



## **MA Students' Handbook**

**2023-2024**

### **Department of Political Studies**

*Updated July 17, 2023*

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## INTRODUCTION

Welcome to the Master's program of the Department of Political Studies at Queen's University! The Department's faculty and staff are committed to ensuring that your time as a graduate student at Queen's will be both challenging and rewarding. Our faculty are thrilled that you chose our Department and look forward to working with you. This Handbook aims to provide a comprehensive guide to the MA Program offered by the Department.

The Handbook is intended to supplement the general regulations of the School of Graduate Studies and Postdoctoral Affairs (SGSPA), which may be found in the SGSPA Calendar, available at: <https://www.queensu.ca/academic-calendar/graduate-studies/>

We are here to assist you. Please reach out to Dr. Elizabeth Goodyear-Grant, Graduate Chair, for any questions about academics and funding ([gradchair.pols@queensu.ca](mailto:gradchair.pols@queensu.ca)) and to Mikhaila Graf, Graduate Assistant for everything else ([gradpols@queensu.ca](mailto:gradpols@queensu.ca)). My door, virtual or otherwise, is also always open ([polshead@queensu.ca](mailto:polshead@queensu.ca)).

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

Jonathan Rose

### **OFFICERS OF THE DEPARTMENT:**

Department Head:	Jonathan Rose
Undergraduate Chair:	Kyle Hanniman
Departmental Manager:	Kyle Hodder
Undergraduate Assistant:	Cynthia MacIntosh
Graduate Chair:	Elizabeth Goodyear-Grant
Graduate Assistant:	Mikhaila Graf
Office Program Assistant:	Allison Hannah
Events & Communications Assistant:	Rachel Lang

### Field Convenors

- Canadian Politics: Elizabeth Baisley
- Comparative Politics: John McGarry
- International Relations: Wayne Cox
- Political Theory: Colin Farrelly
- Gender and Politics: Margaret Little

Unit Research Ethics Board, Chair: Danielle Delaney

## THE M.A. PROGRAM

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

### **MA Degree**

The M.A. program in Political Studies at Queen's requires the completion of six three-unit courses and a Master's Research Project (MRP). For more information on courses, see Section 3. For more information on the Master's Research Project, see Section 4.

### ***Concentration in Nationalism, Ethnicity, Peace, and Conflict (NEPC)***

The concentration in Nationalism, Ethnicity, Peace, and Conflict allows students to specialize in the study of national and ethnic conflict by taking designated courses from the Political Studies offerings. This program builds on the department's recognized strength in this area, providing an exciting opportunity for engagement with world renowned, award-winning scholars in a vibrant intellectual community.

Students in the NEPC concentration take 3 out of their 6 courses from a list of designated courses offered in Political Studies. NEPC students also complete a Major Research Paper on a topic relevant to the specialization.

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

The Collaborative Master's Program in Political and Legal Thought (PLT) builds on the strengths and expertise of the faculty members of the contributing academic units (the Department of Political Studies, the Department of Philosophy, and the Faculty of Law).

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

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

## COURSE SELECTION AND GRADING

### **Course Selection**

Students take three courses during the Fall term and three courses during the Winter term. Each incoming student will meet with the Graduate Chair during the first week of September to discuss course selection. Students may take one or, exceptionally, two courses from outside the department, subject to approval by the Graduate Chair (to ensure that the student's background in political science is adequate), and with permission of course instructor.

Check individual departments' websites for availability of courses. Some departments you may consider are: [School of Policy Studies](#), [Law](#), [Philosophy](#), [Global Development Studies](#), [Gender Studies](#), [Geography](#), and [History](#).

Graduate students cannot register themselves in their courses through the student system (SOLUS); all course requests must go through the POLS Graduate Assistant. Registration in courses from other departments may require an Academic Change form; for more information, please contact the Graduate Assistant.

The non-credit Course of Research Ethics (CORE) is mandatory for all graduate students who will engage in research involving human subjects. It is a web-based tutorial providing familiarity with and practical application of Canada's national standard of ethics for research (as outlined in the Tri-Council Policy Statement). For more information and to access the course please go to <https://tcps2core.ca/welcome>.

### **Course Marks**

Final course marks are given in letter grades. Where instructors enter percentage grades:

F : < 70 %  
B- : 70-72 %  
B : 73-76 %  
B+ : 77-79 %  
A- : 80-84 %  
A : 85-89 %  
A+ : 90+ %

### **Minimum Performance**

To proceed to the Master's Research Project, students must pass (i.e. obtain a B- or above) each of their six courses. Students who fail to meet this requirement may be required to withdraw from the program. Students who fail one course may be allowed, if the School of Graduate Studies and Postdoctoral Affairs agrees, to substitute another course for the failed course. Students who fail two courses must withdraw from the program.

### **Late Assignments and "Incomplete" Grade (IN)**

The department expects all students to submit assignments by the declared deadline. Without prior agreement, instructors are not required to accept late papers and will submit a grade at the end of term based on work actually received. In the event of unforeseen circumstances that prevent submission of work, students should notify their instructor immediately, and request academic consideration for extenuating circumstances. Normally, such arrangements will be worked out on a case-by-case basis with the instructor, following the guidelines established by the School of Graduate Studies and Postdoctoral Affairs: <https://www.queensu.ca/grad-postdoc/grad-studies/policies>

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

### **Appeals of Grades**

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

If the instructor confirms the original grade, and if the student is still dissatisfied, the student should appeal in writing to the Graduate Chair, stating the grounds on which the grade should be raised. The Graduate Chair will initiate a review of the grade. The review process is for the paper to be graded / regraded by two faculty members in the field, one of whom is the original instructor. These two grades plus any comments or supporting materials then go to the Head of department, who decides what the final grade will be. In principle, this grade could be higher or lower than the original grade. The Graduate Chair or Head will inform all parties of the result of the review in writing, with a copy to the Dean of the School of Graduate Studies and Postdoctoral Affairs.

Further appeal of an assigned grade can be made only on the basis of a specific procedural error(s) made in the grade review procedures of the department. Such an appeal would be lodged with the Academic Appeal Board of the School of Graduate Studies and Postdoctoral Affairs as outlined in the Graduate Calendar: <https://www.queensu.ca/academic-calendar/graduate-studies/> (at “Appeals Against Academic Decisions”). See also *Appealing MRP Grade*, in Section 4.

## THE MASTER’S RESEARCH PROJECT

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

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

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

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

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

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

### ***Ethics Approval***

If an MRP topic involves living human participants, a submission to the General Research Ethics Board is required. Research that relies only on publicly available information does not require ethics review, but research based on interviews or any other gathering of data that is not publicly accessible generally does. Students who think they may be affected should consult with their Faculty Advisor and / or the Chair of the Unit (POLs) Research Ethics Board. Ethics guidelines and the forms for the submission are available at: <https://www.queensu.ca/vpr/home>.

Students who will be engaged in research involving human subjects must take the web-based course of Research Ethics (CORE): <https://tcps2core.ca/welcome>.

### ***Field Work Safety***

MRPs involving field work will require a Field Research Safety Planning Record. Students should not embark on fieldwork without first acquainting themselves with the Off Campus Activity Safety Policy (OCASP) and completing the necessary forms. Guidelines and forms are available at: <https://www.safety.queensu.ca/ocasp/>

### ***The Role of the MRP Supervisor***

The Supervisor oversees the preparation of the MRP, providing guidance on the scope and content of the project, as well as monitoring the student's progress. The timeframe for completing various tasks should be a frequent topic of conversation between supervisor and student. Although the student has the right to decide when the project is ready for submission, normally the supervisor will play a major role in this decision; students should expect the work to go through several revisions. The turnaround for drafts of the MRP submitted to the supervisor will be based on a timeline agreed upon between the student and supervisor. Student and supervisor should agree on a realistic timeframe for submitting and commenting on drafts so that the August deadline for submission can be achieved. While supervisors are committed to facilitating student progress, responsibility for meeting deadlines rests with the student.

For more information on the respective roles and responsibilities of supervisors, supervisory committees, students, graduate chairs and departments please refer to the 'Guide to Graduate Supervision' on the School of Graduate Studies and Postdoctoral Affairs website: <http://www.queensu.ca/sgs/current-students/graduate-supervision> .

### ***Appealing MRP Grade***

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

After the meeting, each marker will reassess the MRP and decide, within one week, the appropriate grade. The normal process for resolving disagreements between two markers remains in place. The grade awarded at this stage is final (subject to appeal by the SGSPA appeal process; see <https://www.queensu.ca/academic-calendar/graduate-studies/> under "Appeals Against Academic Decisions."

## FINANCIAL SUPPORT

### ***Funding Packages***

Offers of admission to the Master's program in Political Studies at Queen's University include a guaranteed minimum level of financial support which may come from a variety of different sources, including Teaching Assistantships, Research Assistantships, Queen's Graduate Awards or Fellowships, and/or external scholarships or awards. Receipt of an external award may lead to funding from internal sources being reduced, but the student's total funding package will be at least as high as their guaranteed minimum. The funding guarantee applies only as long as the Master's student is registered full-time, active, and making satisfactory progress in their program. In accordance with the regulations of the SGSPA, Master's students are guaranteed funding for their first year at the level indicated in their offer of admission, provided that they make themselves available for Queen's employment as specified in their offer of admission (normally a TAship or RAship). Please note that if a student declines an offer of employment from the University or any other component of their funding package, the student forfeits that component of their funding package for that year and their funding will be adjusted accordingly.

Students should take care to budget their finances to last twelve months. This is especially important in relation to stipends for teaching assistantships, which are paid in equal monthly installments for the duration of the TAship. The department does not have the funds to assist students who encounter financial emergencies during the summer months.

### ***Teaching Assistantships***

Offers of financial support typically include a TAship. A full TAship is for 260 hours over two terms; a half-TAship is for 130 hours, either over one term or over the academic year. TAships involve duties such as preparation of course materials, library support work, tutoring, marking, and undergraduate counselling. Included in TA hours will be a mandatory TA-training session, to be held at the beginning of the school year.

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

In its decisions on hiring Teaching Assistants, the department adheres to the Collective Agreement (CA) between the Public Service Alliance of Canada (PSAC) on behalf of Graduate Teaching Assistants and Teaching Fellows and Queen's University, which can be found on the Human Resources website at <http://www.queensu.ca/humanresources/employee-tools/unions-and-associations>. Please ensure you become familiar with all aspects of the Collective Agreement.

### ***External Components of Financial Support***

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

International students are not eligible for SSHRC funding. However, international students are eligible for a separately established OGS competition which takes place in May/June of each year. Visa students are

also urged to approach their home governments, Canadian non-governmental organizations, and international organizations and foundations.

Students should consult the awards section of the Calendar of the School of Graduate Studies and Postdoctoral Affairs: <https://www.queensu.ca/sgs/current-students/funding-awards-scholarships-and-bursaries>.

### ***Travel Awards***

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

### ***Limit on Employment***

Students must consult with their Supervisor and the Graduate Chair before accepting any employment that will or might bring their hours of paid employment, including any teaching or research assistantship, to a total greater than ten per week (averaging the hours worked over an academic year). If it is judged that the employment would make it impossible for the student to maintain his/her studies on a full-time basis, the student will be required to apply for part-time status. For more information about employment while a full-time student, please see the SGSPA calendar at <https://www.queensu.ca/academic-calendar/graduate-studies/admission-registration/> under "Study Status."

## **FACILITIES**

### ***Student Space***

The department provides office space for all MA students. Assigned office space will typically be shared with other graduate students, depending on availability of space. All offices are connected to the university's network via ethernet and WIFI. Offices are intended primarily for work and study; the department has a lounge for faculty and graduate students to use for socializing. Students should contact Office Program Assistant, Allison Hannah, (MC C321) for their office assignment information.

### ***Mailboxes***

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

### ***Photocopier***

All incoming graduate students are issued an account number for use of the photocopier in the Political Studies general office. The department will allow each student to photocopy up to 250 copies at no cost. When a student has reached the 250-copy limit, they are required to purchase an additional 250 copies, for which there is a charge of \$15. Students are provided with a letter at the beginning of the term which provides their account number, information on photocopy charges, and further information about use of the photocopier.

## **RESEARCH CENTRES**

The department is affiliated with a number of research centres, which focus on some of our main strengths. These centres bring in guest speakers, hold seminars, and more broadly, provide an



opportunity for established scholars and students to engage in intellectual activity around shared interests. Sometimes, additional Research Assistantship opportunities become available through the centres. Be sure to get involved!

### **The Centre for International and Defence Policy (CIDP)**

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

### **The Centre for the Study of Democracy and Diversity (CSDD)**

The CSDD is an interdisciplinary Centre aimed at advancing research and teaching about democracy and diversity, broadly conceived, including diversity of philosophy, religion, race, gender, ethnicity and nationality.

### **The Institute of Intergovernmental Relations (IIGR)**

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

### **Canadian Opinion Research Archive (CORA)**

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

## [RIGHTS AND RESPONSIBILITIES](#)

### **The Student Code of Conduct**

Graduate students are subject to the [Student Code of Conduct](#). The Preamble to the Code states that

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

The Code is a behavioural contract (sec. ii). By registering at Queen's, students accept the right of the University to set standards of conduct, and to impose sanctions for conduct found to have violated those standards. The Code sets out these standards and procedures. The Code applies to non-academic misconduct both on University property and off University property, where students are taking place in sanctioned events, or students' conduct has a substantial connection to legitimate interests of the University, or a student represents, or would reasonably be perceived as representing, the University. The Code also applies to communication via electronic media, where there is a clear connection to the University community.

## **Sexual Violence and Harassment**

Queen's is committed to protecting its members against sexual violence, and all forms of harassment, both as a matter of principle and as an element of academic freedom. Such protection is also a legal duty under Ontario and Federal law.

Queen's has a [Policy on Sexual Violence](#), which defines consent and lays out procedures for handling complaints under the Student Code of Conduct.

According to Queen's Senate [Harassment/Discrimination Complaint Policy and Procedure](#):

“Queen's University recognizes that all members of the University Community have the right to be free from harassment and discrimination. This includes sexual harassment, harassment based on gender, race, ethnicity, religion, creed and sexual orientation or analogous grounds. Such harassment and discrimination has the purpose or effect of unreasonably interfering with an individual's or a group's work or academic performance, or of creating an intimidating, hostile or offensive working, living or academic environment.”

Sexual harassment involves the attempt by one person to assert power over another by "engaging in a course of vexatious comment or conduct of a sexual nature that is known or ought to be known to be unwelcome" ([Ontario Human Rights Code](#)). Sexual harassment can include but is [not limited to](#):

- asking for sex in exchange for improving a test score
- repeatedly asking for dates and not taking “no” for an answer
- making comments about a person's physical attractiveness
- sharing pornography or sexual pictures (including online)

## **Human Rights and the Human Rights Office**

As Teaching Assistants, or Research Assistants, many graduate students will also be employees of the university. As such, they are covered by [Ontario Human Rights Code](#), as well as the province's Occupational Health and Safety Act, and the University's (interim) [Workplace Harassment & Discrimination Policy](#).

The Queen's [Human Rights Office](#) offers a confidential service that assists individuals or groups at Queen's who wish to pursue informal or formal routes of complaint resolution following an incident of sexual violence, harassment or discrimination. If you have questions or would like to discuss a concern about violence, harassment, or discrimination, you can contact the Queens' Human Rights Office (613-533-6886; [hrights@queensu.ca](mailto:hrights@queensu.ca)).

## **The Student-Instructor Relationship**

The university vests considerable power in instructors, who have a professional responsibility to act in the best pedagogical interest of their students. When instructors become involved in intimate relationships with their students, it creates risks of favouritism and bias, both actual and perceived, and can undermine the trust upon which the student-instructor relationship depends. Sexual and romantic relationships between instructors and students are generally incompatible with educator's professional responsibility. For this reason, the department strongly discourages intimate friendships as well as romantic or sexual relationships between instructors and students.

Intimate relationships between instructors and students over whom the instructor exercises pedagogical, supervisory, financial, or administrative authority constitute a conflict of interest and should be avoided. Where they occur, such relationships should be disclosed to Head of Department.

## Professional Standards

It is the instructor's responsibility to maintain professional standards in their relationships with students.

It is always inappropriate to:

- comment on a student or colleague's physical appearance or attractiveness
- use language, gestures, humour or innuendo which could be interpreted to suggest that bias, discrimination, preferential treatment, sexual practices, or other non-academic criteria will be used in evaluating academic work
- use humour which, regardless of intent, could be interpreted to be offensive; issues such as ethnic or religious practices, sexual activities or preferences, or academic bias should not be subject to jest or sarcasm
- act in an unprofessional manner, including any of the above, at events organized by and/or for members of the Department; this includes social events or off campus.

It is advisable to:

- maintain a high level of professionalism and set an positive example of inclusive, respectful conduct at all times, especially at University or Departmental events
- remember that in addition to high-quality research and teaching, there is an expectation of collegiality; the latter demands professionalism, a cooperative and inclusive attitude, as well as fairness, and the appearance of fairness.
- take seriously any suggestions or complaints from colleagues or students about your behaviour or comments.

## Labour Relations

Labour relations are governed by the Collective Agreement (CA) between the Public Service Alliance of Canada (PSAC) on behalf of Graduate Teaching Assistants and Teaching Fellows and Queen's University. The procedure for grievances is governed by Article 11 of the [Collective Agreement](#). In general, concerns should first be brought to the attention of the employment supervisor for informal resolution, prior to filing a formal grievance according to the procedures laid out in 11.05.

## Privacy of Student Files

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

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

## Links

- [https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded\\_files/policies/board/StudentCodeOfConduct.pdf](https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded_files/policies/board/StudentCodeOfConduct.pdf)
- <https://www.queensu.ca/secretariat/policies/board-policies/policy-sexual-violence-involving-queens-university-students>
- <https://www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure>
- <http://www.ohrc.on.ca/en/sexual-harassment-employment-fact-sheet>
- <http://www.queensu.ca/humanrights>

- <https://www.queensu.ca/academic-calendar/graduate-studies/>

## ADVISING AND OTHER RESOURCES

The Society of Graduate and Professional Students (SGPS) maintains a Peer Academic Advisor program. This service provides free and confidential advice, strategies for self-advocacy and referrals to graduate students at Queen’s University. For more information, see <https://sgps.ca/paa/>.

Queen’s University International Centre ( “QUIC”) provides non-academic advising to international students. Students may contact an International Student Adviser at [isa@queensu.ca](mailto:isa@queensu.ca). For more information about QUIC's services, see <http://quic.queensu.ca>.

The University Ombudsman provides independent, impartial and confidential advice to all members of the university, in the goal of facilitating the informal resolution of concerns and complaints. Students may contact the Ombudsman at [ombuds@queensu.ca](mailto:ombuds@queensu.ca). For more information, see <https://www.queensu.ca/ombuds/>.

## APPENDIX I: MA Timeline

Prior to Arrival	<ul style="list-style-type: none"> <li>▪ Think of possible research topics for MRP</li> </ul>
September (Term 1)	<ul style="list-style-type: none"> <li>▪ Discuss courses and possible supervisors with Graduate Chair</li> <li>▪ Register in 3 courses for Fall term</li> </ul>
October - November	<ul style="list-style-type: none"> <li>▪ Consider whether seminar work could lead to MRP topic</li> <li>▪ Submit doctoral scholarship / fellowship applications, if applicable</li> <li>▪ Attend MRP workshop held by department</li> </ul>
December Break	<ul style="list-style-type: none"> <li>▪ Give serious thought to MRP topic</li> </ul>
January (Term 2)	<ul style="list-style-type: none"> <li>▪ Register in 3 courses in Term 2</li> </ul>
February - March	<ul style="list-style-type: none"> <li>▪ Decide on research topic for MRP</li> <li>▪ Discuss topic with potential Supervisor and secure his / her agreement</li> <li>▪ Submit MRP form with Supervisor’s signature and to Graduate Assistant. Student and supervisor agree on a date for submission of first draft of MRP, normally in July.</li> <li>▪ Head of department formally appoints Supervisor at end of March</li> </ul>
April – June	<ul style="list-style-type: none"> <li>▪ Complete all research for MRP, and begin writing</li> </ul>
July	<ul style="list-style-type: none"> <li>▪ Complete writing</li> <li>▪ Submit first draft of MRP to Supervisor by date agreed upon date.</li> <li>▪ Make revisions based on Supervisor’s comments</li> </ul>
August	<ul style="list-style-type: none"> <li>▪ Submit final draft of MRP (two hardcopies and one electronic) by MRP deadline in early August.</li> <li>▪ MRP graded by two faculty members</li> </ul>
Early September	<ul style="list-style-type: none"> <li>▪ MRP grade submitted by Department to SGSPA.</li> </ul>