



PhD Students' Handbook

2017 - 2018

Department of Political Studies

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INTRODUCTION

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

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

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

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

Zsuzsa Csergo,

Department Head

OFFICERS OF THE DEPARTMENT

Department Head, Prof. Zsuzsa Csergo

Undergraduate Chair, Prof. Andrew Grant

Administrative Assistant, Barbara Murphy

Undergraduate Assistant, Cynthia MacIntosh

GRADUATE OFFICERS OF THE DEPARTMENT

Graduate Coordinator, Prof. Andrew Lister (andrew.lister@queensu.ca)

Graduate Assistant TBA [gradpols@queensu.ca]

Field Convenors

- Canadian Politics: Janet Hiebert
- Comparative Politics: Grant Amyot
- International Relations: Kim Nossal
- Political Theory: Andrew Lister
- Gender and Politics: Margaret Little

1. THE DOCTORAL PROGRAM

The Ph.D. program requires the successful completion of a minimum of six three-unit courses; field examinations in two fields; the demonstration of translation competence in a language other than English; the presentation and defence of a thesis proposal; and the writing and defence in an oral examination of a dissertation that meets the requirements of the School of Graduate Studies.

Faculty Advisor

On admission, each doctoral student will be assigned an Advisor, who will be identified on the basis of information provided by the student's application. During the first two terms in the program, the Advisor provides program advice and mentorship and helps the student begin the process of consideration of a thesis topic. Beginning in the fourth term, the Advisor is responsible for supervising the completion of the thesis proposal. The Advisor will normally be appointed as the student's thesis supervisor following the successful defence of the thesis proposal in the fifth term. Incoming students should consult with their Advisors before or during initial registration on the selection of courses and fields.

Courses

Ph.D. students take a total of six courses in their first two terms, including POLS 900* (Methods of Political Studies), the two field courses in their area of concentration, and three other three-unit courses generally in their first and second fields. For more information on course work, see Section 2.

Field Examinations

Ph.D. students are examined in each of two fields of concentration drawn from Canadian politics; comparative politics; political theory; international relations; and gender & politics. For more information on the field examinations, see Section 3.

Language Competence

Ph.D. must satisfy the department that they are able to read and understand professional literature in a language other than English. For information on the language requirement, see Section 4.

Thesis

In the fourth and fifth terms after initial admission, students prepare and present a thesis proposal for examination under the supervision of their Advisor, and then proceed to the preparation of a dissertation for defence. For more information on the doctoral thesis, see Section 6.

2. COURSE SELECTION AND GRADING

The doctoral program requires the successful completion of six three-unit courses normally taken in the first two terms after initial registration, including POLS 900 and two field courses in the student's two areas of concentration.

Course Selection

Course selection should be made in consultation with the student's Faculty Advisor, and approved by the Graduate Coordinator. Each incoming graduate student will meet briefly with the Graduate Coordinator during the first week of September to discuss course selection. Under certain conditions, students may

take one course, or two in extenuating circumstances, from outside the department. Courses offered by other departments or schools may be substituted for a Political Studies course provided that:

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

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

Graduate students cannot register themselves in their courses through the student system (SOLUS). All course registration must go through the Graduate Assistant. Political Studies courses will then be entered into the system. Courses from other departments will need to be requested by an Academic Change form, which the Graduate Assistant will assist in preparing to take to the appropriate department for instructor signature.

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

Methods of Political Studies (POLS 900*)

This course is intended to prepare students for scholarly research. It deals with approaches to the political science discipline and issues and problems in research design. The course must be taken by all doctoral students who have not already completed a similar graduate course. Doctoral students who have taken a similar course and have been exempted by the Graduate Coordinator must choose another graduate course to make up the total of six required for the degree.

Field Courses

Students are required to take the field courses offered in their selected fields—see Section 3.

Course Marks

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

Minimum Performance

Doctoral students must obtain an average of B in each of their Political Studies courses in order to proceed to the field examinations. Students who fail to meet this requirement may be required to withdraw from the program. A student who fails a course is normally required to withdraw.

Late Assignments and "Incomplete" Grade (IN)

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

arrangements can be made. Please note that students who have not completed all course work will not be permitted to sit field exams.

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.

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 Coordinator, stating the grounds on which the grade should be raised. The Graduate Coordinator will initiate a review of the grade. The grade resulting from this review will be recorded as the final official grade. The final official grade may be identical to, or higher or lower than, the original grade. The Graduate Coordinator or Head will inform all parties of the result of the review in writing, with a copy to the Dean of the School of Graduate Studies.

Further appeal of an assigned grade can be made only on the basis of a specific procedural error(s) made in the grade review procedures of the department. Such an appeal would be lodged with the Academic Appeal Board of the School of Graduate Studies as outlined in the Graduate Calendar:

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

3. FIELD COURSES AND FIELD EXAMINATIONS

General

Two fields of concentration should be declared upon admission. Changes are possible, provided they do not entail delay in the student's progress, and the student receives the approval of the Graduate Coordinator.

Doctoral students are required to write field examinations in both of their fields of concentration. The primary rationale for the field examination is to prepare students to teach university-level courses in that field. Through the examinations, the department seeks to assure that students are familiar with the main literature and debates in the field, that they know and are able to comment analytically on the chief areas and main schools of thought in each subfield, and (in appropriate fields) that they have both sound empirical knowledge and the ability to organize it theoretically. Success in the examination indicates that the student is considered qualified to engage in dissertation research, as well as to teach courses in the field.

With the exception of Political Theory, the field examination is based on the field course. The field courses are as follows:

- POLS-910: Field Course in Canadian Politics
- POLS-930: Field Course in Comparative Politics
- POLS-960: Field Course in International Relations
- POLS-980: Field Course in Gender and Politics

In some instances, Field Examinations can extend somewhat beyond the material covered in the field course. In these cases, students will receive a supplementary reading list that will provide additional depth on the topics covered in the core course. Students will receive the supplementary reading list from the field convenors before the end of the second term.

In the case of Political Theory, the field exam is based on the course material for the courses the student took in the field, supplemented as per the paragraph above with a limited number of additional readings, to be agreed upon by the Field Convenor and the instructors in question, along with the Graduate Coordinator.

Timing and Format

Students write field examinations at the beginning of Term 4. For the first field, the student takes a written and oral exam. For the second field, only a written exam is required. Only those students who have completed all work in six courses will be permitted to write the field examinations. The exams are evaluated as Fail, Pass, or Pass with Distinction.

The written exams normally take place in the computer lab and are written without books, notes or other assistance over four hours. The oral examination for the first field is normally held one week after the written examination in the same field. In the oral examination, candidates are questioned on their written answers and on matters related to their preparation generally. They can expect to be asked to expand on incomplete answers but should not bring in and read additional written statements. The examination board will evaluate the first field's written and oral exams together as Fail, Pass, or Pass with Distinction.

An oral examination for the second field may be warranted when the second field written exam requires further clarification. The Graduate Coordinator and supervisor will contact students to arrange an oral if applicable.

If a candidate fails an exam, he or she may rewrite the examination in January. To the extent possible, the candidate will be examined by the same board. If a student fails any two attempts at field exam (including rewrites), the department will recommend to the School of Graduate Studies that he or she withdraw from the program.

4. LANGUAGE COMPETENCE

Candidates for the Ph.D. must satisfy the department that they are able to read and understand professional literature in a language other than English. For students in Canadian politics, that language must be French. For students in other fields, the language is normally one appropriate for their research field. Students for whom English is a second language may seek exemption from the language requirement; they should consult the Graduate Coordinator.

The examination of translation competence in a language other than English will involve the translation of a passage of approximately 400-500 words, drawn from a journal article. The student may use a standard dictionary, and within two hours must convey accurately, in grammatical and idiomatic English, the substantive content of the passage. Two readers will be appointed, the second of whom will normally be the student's supervisor.

The language requirement should be met as early as possible in the student's program and not later than one year after acceptance of the student's thesis proposal.

5. ANNUAL PROGRESS REVIEW

The progress of each doctoral student in the first year of the doctoral program (PhD1) is reviewed at the outset of Term 3 by the Head and the Graduate Coordinator in consultation with the student's adviser.

From the second year of the doctoral program, Students must submit an annual progress report by 15 July each year, outlining their activity in the previous year. These reports will be submitted to the student's adviser/supervisor, asking for their written comments.

The Graduate Coordinator will discuss the report with the student's Faculty Advisor or Supervisor and the Head. If the student's progress is unsatisfactory, the Graduate Coordinator will write a full assessment of the student's progress, and invite the student to meet with them to discuss the student's progress. If progress is judged to be unsatisfactory for two successive years, the department will recommend to the School of Graduate Studies that the student be required to withdraw from the program.

6. THE DOCTORAL THESIS

The Thesis Proposal

Students should begin working on their thesis proposal in Term 4, after the field examinations have been passed, in consultation with and under the supervision of their Faculty Advisor.

Thesis proposals are approximately 30-40 pages in length. They should normally specify the principal question to be examined, and, when applicable, the main hypotheses to be tested in the thesis. The thesis proposal must also demonstrate the candidate's familiarity with the main literature in the area of the thesis topic as well as how the thesis is related to that literature (how the literature bears on the subject, e.g. by raising the question(s) or hypothesis (hypotheses), or how the thesis will contribute new knowledge to the literature, e.g. by filling gaps). For empirical theses, the proposal should describe the kinds of data which will be gathered to answer the research question(s) as well as the probable sources of information or data (e.g. library or archival resources, field work, survey data, etc.). Finally, the proposal should contain a proposed chapter outline of the dissertation together with an appropriate bibliography of works cited.

The thesis proposal will be examined by a three-person examination board, including the student's advisor, normally in the 5th Term after admission. Students are required to submit the proposal in quadruplicate to the Graduate Assistant.

The examination board will seek assurance that the student is well-equipped to handle the project, and that adequate resources of time, supervision, literature, documents, and data or interview subjects are in hand or can readily be arranged. If the examination board is satisfied with the proposal, the student will be notified that they can proceed to the thesis writing stage and the formal appointment of the thesis Supervisor (or Co-supervisors) will be made.

Should the committee not be satisfied, the proposal will not be accepted, and must be revised and resubmitted within one month. If the committee is not satisfied with the re-examination, the student will normally be asked to withdraw from the program.

Ethics Approval

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

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

Field Work Safety

Thesis proposals involving field work will require a Field Research Safety Planning Record to be attached as well. The guidelines and forms are available at: <http://www.safety.queensu.ca/ocasp/>.

Resources for Research/Field Work Travel

The School of Graduate Studies offers several travel awards of up to \$3000 each for Ph.D. students. Doctoral candidates may also compete for the Timothy C.S. Franks Research Travel Award if they want to travel outside North America. Additional funds may be available from the Department. The department may be able to assist students conducting field research by offering them a Research Assistantship while in the field. Please see the Awards section of the Grad School's website for more information: http://www.queensu.ca/calendars/sgsr/Awards___Financial_Assistance.html.

Relationship with Thesis Supervisor

The supervisor oversees the preparation of the thesis. Students should consult frequently with their supervisor on the progress of their thesis. Feel free to seek advice on how to overcome challenges you encounter during your work. The timeframe for completing various tasks should also be a frequent topic of conversation between a supervisor and a student. While supervisors are committed to monitoring and facilitating student progress, responsibility for a student's progress, or lack thereof, is the student's.

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

Style Guide for Theses

Doctoral dissertations must conform to the "General Forms of Theses." This document and guidelines for submission of your final revised thesis may be found at: <http://www.queensu.ca/sgs/current-students/degree-completion> .

Ph.D. theses should be approximately 100,000-120,000 words or 250-350 pages in length (including footnotes and bibliography); using the School of Graduate Studies rule of a standard font such as Times Roman, a standard font of 12 points is required, double-spaced, but a smaller type size may be used for graphs, formulae and appendices. Under no circumstances should the thesis be longer than 350 pages (including footnotes and bibliography). Theses that exceed these limits will normally be refused an examination. For examination purposes, photocopying paper is sufficient; there is no need to have your thesis bound at this point.

The style instructions given in the "General Forms of Theses" are not well suited to social science materials. Students are advised to consult Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996), which serves as the style guide for theses submitted to the Department of Political Studies.

Thesis Submission, Defence and Fees

Students must be registered in the graduate program in the term in which they defend their theses or dissertations.

Because arranging the thesis defence often takes longer than anticipated, at least one week should be added to the minimum times from submission to defence specified in the Calendar, especially if the defence is to take place in the summer. Students should submit the required number of final copies of the thesis to the department at least six weeks before the preferred examination date.

To avoid paying fees for an additional term, students should plan to have the defence at least two weeks before the end of the first month of the term. For exact dates check the Registrar's website <http://www.queensu.ca/registrar/currentstudents/fees/refund.html>

Members of the examining boards are recommended by the Head, and appointed by the Dean; this decision does not involve the student.

7. FINANCIAL SUPPORT

Funding Packages

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

The funding guarantee applies only as long as the doctoral student is registered as full-time, active, and making satisfactory progress through their program. In accordance with the regulations of the School of Graduate Studies, doctoral students are guaranteed funding for four years 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.

In addition, to continue to qualify for the minimum guarantee, students must apply for all major external and internal scholarships for which they are eligible. See the School of Graduate Studies web site (www.queensu.ca/sgs) for more information.

Please take care to budget your 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 teaching assistantship (TA). A full TAship is for 260 hours over two terms; a half-TAship is for 130 hours, either over one term or over the academic year. TAships involve duties such as preparation of course materials, library support work, tutoring, marking, and undergraduate counselling.

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. Please ensure you become familiar with all aspects of the collective agreement.

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

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

External Components of Financial Support

University and Departmental regulations require that all eligible Ph.D. students apply for external funding, particularly Social Sciences and Humanities Research Council of Canada (SSHRC) and Ontario Graduate Scholarships (OGS). The deadlines for these two usually fall in October/November; information and assistance are provided by the department, but students are responsible for meeting the deadlines.

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

Students should consult the awards section of the Calendar of the School of Graduate Studies (http://www.queensu.ca/calendars/sgsr/Awards___Financial_Assistance.html) and the information on foundations housed in the Office of Research Services, and apply for specially mentioned fellowships, prizes and awards. Note in particular the Rickerd and Good fellowships. Failure to apply for external awards generally disqualifies a student from consideration for University Fellowships (but not other types of funding, such as Queen’s Graduate Awards and TAships).

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 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. Doctoral students should also be aware of the Dean’s Travel Awards and the Timothy C.S. Franks Research Travel Award. A call for applications for these two awards will be sent to doctoral students.

Other Employment

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

8. RESIDENCE

The department adheres to the regulations of the School of Graduate Studies regarding residence http://www.queensu.ca/calendars/sgsr/Residence_Requirement.html which state that “To become fully

involved in a field of study and to be satisfactorily in contact with members of the Department and students in the field, it is necessary to be studying on a full-time basis and be full-time on -campus for some part of the degree program.” The department will only support requests by students for full-time off-campus status for the purposes specified by the School of Graduate Studies: http://www.queensu.ca/calendars/sgrs/Full_Time.html “visiting libraries, undertaking field work or taking courses at another institution.” Otherwise, it is expected that doctoral students will maintain full-time on-campus status throughout the period of guaranteed support (12 terms), including the summer months.

9. FACILITIES

Computing Facilities

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

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

Student Space

The department provides office space for all doctoral students. Assigned office space may be shared with other doctoral students depending on the number of available offices. All graduate students’ offices are connected to the university’s network. The department has a lounge for faculty and graduate student socializing. All students should see Barb Murphy (C316) for their office allotment.

Mailboxes

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

10. RESEARCH CENTRES

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

The Centre for International and Defence Policy (CIDP)

The Centre 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 Studies on Democracy and Diversity (CSDD)

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

The Institute of Intergovernmental Relations (IIGR)

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

Other Academic Resources at Queen's

Canadian Opinion Research Archive (CORA)

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

Documents Library

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

Studies in National and International Development

SNID is Queen's University's longest-running weekly, interdisciplinary seminar series. Since 1983, SNID has proudly hosted prominent Canadian and international scholars who bring fresh perspectives to issues of local, national and global development.

SNID seminars take place on most (but not all) Thursdays during the fall and winter semester, from 1-2:30 in MC D214. For more information about SNID and the current seminar series, please see the SNID website, www.queensu.ca/snid/. You can also find information on how to subscribe to the listserv, which provides timely notice of upcoming SNID events.

11. RIGHTS AND RESPONSIBILITIES

Graduate students are subject to the Student Code of Conduct:

<http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/board/StudentCodeOfConduct.pdf>

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."

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 law, as well as the province's Occupational Health and Safety Act, and the University's (interim) workplace harassment policy:

<http://www.queensu.ca/humanresources/policies/workplace-issues/interim-workplace-harassment-discrimination-policy>

Labour relations are governed by the Collective Agreement (CA) between the Public Service Alliance of Canada (PSAC) on behalf of Graduate Teaching Assistants and Teaching Fellows and Queen's University. The procedure for grievances is governed by Article 11 of the Collective Agreement:

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

- a) The matter shall be brought to the attention of the Employment Supervisor within fifteen (15) Business Days after its occurrence, or from the date the Employee ought reasonably to have been aware of the occurrence of the circumstance giving rise to the matter
- b) After the matter has been brought to the attention of the Employment Supervisor, the Employment Supervisor and the Employee shall discuss the matter, and the Employee may be accompanied by a representative of the Union if she/he wishes. The discussion shall take place within five (5) Business Days after the matter is brought to the attention of the Employment Supervisor. If requested, the Employment Supervisor shall give a reply in writing within five (5) Business Days of the discussion. Any written reply from the Employment Supervisor will be without prejudice to the Employer's position on this or any similar matter.

If a matter is not resolved by the Informal Discussion with the Employment Supervisor as provided for in Article 11.03 above, a formal grievance may be submitted. Please consult the Collective Agreement (CA), found on the Office of the Provost and Vice Principal (Academic) website
<http://www.queensu.ca/provost/faculty/facultyrelations/psac/collectiveagreement.html> for details on the grievance procedures.”

Student Advisors

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

Privacy of Student Files

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

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

APPENDIX I

PROGRESS BENCHMARKS, Ph.D. PROGRAM	
Prior to Arrival at Queen's	<input type="checkbox"/> Faculty Advisor appointed to offer program advice
*Term 1	<input type="checkbox"/> Enrolment in POLS-900, and two other courses that satisfy course requirements (including field courses, if applicable) <input type="checkbox"/> Applications for SSHRCC and OGS (October/November) <input type="checkbox"/> Examination of language competence any time between admission (Term 1) and 1 year after the proposal defence (Term 8)
*Term 2	<input type="checkbox"/> Enrolment in three courses (including field courses, if applicable)
*Term 3	<input type="checkbox"/> Meetings with Field Convenors and other faculty in preparation for comprehensive field exams
*Term 4	<input type="checkbox"/> Comprehensive field exams <input type="checkbox"/> Preparation of thesis proposal
*Term 5	<input type="checkbox"/> Thesis proposal examination <input type="checkbox"/> Head confirms supervisor <input type="checkbox"/> Research/field work begins
*Terms 6, 7, 8, 9, 10	<input type="checkbox"/> Field work/research <input type="checkbox"/> preparation of rough draft of thesis
*Term 11	<input type="checkbox"/> First complete rough draft of thesis completed <input type="checkbox"/> preparation of final version of thesis
*Term 12	<input type="checkbox"/> Formal submission of thesis for defence <input type="checkbox"/> Graduate Coordinator nominates board <input type="checkbox"/> Dean of Graduate Studies appoints board <input type="checkbox"/> Oral defence <input type="checkbox"/> Corrections verified by examining board appointee(s) <input type="checkbox"/> Submission of thesis to Dean of Graduate Studies

*1st Year consists of Terms 1 to 3; 2nd Year consists of Terms 4 to 6; 3rd Year consists of Terms 7 to 9;
 4th Year consists of Terms 10 to 12

APPENDIX II

GUIDELINES FOR STUDENT VACATION

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

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

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

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

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

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

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