



PhD Students' Handbook

2018 - 2019

Department of Political Studies

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1. 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, which is available at:
<https://www.queensu.ca/sgs/graduate-calendar>

We are here to assist you. Please reach out to Dr. Andrew Lister, Graduate Coordinator, for any questions about academics and funding, and to Kristina Fennell, Graduate Assistant for everything else.

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

Zsuzsa Csergo

OFFICERS OF THE DEPARTMENT:

Department Head, Prof. Zsuzsa Csergo

Undergraduate Chair, Prof. Andrew Grant

Departmental Manager, Michelle Knapp-Hermer

Undergraduate Assistant, Cynthia MacIntosh

GRADUATE OFFICERS OF THE DEPARTMENT:

Graduate Coordinator, Prof. Andrew Lister: andrew.lister@queensu.ca (Mac-Corry C426)

Graduate Assistant, Kristina Fennel: gradpols@queensu.ca (Mac-Corry C318)

Field Convenors

- Canadian Politics: Janet Hiebert
- Comparative Politics: Grant Amyot
- International Relations: David Haglund
- Political Theory: Andrew Lister
- Gender and Politics: Eleanor MacDonald

Unit Research Ethics Board, Chair: Grant Amyot

2. 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 from the student's primary field of interest, based on the 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 develop 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 normally take a total of six courses in their first two terms, including POLS 900* (Methods of Political Studies), field courses in their two areas of concentration, and three other three-unit courses generally in their first and second fields. For more information on course work, see Section 3.

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 4.

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 5.

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 7.

3. 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, and that 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 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 Graduate Assistant, Kristina Fennell. Registration in courses from other departments may require an Academic Change form; for more information, please contact Kristina.

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 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 discipline of political science and problems of 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.

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 on 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 that unforeseen events 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: <https://www.queensu.ca/sgs/accommodation-and-academic-consideration>

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 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 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: <https://www.queensu.ca/sgs/graduate-calendar/general-regulations> (at “Appeals Against Academic Decisions”).

4. FIELD COURSES AND FIELD EXAMINATIONS

General

Students are admitted into a particular primary field, with an Advisor from that field. Students must choose a second field at the start of their first term, in consultation with their Advisor and the Graduate Coordinator. 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 exams in both of their fields of concentration. The main purpose of the field examinations is to prepare students to teach university-level courses in their two fields. The exams ensure that students are familiar with the main literature and debates in these fields, that they know and are able to comment analytically on the chief areas and main schools of thought, and 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.

Field exams are generally based on topics and readings covered in the field courses (POLS 910, 930, 960, and 980), but may include additional readings to be specified by the relevant Field Convenor before the end of Winter term. If no field course is offered (as in Political Theory), exams will be based on courses taken within the field, supplemented with a limited number of additional readings.

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

5. 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 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.

6. 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.

Beginning in 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.

7. 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.

A thesis proposal is normally 12,000 to 15,000 words in length, or roughly 30-40 pages. It should specify the principal question to be examined, and, when applicable, the main hypotheses to be tested. The thesis proposal should 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, and in particular how the thesis will contribute new knowledge to the field. 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, ideally by the end of 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 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 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/urs/ethics/general-research-ethics-board-greb> .

Students who will be engaged in research involving human subjects must take the web-based course of Research Ethics (CORE): <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/> .

Field Work Safety

Thesis proposals involving field work will require a Field Research Safety Planning Record. 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. Please see the Awards section of the Grad School's website for more information: <https://www.queensu.ca/sgs/graduate-calendar/awards-and-financial-assistance> .

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. Students should feel free to seek advice on how to overcome challenges they encounter during their work. The timeframe for completing various tasks should also be a frequent topic of conversation between Supervisor and student. While supervisors are committed to monitoring and facilitating student progress, primary responsibility for a student's progress lies with the student.

For information on the respective roles and responsibilities of supervisors, supervisory committees, students, graduate coordinators and departments please refer to the School of Graduate Studies' 'Guide to Graduate Supervision', available in PDF: <https://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 the final revised thesis may be found at: <https://www.queensu.ca/sgs/graduate-calendar/general-regulations> , under the heading "Thesis". The department permits both the "Traditional" and "Manuscript" or article-based formats; for more information about the Manuscript format, see the "POLS Guidelines for Article-Based Dissertations," available at <https://www.queensu.ca/politics/sites/webpublish.queensu.ca/polswww/files/files/Graduate/Article-Based-Dissertation-Guidelines.pdf> .

Ph.D. theses should be no more than 120,000 words, including footnotes and bibliography. Theses that exceed these limits may be refused an examination. For examination purposes, photocopying paper is sufficient; there is no need to have the thesis bound at this point.

For instructions on style, 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.

8. FINANCIAL SUPPORT

Funding Packages

Offers of admission to the doctoral 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 Award or Fellowship, 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 doctoral student is registered 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.

Students should take care to budget their finances to last twelve months. This is especially important in relation to stipends for TAships, which are paid in equal monthly installments for the duration of the term. 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 your 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](#). Please ensure you become familiar with all aspects of the collective agreement.

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 and in January, respectively; 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. 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: <https://www.queensu.ca/sgs/prospective-students/awards-scholarships>, 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. For more information about employment as a full-time student, please see: <https://www.queensu.ca/sgs/graduate-calendar/admission-and-registration> under "Study Status."

9. RESIDENCE

The School of Graduate Studies' regulation regarding residence states 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" (see <https://www.queensu.ca/sgs/graduate-calendar/general-regulations> under "Residence Requirement"). The general expectation in the department is that doctoral students will maintain full-time on-campus status throughout the period of guaranteed support (12 terms). This expectation applies most strongly in the early years of the program, when the student is taking courses, teaching, and formulating their dissertation proposal, less so in later years, during the final stages of writing.

10. FACILITIES

Student Space

The department provides office space for all doctoral students. Assigned office space may be shared with other graduate 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 use.

Students should contact Departmental Manager Michelle Knapp-Hermer (MC C316) for their office allotment.

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. As of September 1, 2017, the department has adopted a new policy for use of the photocopier: 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.

11. RESEARCH CENTRES

The department houses or 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 [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.

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 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.

12. RIGHTS AND RESPONSIBILITIES

Graduate students are subject to the Student Code of Conduct:

<http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/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: <https://www.queensu.ca/facultyrelations/teaching-assistants-and-fellows/collective-agreement> for details on the grievance procedures.”

Student Advisors

The Society of Graduate and Professional Students (SGPS) maintains a student advisor program. Graduate and/or professional students are available to students to act 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. For more information, see <https://sgps.ca/sgps-student-advisor-program/>.

International students may also avail themselves of the services of Queen's University International Centre, or "QUIC": <http://quic.queensu.ca>.

QUIC conducts drop-in advising sessions for international students Monday to Friday between 11:00 am and 4:00 pm. Students may also contact an International Student Adviser at isa@queensu.ca.

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

Prior to Arrival	<ul style="list-style-type: none"> ▪ Faculty Advisor in primary field appointed to offer program advice
Term 1 (Fall Y1)	<ul style="list-style-type: none"> ▪ Confirmation of secondary field, in consultation with Advisor and Graduate Coordinator ▪ Enrolment in POLS900 and two other courses, including field courses or other courses that fulfill field requirement ▪ Applications for SSHRC (October) and OGS (January)
Term 2 (Winter Y1)	<ul style="list-style-type: none"> ▪ Enrolment in three courses (including field courses, if applicable)
Term 3 (Summer Y1)	<ul style="list-style-type: none"> ▪ Meetings with Field Convenors and other faculty in preparation for field exams at start of Term 4
Term 4 (Fall Y2)	<ul style="list-style-type: none"> ▪ Field Exams held from end of August to end of September at start of Year 2. ▪ Preparation of thesis proposal
Term 5 (Winter Y2)	<ul style="list-style-type: none"> ▪ Thesis proposal examination ▪ Head confirms supervisor ▪ Resesarch / field work begins
Terms 6-10 (Y3-Y4)	<ul style="list-style-type: none"> ▪ Research / field work ▪ Examination of language competence any time between admission and one year after proposal defence
Term 11 (Winter Y4)	<ul style="list-style-type: none"> ▪ First (rough) draft of thesis completed ▪ Preparation of final version of thesis, for defence
Term 12 (Summer Y4)	<ul style="list-style-type: none"> ▪ Formal submission of thesis for defence ▪ Graduate Coordinator nominates examining board, Dean appoints ▪ Oral defence ▪ Corrections verified by examining board appointee(s) ▪ Submission of corrected thesis to Dean of Graduate Studies

This timeline assumes completion within the 4-year funding window, but field research and other factors may delay completion. Requests for Time Limit Extensions to Year 5 are at the discretion of the department, and are normally approved. During Year 5 the department is generally able to offer some Teaching Fellowships for students to teach their own undergraduate seminar. Requests for Time Limit Extensions beyond Year 5 are made to the School of Graduate Studies, based on a recommendation of the department.