Teaching and research assistantships are assigned by the Head of the Department. Contracts are produced in French Studies and submitted, once signed, to the Faculty of Arts and Science.

6. Training and Development of Teaching Assistants

A mandatory Introductory Workshop on Teaching and Learning is held for all new graduate students. (This workshop can count toward credit in the Programme in University Teaching and Learning offered by the Instructional Development Centre.)

Other Questions:

In all other matters the department recognizes the applicability of the *Employment Policy Manual for Student Academic Assistants*.

F *Student Appeals Against Academic Decisions*

The Department of French Studies conforms to the general regulations which appear in the Graduate Calendar under sections 8.9 and 8.10.

I. *Principles*

The Department of French Studies acknowledges the following principles:

- (1) procedures for appeals should be thorough
- (2) they should be fair
- (3) they should be swift
- (4) they should emphasize the general principle that all appeals should be conducted in the first instance at the lowest appropriate administrative level.

II. *Administration of Appeals*

- (1) Appeals against a course grade or other academic decisions made by an individual instructor.
 - (a) the student shall first appeal informally to the Faculty member responsible for the mark or the decision. It is expected that most appeals will be settled at this level.
 - (b) the student may at a second stage lodge a formal written request for review with the Head of the Department. The Head of the Department shall normally ask the Faculty member to reconsider the paper(s), the grade, or the decision. If the issue is not settled, the Head shall then ask two other Members of the Department to read the paper(s) and attempt to solve the dispute in consultation with the original instructor, who will address a written assessment of the work in question to the Head of the Department. The assessment will be available to the student. Any appeal against a course grade whether to a Faculty member or to the Head of the Department must be lodged as early as possible and normally not more than two months after the grade has been announced.
- (2) Appeals against an academic decision made by an examining committee of the Department.

The student must lodge the appeal formally with the Head of the Department. The appeal may normally not be lodged more than two months after the decision has been announced. The Head of the Department shall take the following action:

 - (a) ask the original committee to reconsider its decision.
 - (b) If the outcome of the first step is not acceptable to both parties, appoint three members to reconsider the matter and attempt to resolve the issue in consultation with this committee. The decision taken as a result of this consultation will be considered final as far as this Department is concerned and will be rendered in writing.

- (3) Other Appeals: appeals against an academic decision made by a thesis examination committee, and/or against a requirement to withdraw are outlined in the Graduate calendar under items 8.9 and 8.10

III. *Grievances*

Academic decisions are not matters of grievance and do not fall under the University grievance procedures. If the academic decision has not been altered after the appropriate review procedures have been carried out and if the student believes he/she may have a case of grievance, he/she should consult with the University Grievance Officer.

IV. *Circulation of these rules*

According to regulations outlined by Division II, these rules of appeal should be brought to the attention of all graduate students within the Department at the beginning of the academic year. The Coordinator of Graduate Studies is responsible for bringing the preceding information to the attention of students.

Appendice A

Principes :

Les professeurs émérites représentent une ressource intellectuelle et humaine importante. Par contre, puisqu'ils ne sont plus des employés de l'université, toute participation de leur part doit se faire dans un contexte contractuel bien défini, selon les principes suivants :

- 1) toute participation officielle d'un/e professeur émérite aux activités du département doit être spécifiée par écrit;
- 2) compte tenu de la disponibilité imprévisible à long terme des professeurs émérites, le département favorisera les participations à durée limitée;
- 3) dans les circonstances où il faut choisir entre un membre du personnel enseignant régulier et un professeur émérite, la priorité sera accordée au premier.

Applications :

Les implications détaillées de ces principes sont spécifiées dans ce qui suit :

Enseignement

Ce sont les professeurs réguliers qui assureront l'enseignement des cours de 2^e/3^e cycles. Ce n'est que dans des circonstances spéciales (p.ex. maladie d'un/e professeur/e régulier/ière) qu'on fera appel à un/e professeur/e émérite. La candidature du/de la professeur/e émérite pourra alors être considérée en même temps que les autres candidatures disponibles et le choix se fera selon les dossiers et selon les besoins du département. Si le/la professeur/e émérite est engagé/e, il/elle aura le statut, le salaire et les avantages usuels d'un/e professeur/e adjoint/e (Adjunct 1).

C'est le/la Directeur/Directrice du département, en collaboration avec le/la Directeur/Directrice des Études supérieures, qui décide du choix des cours de 2^e/3^e cycles qui seront offerts chaque année au département.

Recherches

Un/e professeur/e émérite peut vouloir poursuivre ses projets de recherche au-delà de la retraite. Par défaut, l'université fournit un appui de base par l'accès à la bibliothèque et au courrier électronique. Compte tenu de l'espace limité au département, l'accès à un bureau ne peut pas être garanti. Par contre, si un/e professeur émérite dirige un projet de recherche qui implique un/e ou plusieurs étudiants et qui fait venir un financement de l'extérieur, le département fera de son mieux pour trouver un bureau (éventuellement à partager) pour les travaux de l'équipe.

Direction des thèses

C'est le/la Directeur/Directrice du département, après consultation avec le/la Directeur/Directrice des Études supérieures, qui choisit les directeurs/directrices de thèse.

En principe, ce sont les professeurs réguliers qui seront choisis pour diriger et co-diriger les thèses de maîtrise et de doctorat. Chaque année, le département publiera les domaines de spécialisation des professeurs réguliers pour que les étudiants potentiels puissent choisir le/la Directeur/Directrice en connaissance de cause. Compte tenu de la durée de l'engagement et de leur statut non-contractuel, les professeurs émérites ne peuvent ni diriger ni co-diriger de nouvelles thèses, sauf dans les deux cas spéciaux suivants :

1) un/e professeur/e émérite qui est appelé/e à enseigner un cours de 2^e/3^e cycles peut co-diriger une thèse de maîtrise qui découle du cours dans les conditions suivantes :

- i) il/elle peut fournir une contribution intellectuelle non disponible parmi les professeurs réguliers;
- ii) il/elle accepte de co-diriger la thèse et s'engage à être disponible sur le campus pour la durée de la thèse;
- iii) l'étudiant/e demande la co-direction et s'engage à terminer sa thèse avant la fin de l'année universitaire durant laquelle le cours est offert;
- iv) il existe un/e professeur/e régulier/régulière qui accepte de co-diriger la thèse.

Si toutes les conditions sont remplies et si le/la directeur/directrice des études supérieures et le/la directeur/directrice du département sont d'accord, le contrat pour l'enseignement du cours sera modifié afin de couvrir la co-direction. La direction de thèse ne sera pas rémunérée, mais le département s'efforcera de trouver un local où le/la professeur/e émérite pourra rencontrer l'étudiant/e et fournira l'appui administratif usuel pour une direction de thèse.

2) Un/e professeur/e qui prend sa retraite et qui a des directions de thèse en cours peut maintenir sa direction, à condition d'être disponible sur le campus pour conseiller ses étudiants, mais dans tous les cas, le département choisira un/e co-directeur/trice parmi les professeurs réguliers du département selon les procédures régulières. Les arrangements pour toutes les directions doivent être finalisés avant le départ du professeur/e qui prend sa retraite. La direction des thèses de la sorte ne sera pas rémunérée, mais le département s'efforcera de trouver un local où le/la professeur/e émérite pourra rencontrer l'étudiant/e et fournira l'appui administratif usuel pour une direction de thèse.

Comité de thèse

Les comités de thèse sont choisis selon les règlements et les procédures du département et doivent se composer de professeurs réguliers du département. C'est le/la Directeur/Directrice du département, après consultation avec le/la Directeur/Directrice des Études supérieures, qui choisit les membres des comités de thèse.

Jurys de thèse

C'est le/la Directeur/Directrice du département, après consultation avec le/la Directeur/Directrice des Études supérieures, qui choisit les membres des jurys de thèse. En principe, dans la constitution des jurys de thèse, la priorité est accordée aux professeurs réguliers. Par contre, dans le cas où il/elle pourrait apporter une compétence spéciale non représentée parmi les professeurs réguliers, un/une professeur/e émérite peut être nommé/e comme lecteur/trice départemental/e pour une soutenance de thèse de maîtrise ou de doctorat. Il/elle doit être disponible sur le campus lors de la soutenance.

Jurys d'article (PhD)

C'est le/la Directeur/Directrice du département, après consultation avec le/la Directeur/Directrice des Études supérieures, qui choisit les membres des jurys pour les soutenances d'article. Le jury pour une soutenance d'article doit se composer de professeurs réguliers nommés par le département conformément aux règlements sur les études supérieures. Un/e professeur/e émérite peut faire partie d'un jury seulement dans le cas où il/elle co-dirige une thèse de doctorat (il ou elle fera alors partie du jury conformément aux règlements départementaux sur les études supérieures) ou dans le cas où il/elle apporte une expertise spéciale dans un domaine de recherches non représenté parmi les professeurs réguliers. Ce dernier cas sera rare dans la mesure où le sujet de l'article aura été discuté d'avance avec le/la directeur/directrice des études supérieures.