



Department of Sociology Graduate Handbook

**Master of Arts
Ph.D. in Sociology**

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This edition of the Graduate Studies in Sociology Handbook replaces all previous editions.

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INTRODUCTION

This handbook is designed for the guidance of students in the programs leading to the M.A. and Ph.D. in Sociology degrees at the Faculty of Arts and Science, Queen's University.

The policies and procedures presented here represent a combination of those of the School of Graduate Studies and of the Department of Sociology. The final authority in matters relating to Graduate Studies in Sociology shall be the regulations of the School of Graduate Studies.

It is the responsibility of the student to ensure that each stage of their program is pursued in accordance with the regulations described in the Handbook and in the current Calendar of the School of Graduate Studies.

The Master of Arts and Doctor of Philosophy in Sociology are programs of the School of Graduate Studies, and so fall under the School's regulations and administrative structure which are detailed in the School's Calendar. Within the Department of Sociology, the graduate programs are staffed by graduate faculty. The responsibility for administering the graduate programs within the Department of Sociology falls to the Department Head and Graduate Coordinator of Graduate Studies. Administrative support is provided by a Graduate Program Assistant. The Graduate Studies Committee reports to the Faculty of Arts and Science Graduate Council on policy matters.

ADMINISTRATION

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DEFINITIONS

The following terms are commonly used in connection with the graduate programs in Sociology.

Graduate Coordinator	The Coordinator of Graduate Studies oversees the day-to-day operation of the Departmental graduate program.
Graduate Admissions Committee	The committee consists of the Coordinator of Graduate Studies (Chair) and two or more members of the academic staff who are recruited on along with two or more students representatives to evaluate applications for admission to graduate studies.
Graduate Program Assistant	Under the direction of the Graduate Coordinator, the Graduate Program Assistant administers the daily operation of our graduate programs and acts as the departmental resource person for the graduate program.
Arts and Science Graduate Council	The Council of the School of Graduate Studies, Queen's University (consult Graduate School Calendar for information on composition, membership, etc.).
The Graduate Studies Executive Council (GSEC)	The GSEC has representation from all Faculty offices, which govern a centralized decision-making body for graduate studies at Queen's.
School of Graduate Studies	The School of Graduate Studies, Gordon Hall, 4 th Floor, Rm. 425
Graduate School Calendar	The Calendar of the School of Graduate Studies is the publication, which contains detailed information pertaining to regulations and graduate programs of Queen's University.
Graduate Student	A student enrolled in a program governed by the School of Graduate Studies. (See General Regulations in the Graduate School Calendar.)
Sociology Main Office	D431, Macintosh-Corry Hall
Essay Supervisor	A faculty member responsible for the supervision of a student's essay, SOCY-898 (M.A.).
Thesis Supervisor	A faculty member responsible for supervising a student's thesis, SOCY-899 (M.A.) or SOCY-999 (Ph.D.).
Term	There are three terms during the academic year – Fall (September to December), Winter (January to April), and Summer (May to August).

MASTER OF ARTS

1. PROGRAM OF STUDY

The program consists of a minimum credit value of ten half credit courses. Students select one of two program patterns (see the section [Structure of the graduate degree programs](#) within the academic calendar of the School of Graduate Studies).

1.1. Fields of Research

Students at the Master's level do not have to choose a field stream. The program reflects the special expertise of the faculty and utilizes the unique facilities offered by the Kingston community. The program reflects the special expertise in the following areas:

- Critical Sociological Theory, including Marxism and Critical Race Theory
- Deviance and Criminology (especially among young offenders)
- Policing
- Feminist Sociology
- Social Movements
- Sociology of Cities and Urban Sociology
- Sociology of Law
- Criminal Justice Policy
- Sociology of Sport
- Sociology of the Body
- Cybersecurity and Surveillance
- Science and Technology Studies
- Media and Culture
- Cultural Sociology
- Visual Culture
- Disability Studies
- Research Methods

The graduate program is divided into three (3) core areas:

1. Power, Inequalities and Social Justice;
2. Criminology and Law;
3. Media, Information and Surveillance.

1.2. Course Work

Pattern I	A minimum of four half credit courses (including required research courses – SOCY-901 and SOCY-902) and a master's thesis weighted at half of the total program.
Pattern II	A minimum of six half credit courses (including required research courses – SOCY-901 and SOCY-902) and a master's essay weighted at one-quarter of the total program.

With the approval of the Graduate Coordinator, students can choose to take elective courses from other departments who offer courses jointly with Sociology or arrange to take graduate level courses outside of the Department. Graduate Calendar, [Courses of Instruction](#).

For information concerning academic regulations, refer to the [General Regulations](#) section of the current School of Graduate Studies Calendar.

1.3. Courses by Component

- a) Courses
SOCY – 901, 902, 903, 911, 916, 917, 918, 919, 920, 921, 923, 925, 931, 932, 934, 935, 936.

Thesis and Essay Preparation
SOCY-901 and 902.

- b) Thesis and Essay
SOCY-898, 899.

All students are required to take SOCY-901 (Sociological Theory) and SOCY-902 (Sociological Methodology).

1.4. Supervision

The Department of Sociology requires that there be a supervisor for each student. During the fall term of the first year, each student after consulting with appropriate faculty members and if necessary, with the Graduate Coordinator, will decide upon a supervisor. The supervisor will advise the student in all aspects of their program including course work, thesis or essay option. In consultation with the supervisor and appropriate faculty, a second faculty member will be asked to be a secondary supervisor, who may be involved in the direct supervision of the student, but is more likely to provide a second reading of a completed draft of the thesis or essay prior to thesis defence or final essay review.

The second supervisor and any co-supervisor may be from outside the Department of Sociology, but a sole supervisor of the Master's thesis or essay must be from the Department (including cross- and joint-appointed faculty).

The supervisor is responsible for monitoring the progress of the thesis or essay and is the person the student will work closely with. **Students should ensure that they meet with their supervisor on a regular basis.**

During the fall or early winter term, each student is responsible for advising the Graduate Program Assistant of the name of the person who has agreed to be the supervisor and which method they will pursue by May 1st of the first year of study. If your plans change or if you are having difficulties deciding on a method or supervisor, please consult the Graduate Coordinator as early as possible.

2. Directed Special Studies (SOCY - 881, 891, 892, 893, 894, 895, 896, 897)

2.1. Introduction

Students interested in conducting an Individual Directed Study with a faculty member need to complete and submit the Individual Directed Study Form for approval to the Department of Sociology Graduate Coordinator no later than the final day to add a course in the term in which the course is offered. A copy of the application should go to the Graduate Program Assistant. The Individual Directed Study Form is available by contacting the Graduate Program Assistant.

A student who wishes to pursue an area of special interest under the supervision of a graduate instructor may do so by registering in one of the following: SOCY - 881, 891, 892, 893, 894, 895, 896, and 897. There are many areas within sociology which are not treated in depth in any of the regular courses. Furthermore, there are graduate faculty members with special interests which might coincide with those of students. Provided such faculty member is willing to supervise a Directed Special Study of a student, the latter may choose to do it with the approval of the Graduate Coordinator and of the student's supervisor. Students may choose to do one or two Directed Special Studies courses as part of their program; however, the same graduate faculty instructor is not normally recommended.

It is anticipated that a Directed Special Studies course will often take the form of a reading course: a course of guided reading, and undertaken with close supervision of the faculty member concerned. Furthermore, it is expected that a Directed Special Studies course will be evaluated in the same way as a student's work in a regular half credit course: there will be an assignment (or assignments), and the work will be graded according to the regular schedule of grades.

2.2. Procedures

- a) A student wishing to pursue a Directed Special Studies course will consult with the graduate faculty member under whose supervision the student wishes to study.
- b) The student will fill out the *Directed Study Form* (available at the Sociology Main Office, D431 or Online). The description of the study must include a sample reading list and an indication of how the work is going to be graded. The application shall be approved by the Graduate Coordinator.
- c) Upon completion of the Directed Special Study the instructor will submit a letter grade to the Graduate Program Assistant.

2.3. Planning

Students are encouraged to discuss the choice of essay or thesis with their program supervisor as early as possible.

3. MASTER'S ESSAY (SOCY 898)

3.1. Introduction

A student undertaking an essay would be involved in Program Pattern (II), as described in the [Academic Calendar of the School of Graduate Studies, Structure of Graduate Degree Programs, Master's Degree Programs](#). For the Master of Arts, Program Pattern II comprises six half credit courses and an essay.

The preparation of the Master's essay constitutes one-quarter of the student's work towards the Master of Arts degree. The lesser weight of the essay, by comparison with the thesis, does not indicate a difference in standards, but reflects the fact that preparation of the essay does not involve the time-consuming research that goes into the thesis.

The Master's essay should be between 10,000 and 12,000 words in length and will demonstrate a critical mastery of the state of scholarship on a relevant sociological problem or question. Essay's that have been filed with the Department are available on a loan basis.

Finally, a completed essay will be graded as a pass/fail. The completed work is to be graded by the essay supervisor and by another faculty member. There is no oral examination of a completed essay.

3.2. Procedures

- a) The student will choose a faculty member who agrees to supervise the essay.
- b) The essay will be marked by the supervisor and by a second reader. The second reader will be a member of the Department, chosen by the supervisor in consultation with the Graduate Coordinator and the student.
- c) The supervisor and second reader will submit a Pass/Fail grade to the Graduate Program Assistant.
- d) Disputed cases will be mediated by the Head or delegate, whose decision will be final.
- e) Students should choose their topics with care. Their approach may be used to explore the achievements and the limitations or deficiencies of the literature on a given subject. This is easier to accomplish with some subject matters than with others that is prudent to choose subjects in which there is an extensive secondary literature. The essay need not take the form of a review of the literature exclusively, but it must demonstrate "a critical awareness of the state of scholarship" concerning the topic.

3.3. Role of the Second Reader

The role of the second reader is to evaluate the completed essay, submit a grade to the Graduate Program Assistant, and provide feedback to the student.

3.4. Essay Completion

The student must submit copies of the essay to the essay supervisor and second reader for reading and grading **a minimum of two weeks** prior to their intended date of completion. Marking will be on a Pass/Fail basis.

After the essay is graded the essay supervisor and second reader will each send an email to the Graduate Program Assistant confirming their pass/fail grade.

After the essay is graded the essay supervisor will provide feedback to the student. If revisions are required it is the student's responsibility to make the revisions and submit a revised final copy to the essay supervisor and Graduate Program Assistant.

NOTE:

- a. If you intend to assess the quality of the literature by conducting research in primary materials, or by testing some propositions in the literature in a specific empirical context, you should probably choose the thesis option and should discuss this with your supervisor.
- b. The essay is to be prepared according to the format described at the website of [School of Graduate Studies](#).
- c. In some instances, the student or the essay supervisor may wish to involve the second reader in the early stages of the essay and its development. The responsibility for the content and quality of the essay remains with the supervisor and the student.
- d. Students must maintain registration every term until all degree requirements are complete.

4. MASTER'S THESIS (SOCY 899)

4.1. Introduction

The thesis option in the M.A. program is available for students who wish to pursue a research program at the Master's level. A student undertaking a thesis would be involved in Program Pattern (I), as described in the [Academic Calendar of the School of Graduate Studies, General Regulations, Structure of Graduate Degree Program](#).

The preparation of the Master's thesis constitutes one-half of the student's work towards the Master of Arts degree.

The Master's thesis does not exceed 25,000 words in length. Theses are filed on [Stauffer Library website](#).

4.2. Procedures

- a) The student will choose a faculty member who agrees to supervise the thesis.
- b) The supervisor, in consultation with the student, will choose a second supervisor.
- c) The thesis will be defended before a committee comprising the supervisor, the second supervisor, the Head of Department or delegate as chair, and a faculty member from an external department.
- d) The outcome of a thesis defence will be a pass, a referral (major revisions) or a fail.

4.3. Defence of the Thesis

The defence of a student's thesis will be arranged and conducted in accordance with the [regulations of the Graduate School](#) detailed on their website.

When the thesis is completed to the satisfaction of the Thesis Supervisor, the student is given permission to proceed toward thesis examination. It is important to note that the Ethics Clearance Letter must be included in the thesis by the student prior to defence if applicable.

4.4. Procedures for Scheduling Oral Thesis Examinations in the Department of Sociology

These procedures are supplementary to those of the School of Graduate Studies. Please review the [General Regulations, Thesis section](#) of the Graduate School calendar online.

- a) The supervisor shall nominate members for the Master's Oral Thesis Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/she/they nominates for the committee.
- b) The Master's Thesis Examination Committee for Master's students in Sociology shall comprise at least the following members:
 1. Supervisor(s);
 2. Internal member(s);
 3. Chair appointed by the Graduate Coordinator; and
 4. At least one other faculty member, who may be:
External to the department, OR
In exceptional circumstances, external to Queen's.

This person is nominated by the Supervisor(s) and approved by the Graduate Coordinator.
- c) No less than **ten working days** prior to the requested date of the examination the candidate shall provide the following to the Graduate Program Assistant:
 1. an email from the Supervisor to the Graduate Program Assistant indicating the date, time and the members of the Thesis Examination Committee.
 2. one e-copy of the thesis for the Chair.
- d) When these items are received the Graduate Program, Assistant will prepare the formal thesis examination request form and arrange for it to be signed by the thesis supervisor.
- e) The candidate shall deliver an e-copy or hard copy of the thesis to each member of the Thesis Examining Committee no later than **ten working days** before the tentative examination date.
- f) The Graduate Program Assistant shall confirm the date, time and place of the examination via an email to all committee members and the candidate.

- NOTE:**
- 1) In the exceptional case, where a faculty member of another Department, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be **recommended for the approval of the Dean of the School of Graduate Studies**.
 - 2) The Chair of the Master's Thesis examination committee is not a voting member of the committee.
 - 3) In cases where ALL members of the Master's Thesis Examination Committee are internal to the department, **both** the Department Head and the Graduate Coordinator must approve the committee.

4.5. Other Important Instructions

Students who do not live in Kingston and need assistance with delivering their thesis copies should contact the Graduate Program Assistant to make alternative arrangements.

The thesis examination cannot be scheduled unless the student is currently registered, has completed all academic and program requirements, and has paid all due fees.

It is expected that the student and examiners **will be available to conduct this examination face-to-face**

on the Queen's campus. If a student or examiner is unable to be on campus due to extenuating circumstances, the issue must be raised with the Graduate Coordinator and Graduate Program Assistant.

At the thesis examination, the supervisor is usually delegated by the committee to ensure that any necessary corrections to the thesis are made. The supervisor confirms this in writing to School of Graduate Studies and the student submits the final pdf version of their thesis to QSpace. If the student wants bound copies of the thesis for themselves and their supervisor, the former provides the copies and make appropriate arrangements for binding with SGS.

It is also the responsibility of the Supervisor to arrange and deal with technology issues, unless this task is delegated to someone else on the examining committee prior to the exam. The designate should not be the student.

It is the student's and supervisor's responsibility to make sure the thesis formatting complies with SGS requirements. Instructions can be found under *Current Students* tab, *Degree Completion* section of the [SGS webpage](#).

4.6. Visitors at the Oral Thesis Examination

At the oral thesis examination, other members of the academic staff may attend but may question the candidate only at the discretion of the Chairperson. Only the members of the committee may be present during the preliminary and post-examination sessions. No student or person other than the regular staff of the University and the Examining Committee may attend the thesis examination of another student unless individual permission from the Chairperson of the Examining Committee has been granted. The Chairperson of the Committee will not grant such permission without obtaining agreement from the student being examined and from the Head of the Department. Only the members of the Committee may be present during the preliminary and post-examination sessions.

5. STUDY STATUS AND TIME LIMITS FOR COMPLETION

The minimum period for completion of degree for M.A. students is 12 months for full time students, and 24 months for part-time students.

5.1. Effective for students admitted September 1, 2013 and all subsequent years

The Department of Sociology may grant a one year extension to graduate students in good standing who can demonstrate how they will progress toward degree completion within an additional year (3 terms) beyond the standard timeframe. The M.A. is designed and approved such that the requirements can be completed within two years (6 terms) of initial full-time registration in the program.

The application deadline is the Annual Progress Report deadline of May 1st. The extension request is located on the Annual Progress Report Form and space is provided for a written explanation from the student and supervisor detailing the assessment of your progress and plans for timely completion of the outstanding program requirements as proposed.

6. EXTENSION OF TIME LIMITS

Extensions of the prescribed time limits for completion of a degree program may be granted in some cases. See [Extension of Time Limits](#) subsection of General Regulations in the Graduate School calendar for further details.

7. PROMOTION TO PH.D. PROGRAM

7.1. Promotion to the Doctoral Degree Program without completion of the Master's

Students who have been registered full time for at least one term and before completing five terms in a master's program at Queen's University, who have **first-class** standing, and who show **exceptional** promise in their research, may be considered for promotion to a doctoral program in the same Department or Program, without completion of the master's degree. Promotion to a doctoral program requires the approval of the Department Head and Graduate Coordinator according to its

established procedures, and the approval of the [School of Graduate Studies](#) and the SGS [Arts and Science Graduate Council](#).

Promotion into a doctoral program without completing the Master's thesis is reserved for students who meet the following criteria:

1. The Student and the Supervisor agree to the application for promotion with evidence that the Student is a good candidate for such (typical evidence could be any of the following or a combination of:
 - a) **outstanding** term papers and/or grades from MA courses in the Department
 - b) articles or other work presented in recognized academic venues
 - c) a **very well-developed research project** that reflects doctoral-level expectations
2. The Student has been registered full time for at least ONE TERM and before completing FIVE TERMS in the master's program in the Department, has first class standing, and who shows exceptional promise in their research.
3. Recommendation of the Graduate Coordinator.

7.2. Process

The Student and Supervisor will approach the Graduate Coordinator with the request to apply for the promotion, with the **evidence** typified above.

Once the Graduate Coordinator agrees to the application, the student will submit a formal hard copy application for admission to the Ph.D. program. The application form is available from the Graduate Program Assistant. The applicant can use the transcripts from the MA application, and requires letters of reference from a course instructor in the M.A. program, the M.A. Supervisor, and the Graduate Coordinator.

The Chair of Council reviews the application. If the Chair is in doubt about the Applicant's acceptability, the application for promotion shall be referred to the next Social Sciences and Humanities Graduate Council Meeting for decision there. If the Applicant is from the same graduate program as the Chair, the request will be reviewed for approval by the Associate Chair.

Acceptance of an offer of admission to the Doctoral program via promotion means the student acknowledges that he/she/they may not revert to the Master's program in the same graduate department or program at a later date. In exceptional circumstances, the student may, after withdrawal from the doctoral program, seek readmission to the master's program in the same graduate department or program, or make application for admission to a master's program in another Graduate Department or Program, through the normal application procedures.

Courses taken during the M.A. will be credited towards the Ph.D. degree. The student will commence the Ph.D. in Year One.

If the Graduate Coordinator is a member of the Student's M.A. Supervisory Committee, or writes in support of the application as a course instructor, then another departmental faculty member who has no such conflict of interest, will write the letter of recommendation as if from the Graduate Coordinator

The request for promotion must be submitted at least 2 weeks prior of the first term in which the Ph.D. program will commence (2 weeks prior to January 31 for Winter term, 2 weeks prior to May 31 for Summer term, 2 weeks prior to September 30 for Fall term).

If the student, once accepted into the Ph.D. Program, fails the Qualifying Examinations, they may apply to the SGS to complete the M.A., with the Supervisor's and Graduate Coordinator's approval.

PH.D. IN SOCIOLOGY

8. FIELDS OF STUDY AND OBJECTIVES

The program of study leading to the Ph.D. in Sociology is designed to ensure that the candidate has the skills and knowledge to function successfully as a well-trained sociologist. This entails mastery of core components of sociological theories and methodologies as well as in-depth knowledge appropriate to the area of specialization. Course work is also intended to help prepare the candidate to undertake original research in the area chosen for a thesis.

8.1. Degree Level Expectations

Candidates are expected to identify and explain the central concepts, theoretical approaches, and methodologies in Sociology and to draw upon them to critically examine and analyze contemporary social formations and problems. To interpret both qualitative and quantitative sociological research, as well as critically assess various policy and advocacy documents and presentations. Develop and sustain critical arguments or problem solve using either qualitative or quantitative methods to critically assess various social processes, issues or problems. Demonstrate academically sustained arguments in writing, orally, and in presentations using other media, which can apply existing knowledge within the discipline of Sociology to the critical analysis of a new question or problem or to a specific problem or issue in a new setting.

Students can demonstrate the ability to conceptualize, design, and implement research that generates new knowledge, applications, or understanding of social phenomena that engage with contemporary sociological research. Doctoral-level students are expected to handle unforeseen problems during data gathering and adapt their research strategy accordingly, they are also expected to be able to make informed judgements on complex issues in specialist areas of Sociology. They are expected to produce original research that is presented in written and oral forms, within recognized venues of sociological research exchange (peer-reviewed journals, conferences, university workshops, etc.). To effectively compete for academic positions in the current context, including post-doctoral fellowships, the candidate should present their work at two recognized academic conferences and have submitted two publications in recognized academic venues before completion of the degree. Professional development of the doctoral student is also enhanced through committee involvement at various levels of university governance, as well as professional work such as conference organization, peer review, and peer support. In addition to teaching assistance, eligible doctoral students have the opportunity of being Teaching Fellows and gaining the experience of course design and instruction.

The program has 3 (three) core areas of study as defined below.

8.2. Core Areas

Media, Information and Surveillance: This area develops sociologies of the digital including critical studies of the latest media, data, information technologies, and networks. Social media, visual media, 'smart' technologies and digital data traces are all research topics in this group. The area draws on and develops related research in feminist, science-and-technology studies and cultural studies. In the past three decades, participants have achieved prominence for their pioneering and award winning work on the historical sociology of communications in Canada, the critique of the "information society," investigating "digital divides" in Canada and abroad, and the rapid rise of digital surveillance. Insights from disciplinary areas such as cultural geography, philosophy and history are vital to the cluster, which also has a close working relationship with the [Surveillance Studies Centre](#).

Criminology and Law: Award-winning faculty in this area are interested in a wide range of questions regarding the nature of crime, law and legal control in Canada. In substantive terms, their work explores issues as diverse as the gendered character of the legal profession, crime and homelessness, patterns of criminal victimization, community and popular understandings of crime, and the mediatization of crime. The research which members of the criminology and law cluster undertake employs a range of methodologies from those which are heavily quantitative to those which reflect more qualitative approaches. Equally varied are the theoretical perspectives which inform their work.

Power, Inequalities and Social Justice: This area encompasses research in global inequalities, theories of power, capitalism and social theory, social movements and resistance, race and racialization, anti-racism, the political economy and cultural sociology of development, the cultural and economic dimensions of globalization, post-colonialism and de-colonization, the political economy of climate change, the lived experience of inequalities and social justice movements.

8.3. Length of Program

Year 1 (One) – First and Second Terms	<ul style="list-style-type: none"> • Course work; regular supervisory meetings
Year 1 (One) – Third Term	<ul style="list-style-type: none"> • Preliminary meeting with supervisory committee; drafting thesis proposal
Year 2 (Two) – First Term	<ul style="list-style-type: none"> • Completion of thesis proposal • Comprehensive reading list
Year 2 (Two) – First or Early Second Term	<ul style="list-style-type: none"> • Qualifying comprehensive examinations
Year 2 (Two) – Third term	<ul style="list-style-type: none"> • Begin Field work and research
Year 3 (Three)	<ul style="list-style-type: none"> • Research ongoing; Thesis drafting
Year 4 (Four)	<ul style="list-style-type: none"> • Thesis completion; Submission and defence

8.4. Coursework

Students must complete 4 (four) graduate courses, which include SOCY-901 and SOCY-902. These courses are compulsory.

Students with a M.A. in Sociology from Queen's University who have already taken SOCY-901 and SOCY-902 will be required to take other graduate courses in Theory and Methodology offered by the Department, or as an Individual Directed Study course or outside of the department with the approval of the Graduate Coordinator.

If the Sociology Graduate Coordinator decides that the candidate's earlier work corresponds to materials covered in SOCY-901 and SOCY-902, alternative courses will be substituted.

The minimum [grade point](#) average of 2.7 or B- be attained in all primary courses. This includes elective courses. Students must obtain a grade point average of 3.3 or B+ on all required course work in order to proceed to the Qualifying Comprehensive Examination.

A Failed course is one in which the candidate obtains less than a grade point of 2.7 or a B-. A candidate who fails a course is normally required to withdraw from the program.

Students may take graduate courses outside of the department that are jointly offered with Sociology for credit or audit with the approval of the Graduate Coordinator.

Some students without a sociology background may be required to take additional courses by the Sociology Graduate Coordinator, normally in collaboration with the supervisor.

8.5. SOCY-900: Professional and Pedagogical Skills

This course is offered to all PhD students in the Department of Sociology, typically every second year. **Attendance is mandatory.** The course is designed as a series of hands-on sessions to enhance key aspects of doctoral students' professional development.

Each session is facilitated by the Graduate Coordinator with additional faculty. There may be some helpful readings assigned in advance, but there will be no examinations. Students are expected to work individually and in small groups on workshop exercises, ask questions pertinent to their own career development, and engage in group discussion.

9. SUPERVISION

The candidate, in consultation with the supervisor should form the supervisory committee by the end of the first year (third term) and choose one other faculty member from the department to make up the supervisory committee. The Graduate Coordinator may assist with this process. Faculty external to the department may serve as a co-supervisor or second supervisor for candidates. External faculty from departments that do not have a graduate program must get permission from SGS. The members of the supervisory committee will assist the candidate's progress throughout the program. The supervisor is the most involved.

9.1. Roles of Members of the Supervisory Committee

The supervisor meets regularly with the candidate throughout the candidate's program, organizes meetings of the supervisory committee, the qualifying examination committee, sets up the qualifying examinations, assists the candidate with the thesis proposal and the development of the reading list for the qualifying examination, handles issues arising during the research, reads and responds to drafts of the thesis, organizes, attends and participates in the thesis defence. The supervisor is also responsible for ensuring timely and functional communications with any examiner connecting remotely during the defence (e.g. via Skype).

The members may meet with the candidate when the need arises (i.e. when questions arise that relate to that faculty member's area of expertise), attend meetings of the supervisory committee, assist with the finalization of the thesis proposal and reading list for the qualifying examination, may respond to questions arising from the research as needed, may respond to draft sections of the thesis as the thesis is being drafted (especially sections that directly relate to the member's area of expertise) or may respond to the draft as a whole shortly before the expected date of defence. Attend and participate in the thesis defence.

9.2. Preliminary Meeting

The candidate with the supervisory committee meet in the **third term of the first year** of the candidate's program.

The purpose of the meeting is to:

- a) Allow the candidate to get early advice on the direction of their research leading to the formulation of a thesis proposal.
- b) To help establish the reading list for which the candidate is responsible in the written component of the qualifying examinations. In preparation for this meeting, the candidate shall pre-circulate to the committee members a short statement of their research problem or an early draft of the thesis proposal, and a working bibliography (which shall form the basis of the reading list for the written component of the qualifying examination).
- c) The candidate should seek the advice of individual members of the supervisory committee both before and after the preliminary meeting.

10. THESIS PROPSAL

The thesis proposal should be started in the first year and normally will be completed by the end of the first term of the second year. Although it is recognized that each proposal is developed for a unique problem and context, every effort should be made to deal with the components identified below. In addition, the proposal is well suited as the basis for a major grant application (typically a SSHRC in our discipline).

10.1. Preparation of the Thesis Proposal

Introduction

The introduction states the specific research problem and provides a general rationale for it being worthy of

substantial research.

Literature Review

This section establishes the intellectual context or map within the research is being undertaken. It should identify the major academic contributions that give rise to the proposed research and that justify the choice of the research problem and method. It is not a comprehensive literature review as this is normally part of the thesis itself. All references cited in this section of the proposal should be listed in footnote, endnotes or a reference section.

Research Questions

The specific research question or questions that form the focus of the research shall be linked to the background literature and shall be laid out here.

Methodology

This is a critical section as it assists both the supervisory committee and the qualifying examination committee to determine whether the proposed research is feasible within a reasonable time frame. Although subsequent experience may require changes, it is essential that the candidate makes every effort to set out and justify the procedures he or she propose to use.

The methodology section of the proposal should establish and justify the basic strategy to be employed and the rationale for this choice. Were other possible methods considered? If not, why not? If so, why were they rejected? The relationship between the methodology and the research questions must be described and defended. How is access to research materials to be attained and what are the primary research tools to be used?

The aim of this section is to convince the committees that the candidate has thought out an appropriate methodology, and selected appropriate and accessible materials and/or techniques.

For candidates' proposals requiring ethics approval, at the latest in time for their qualifying examinations they must submit to their qualifying examination committee a draft of their ethics application. Upon agreement of the members of the qualifying examination committee, normally this is submitted along with the thesis proposal the student may then submit the ethics application, revised as necessary to the departmental Ethics Review Committee first for its assessment. Once approved at this level, the application shall be Passed on to GREB and any other ethics review body appropriate to the research. In exceptional case where the ethics review must precede the examination, in a letter to the REB, the supervisor must provide a rationale for the early application.

Resources

What resources are needed to accomplish the proposed research? Care should be taken to spell out requirements in terms of travel (fares and accommodation and subsistence); necessary equipment and how it will be obtained; survey needs (interviewers, travel, telephone, supplies, coding); computing costs; and other necessary expenses.

Are the required resources currently available to the Candidate? If not, Candidates should specify how they propose to obtain them.

Timetable

A timetable of research activities should be spelled out in as much detail as possible and linked to methodology and resources. This will help the qualifying examination committee in the assessment of the feasibility of the research.

Bibliography

The bibliography for the proposal helps constitute the reading list for which the Candidate is responsible in the written component of the qualifying examination. It should contain:

- a) A short (1-2 page) statement identifying the domain and themes of the literature, providing a brief rationale for its support for the proposed research.
- b) An extended bibliography of the references that constitute the domain. These references shall be subdivided between theoretical, substantive and methodological sources. Care should be taken to ensure that all references are cited in a complete and consistent manner according to the stylistic conventions of the discipline.

Overall Length of the Proposal

The length of the proposal depends on responding satisfactorily to the above requirements. However, a reasonable expectation is that the body of the text (sections 1 through 4) will be between 20 and 30 pages, double-spaced (excluding references or notes and the domain bibliography). An excessively long literature review, unnecessary for a coherent argument, must be avoided. It is expected that the proposal will meet acceptable standards of production. It should be typed (word-processed), double-spaced on 8.5 x 11.0-inch paper. There is no formal limit on the length of the bibliography, although it is in the interest of the candidate to include only literature that has a direct bearing on, or connection with, her or his proposed research activity.

Students are reminded that proposals for research involving human subjects must be submitted for Ethical Review in the University.

11. QUALIFYING EXAMINATION

The comprehensive examination will comprise a set of two tasks. It is expected that these tasks will be completed within the first two terms of the second year of registration.

The comprehensive examination process in Sociology consists of two parts: written answers to three comprehensive examination questions set by the candidate's Ph.D. Committee and an oral defence of the candidate's doctoral dissertation proposal.

Both examinations will be organized by the supervisor that will test the viability, scope and coherence of the thesis proposal and the preparedness of the candidate to undertake the proposed research.

A period of 1 (one) week will be available for the first task.

Failure of any part of the comprehensive examination will require the retaking of that part only; each part may be retaken only once.

11.1. Qualifying Examination Committee (Establishment of the Ph.D. Supervisory Committee)

Before the comprehensive examination process may begin, a supervisory committee should be formed by the end of the first year (third term). An examiner from outside the department will be chosen by the supervisor in consultation with the candidate. The supervisor along with the other member of the supervisory committee and the Department Head or delegate, will form the qualifying examination committee. The external member and the Head or delegate will not participate in the written component of the qualifying examination. Only in extraordinary circumstances and with the approval of the Graduate Coordinator and the SGS, would the external member come from outside the University.

11.2. Roles of members of the Qualifying Examination Committee (Supervisory Committee)

The members of the committee are normally responsible for attending and participating in the oral component of the qualifying examination. Under exceptional circumstances, an examiner may be permitted to submit a list of questions that will be posed by the Chair on the candidates' behalf.

The members of the committee are desired to attend and participate in the thesis defence.

The Chair of the oral component of the qualifying examination will act as an impartial arbiter and ensure that the candidate is treated fairly at all times. The Chair is a non-voting member of the committee. The Chair will also be responsible for preparing a written report, within one week, summarizing the content of the examination and setting out the decision of the committee.

11.3. Qualifying Examination, Task I

a) Approval of Task I

The written component is a one-week (7 day) take-home exam that focuses upon the relevant theoretical, methodological and substantive areas germane to the candidate's program.

In preparation for the exam, the candidate in consultation with the supervisory committee, will draw up a list of books and articles upon which the exam will be based. This reading list will include the most important theoretical, methodological and substantive texts in the candidate's area of research. Most of this material will be drawn from the bibliography for the thesis proposal, but there will also be material that deals with theories and methodologies that will not be used in the writing of the thesis. This is to ensure that the student has a broad understanding of the areas, and can defend why certain theories and methodologies were selected (and others rejected). The reading list for the qualifying examination would normally include 40 to 50 books and articles.

There are typically three questions in the exam designed to have the candidate demonstrate the depth of understanding of and critical ease with the material represented in the reading list. Each exam question response shall be between 8-10 pages or 1600-2000 words and will require referencing to texts from the reading list.

The candidate is provided the examination questions at 9:00 am of the assigned day and one week later at the same time, an electronic copy of the answers to the exam is due back in a WORD document at the office of the Graduate Program Assistant. Upon completion, the Graduate Program Assistant electronically forwards the candidate's written answers to all three committee members. How much time you devote to each question during the week is up to you, just consider the entire exam as a three-part term paper.

The written examination is normally evaluated by the committee members within one week of its completion. Each committee member notifies the Graduate Program Assistant as to whether she or he agrees or disagrees that the candidate may move to the oral element of the examination. If all three committee members judge the written examination to have been successfully completed, the Graduate Program Assistant notifies the candidate that she or he may proceed to the oral examination element. The oral examination is normally set up to follow within 3 (three) weeks of the assignment of the written examination.

For doctoral proposals requiring research ethics approval, at the time of the comprehensive examination, the student must submit to the committee members a copy of their drafted research ethics review application forms along with the thesis proposal that they will defend. Upon successful defence of the proposal, including a review of the drafted research ethics review application forms, the student may then submit the research ethics review forms (and any attachments), revised as necessary following the thesis proposal defence, to the Departmental Ethics Review Committee for assessment.

b) Grading of Task I

Each member of the committee notifies the Graduate Program Assistant with results of the written examination. If the committee members judge the written examination to have been successfully complete, the Graduate Program Assistant notifies the candidate with the results and to proceed with the oral examination.

The written component of the qualifying examination is assessed on a Pass/Fail basis by those who set the questions; normally the supervisor and at least one other member of the supervisory committee.

Pass: The candidate has demonstrated in a scholarly fashion with the parameters described above and at the Ph.D. level, the ability to clearly address the questions posed relying on the references from the agreed upon list. The candidate is expected to critically engage with the references in her or his responses and to communicate effectively her or his understanding of the key principles in the materials from the agreed upon literature.

Fail: Due to a lack of critical analysis that engages with the agreed upon literature. It may be due to an inability to express an argument in a scholarly manner expected at the Ph.D. level. It may be due to an avoidance of the questions posed, or a very superficial treatment of the questions. It may be due to a breach of academic integrity. A Fail may be due to a combination of any of the above factors.

This exam must be a Pass or the candidate will not be allowed to move forward with the oral component of the qualifying examination.

Should the candidate not pass the written examination, the candidate has the right to sit the examination a second time within three months of the candidate's receipt of the assessment of the written examination, except in the case of a serious breach of academic integrity. If a serious breach of academic integrity (taking text or exact research produced by others and intentionally Passing it off as one's own, for example, rather than a missing reference), the candidate may not sit the exam a third time and the department will recommend to SGS that the candidate withdraw from the Ph.D. program.

New questions must be generated for the second examination, but based on the same reading list as before. The process for the second written examination is the same as for the first. If the candidate fails the second written examination, the department will recommend to SGS that the candidate withdraw from the Ph.D. Program.

11.4. Qualifying Examination, Task II

- a) The oral examination is normally set up to follow within three (3) weeks of the assignment of the written examination and is under the direction of the qualifying examination committee and is based on the thesis proposal and is conducted similar to a Ph.D. oral thesis defence.

For the second task, all doctoral students are required to submit a dissertation proposal to their supervisor, supervisory committee and Graduate Program Assistant prior to the written examination.

The Graduate Program Assistant will arrange the student's Oral Examination, Task II, as requested by the student, the supervisor, and the supervisory committee. Normally, this would be done prior to the written examination. It is the student's responsibility to ensure that final copies of the proposal are provided to their supervisor and supervisory committee prior to the candidacy examination.

The candidacy examination is chaired by the Graduate Coordinator or their delegate and in addition to the student, must be attended by the student's thesis supervisor and supervisory committee. The chair is responsible for determining specific examination/questioning procedures before the oral examination and discussing them with both the student and the committee members. The Chair may participate as an examiner during the oral examination.

It is the responsibility of the Supervisor to arrange and deal with technology issues, unless this task is delegated to someone else on the examining committee prior to the exam. The designate should not be the student.

- b) Grading of the Oral Examination

The committee will reach one of the following decisions:

Pass: Allowed to complete program.

Pass with Revisions: Revisions are recommended. Revised proposals shall be submitted to all members of the committee who must individually certify to the chair that the revisions have been satisfactorily completed.

Fail: The thesis proposal in its current form fails to meet the criteria for the candidate to continue in the program.

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

11.5. Substantial Changes to the Proposal

The research proposal, as examined, indicates the stage of development in the thinking of the candidate. As research progresses, ideas can change and emphases may shift. However, any major departure from the examined proposal will require a written statement to the Chair of the qualification examination committee to be approved.

11.6. Interruption of Examination Due to Unexpected Circumstances

It is possible for unexpected circumstances (such as a death in the family, health issues, etc.) to arise during the examination that may interfere with the student's ability to successfully complete their comprehensive examination by the submission deadline agreed upon by the examining committee and the student. In such cases the student must contact the Graduate Coordinator before the submission deadline. The Graduate Coordinator will review the situation with the student's supervisor and a new deadline will be negotiated if appropriate.

11.7. Failure of the Oral Examination

The candidate is permitted to resubmit a substantially rewritten thesis proposal and to re-sit the oral component of the qualifying examination once. This must be done within three months of the first examination. After a second Failure, or the Passage of three months without re-examination, the department will recommend to SGS that the candidate withdraw from the Ph.D. program.

11.8. Appeals

Appeals of comprehensive examination results will follow the procedures of the [School of Graduate Studies](#) and be addressed in the first instance to the Graduate Coordinator and Department Head.

12. THE DISSERTATION

12.1. Thesis Process to Completion

Following the successful completion of the Qualifying Examination and any fieldwork or other research activity for the dissertation the candidate and supervisor meet to establish a schedule for submissions of chapter drafts and make clear a reasonable turnaround time and procedure for responses to such. Commonly the candidate and the supervisor meet regularly during the process of drafting to discuss any problems and progress with the dissertation. Other members of the supervisory committee may be involved as well.

The supervisor in consultation with the candidate may choose to involve other members of the supervisory committee in reading and responding to drafts of the dissertation in whole or in part.

Once the dissertation is completed to the satisfaction of the supervisory committee the candidate is ready to proceed with the scheduling of the oral thesis examination. See section 12.3 in Handbook.

For extraordinary cases when a candidate and the Supervisor or Supervisory Committee cannot agree on submission of the thesis, the Candidate can proceed to submit without the approval of the Supervisor or the Supervisory Committee.

The supervisor determines and arranges for the External Examiner and for the Internal/External Examiner for the defence. It is also the responsibility of the Supervisor to arrange and deal with technology issues, unless this task is delegated to someone else on the examining committee prior to the exam. The designate should not be the student.

The student must defend the thesis at an oral examination conducted according to the General Regulations of the Graduate School. It is expected that the student and examiners will be available to conduct this examination face-to-face on the Queen's campus. If a student or examiner is unable to be on campus due to extenuating circumstances, the issue must be raised with the Graduate Coordinator and Graduate Program Assistant.

NOTE: Students must continue to register until all degree requirements are complete.

The thesis is to be prepared according to the stipulations in *General Format of Theses and Essays* (see [Graduate School website](#)).

12.2. Thesis Format

Traditional Thesis Format

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

Normally the thesis includes the following in the order indicated:

- 1) Title page
- 2) Introductory Material Abstract (350 words or less)
- 3) Co-Authorship (if applicable)
- 4) Acknowledgements
- 5) Table of Contents
- 6) List of Tables (if applicable)
- 7) List of Figures (if applicable)
- 8) List of Abbreviations (if applicable)
- 9) List of Symbols (if applicable)
- 10) Nomenclature (if applicable)
- 11) Glossary (if applicable)
- 12) Main Body *
- 13) Chapter 1 Introduction 1
- 14) Chapter 2/3 Literature Review/Theory and Methodology
- 15) Chapter 3 Research (this usually extends into several chapters as necessary)
- 16) Chapter n Summary and Conclusions
- 17) Additional Material Bibliography or References
- 18) Appendices (if applicable)**

*Include the word "Chapter" in the Table of Contents and in the main body of the thesis.

**Research Ethics approval to appear if required, as an appendix.

Length of the traditional format thesis in the Department of Sociology is normally around 75,000 words.

Manuscript Thesis Format

- a) Overall, the thesis must comprise a coherent account of a unified research project or scholarly endeavour; it cannot be a collection of loosely connected studies or projects.
- b) The doctoral dissertation must be original, the work of the candidate, and of such value that it merits publication.
- c) The elements comprising the manuscript thesis format enable an assessment of the contribution of the body of the work to advance knowledge and confirm that the candidate has achieved the standards and expectations of a doctoral degree, and the learning outcomes established by the Department.

The manuscript format should consist of a compilation of two or three chapters that integrate the manuscripts contained in the dissertation. Normally, the manuscript-style dissertation includes the following elements:

- a) Introductory Material Abstract (350 words or less)
- b) Acknowledgment of co-authorship – If any work presented in the thesis is part of a collaborative work, the co-authors/co-contributors must be named, and the relative contributions of each must be stated.
- c) Acknowledgements
- d) Table of Contents
- e) List of Tables (if applicable)
- f) List of Figures (if applicable)
- g) List of Abbreviations (if applicable)
- h) Glossary (if applicable)
- i) Main Body
- j) Chapter 1 General Introduction
- k) Chapter 2 Theory, Methodology & Literature Review (if not covered in the manuscripts)
- l) Chapter 3 Manuscript One
- m) Chapter 4 Manuscript Two
- n) Chapter 5 Manuscript Three
- o) Chapter 6 Summary and Conclusions
- p) Additional Material
- q) References
- r) Appendices (if applicable)

A manuscript will be about the same length as a typical academic journal article (between 20-30 published pages, or between 6000 and 9000 words).

At the time of defence, the manuscripts may be “ready for submission” (as determined by a majority of the Supervisory Committee members), “submitted,” “accepted with revisions,” “accepted,” or published.

At least two of the manuscripts must be publishable in academic journals, and one manuscript may be a non-academic piece (a professional report, a community-based document, and so on).

The candidate must be the first and/or sole author on all manuscripts.

12.3. Procedures for Scheduling Oral Thesis Examination

The defence of a student’s thesis will be arranged and conducted in accordance with the regulations of the Graduate School detailed on their [website](#).

The following procedures should be followed when arranging an oral thesis examination:

- a) Thesis Examining Committees for all doctoral degree candidates shall comprise at least the following members:
 - Dean of the Graduate School (or delegate) – Chair.
 - Head of the Department (or delegate)
 - Supervisor
 - At least one other member of the Department
 - At least one faculty member from Queen’s University from another Department
 - An examiner from outside Queen's University
- b) The Ethics Clearance Letter must be included by the student in the dissertation prior to defence, if applicable.
- c) The thesis examination cannot be scheduled unless the student is currently registered, has completed all academic and program requirements, and has paid all due fees.
- d) In preparation for the thesis examination, a minimum of **25 working days** prior to their proposed defence date the supervisor/candidate must submit:
 1. the Request of the Ph.D. Oral Examination details sent to the Graduate Program Assistant via email, and
 2. one electronic copy of the thesis for the Head/Dean’s Delegate sent to the Graduate Program Assistant, and

3. deliver one copy of the Thesis (in temporary binding – no binders) to each member of the Thesis Examining Committee, or if preferred, send an electronic copy to each member, and
 4. provide one copy of the Thesis to the Graduate Program Assistant for delivery to the Chair, who will be appointed by the Graduate School, and
 5. submit a PDF copy of the thesis to the School of Graduate Studies (thesis@queensu.ca) to be reviewed for formatting.
- e) There are no exceptions to this deadline.
 - f) When these items are received, the Graduate Program Assistant will prepare the formal thesis examination request form and arrange for it to be signed by the thesis supervisor.
 - g) It is the responsibility of the Supervisor to arrange and deal with technology issues, unless this task is delegated to someone else on the examining committee prior to the exam. The designate should not be the student.
 - h) The members of the Examining Committee will receive a form from the Graduate School, confirming all the details of the examination, including the name of the appointed Chair. The bottom portion of this form is the *Confidential Report* on the thesis. Each examiner, including the supervisor, must complete and return this form to the School of Graduate Studies by the deadline listed on the form. Examiners must indicate whether they think the examination should proceed, by checking either the Yes or No box on the form. These reports will be read aloud at the examination. If any two reports recommend the thesis examination not proceed, the student, supervisor, and head of department will be contacted (see Calendar of the School of Graduate Studies, [General Regulation, Thesis](#))
 - i) At the thesis examination, the supervisor is usually delegated by the Committee to ensure that any necessary corrections to the thesis are made. The supervisor shall confirm this in writing for the School of Graduate Studies, before the student submits the required two copies of their thesis to the School of Graduate Studies for final permanent binding, and uploads a pdf version of it to QSpace.

NOTE: Students are reminded that proposals for research involving human subjects must be submitted for Ethical Review.

12.4. Visitors at the Oral Thesis Examination

At the oral thesis examination, other members of the academic staff may attend, but may question the candidate only at the discretion of the Chairperson. No student or person other than the regular staff of the University and the Examining Committee may attend the thesis examination of another student unless individual permission from the Chairperson of the Examining Committee has been granted. The Chairperson of the Committee will not grant such permission without obtaining agreement from the student being examined and from the Head of the Department. Only the members of the Committee may be present during the preliminary and post-examination sessions.

13. STUDY STATUS AND TIME LIMITS FOR COMPLETION

The Ph.D. in Sociology program is fundamentally a full-time program; therefore, registered students are expected to pay full-time fees for the duration of their program. An academic year consists of three terms, which are fall, winter, and summer. All doctoral students registering initially as a full-time student, must pay full-time fees at least for the first six terms, whatever their registration status. After that time, the Department and the School of Graduate Studies will consider applications for a transfer from full-time to part-time status for reasons such as:

1. the student has an opportunity for full-time professional employment or
2. there has been a change in the student's personal circumstances that prevent their studies from being pursued on a full-time basis.

All students will be required to meet regularly with their supervisor, and to maintain appropriate levels of communication to maintain sufficient academic progress.

13.1 Departmental Time Limit Extension Request – First application, Submission Deadline

The Department of Sociology may grant a one year extension to graduate students in good standing who can demonstrate how they will progress toward degree completion within an additional year (3 terms) beyond the standard timeframe. The Ph.D. program is designed and approved such that the requirements can be completed within four years (12 terms) of initial full-time registration in the program.

An application for an extension must include a written explanation from your supervisor detailing their assessment of your progress and plans for timely completion of the outstanding program requirements as proposed on the Annual Progress Report form.

The required form is available on the Department of Sociology [website](#).

14. PART-TIME STUDIES

The Admissions Committee **may** recommend acceptance of students specifically as part-time students. Applicants interested in this possibility must provide a detailed program of study proposal as part of their application, which must be considered and approved by the Department, GSEC and Council before an offer of admission may be made. If approved, the part-time student will normally register for no more than one half credit course, or its equivalent, per term.

15. EXTENSION OF TIME LIMITS

Extension of the prescribed time limits for completion of a degree program may be granted in some cases. For further details see [Extension of Time Limits](#) section in the *School of Graduate Studies Calendar*.

OTHER REGULATIONS

16. ACADEMIC REGULATIONS

Students who fail to comply with the University regulations may jeopardize their status in the Graduate School.

16.1. Guidelines for Dealing with Disputes between Supervisors and Graduate Students

The Department of Sociology provides a productive and supportive academic and working environment for all graduate students.

If, in the rare event there is a breakdown in the academic and/or working relationship between a supervisor and a graduate student, and the student and supervisor have attempted to find a mutually acceptable way to deal with the situation but were unsuccessful, the supervisor and/or the graduate student should contact the Graduate Coordinator or the Department Head to report the situation.

The Department Head and Graduate Coordinator will review the situation in consultation with the graduate student and the supervisor and attempt to resolve any differences to the satisfaction of all parties involved. In extreme cases, where a resolution cannot be reached, a change of supervisor may be recommended or in the case of an employment contract, cancellation of the contract.

For additional information, please see the [School of Graduate Studies website](#), *Current Students tab*, *Graduate Supervision*.

16.2. Annual Student Progress Reports

Progress reports are valuable tools for helping students stay on track throughout their graduate program at Queen's. Not only do they allow students to clarify, in consultation with their supervisor, their academic expectations from year to year, they allow them to gauge their progress in the various areas of their program, making it easier to identify the areas in which they need to improve and the requirements they still need to complete. At the same time, progress reports are a useful mechanism for ensuring a constructive dialogue between students and their advisor/supervisor.

As a mechanism for tracking students' progress throughout their graduate program, all doctoral and master's students will be required to submit an Annual Progress Report Form.

The intention of the progress report is to provide a structured mechanism that students and their supervisor can use to maintain an on-going dialogue about their progress in the graduate program. By meeting at least annually to discuss their progress, they can make sure that the student and their supervisor are aware of how the student is proceeding through the program and can discuss any changes that might need to take place to ensure that students finish in a timely manner.

Although the progress report provides an excellent opportunity for students to meet with their supervisor, it is important that students communicate with their supervisor on a regular basis to discuss their progress in their program.

16.3. Maintaining Continuous Registration

A student who does not maintain continuous registration from the time of admission until the time of completion of degree requirements will be considered to have withdrawn voluntarily from the program.

16.4. Registration Procedures

a) Initial Registration

After new students beginning their program in September accept their offer of admission on-line. The School of Graduate Studies will send an email to them early in July reminding them of the upcoming preregistration/registration steps and deadlines. The Office of the University Registrar (OUR) will mail out personal data forms and specific details regarding payment selection and registration.

For additional information and registration steps, students should go to the [OUR website](#).

b) Continuing Registration

Students who are registering for their second or subsequent year will receive an email message in early summer, which will include details about registration steps, deadlines, and course information.

For additional information and registration steps, students should go to the [OUR website](#).

c) Payment Plan and Alternate Payment Arrangements

All students who have not enrolled in a Payment Plan (PPL) and cannot pay their tuition fees and/or outstanding debts with the University by September 30 must make alternate payment arrangements (APA) to avoid a late registration charge. The application deadline for APA is August 15. The [Alternate Payment Arrangement](#) form and more details can be found at the [OUR website](#).

d) Dual Registration

A student who proposes to study in two degree programs at the same time, at Queen's University, of which one or both are graduate degree programs, must obtain permission for dual registration, each term, from the School of Graduate Studies and the Department concerned.

A student who is permitted dual registration must register in each degree program, and may be full-time in only one.

Students will pay tuition fees for each degree program unless the degree programs are both graduate degrees within the same graduate department/program.

Please also see the [School of Graduate Studies Calendar](#) for further details.

16.5. Study Status and Course Load

a) Students in the Full-time Program

A full-time student is expected to engage in their studies on a full-time basis. It is expected that a full-time student will limit paid employment unrelated to the student's research to a total of ten hours per week (average); students wishing to exceed this level should consult their supervisor and graduate coordinator. A student who fails to meet program requirements or who fails to maintain progress consistent with full-time status may be required to withdraw from their program. Under no circumstances will a student be permitted to register as a full-time student while maintaining full-time employment (more than 30 hours a week) elsewhere. Full-time students employed as teaching assistants are limited to a maximum of ten hours a week (average) in this capacity. This is the total time spent by the student in this position and includes time spent on preparation, reading assignments, and marking tests and examinations. Full-time students are expected to maintain geographic availability to the university so that regular interaction can take place between the student and supervisor and the student can effectively use the resources available at Queen's. Clearly, implementation of this guideline must be sensitive to the context of electronic

communication, but the central notion is that a full-time student is participating effectively in the academic life of the community.

b) Part-time M.A. Studies

Part-time students, normally, may not enroll in more than one half course (3.0 units) per term (excluding thesis registration).

c) Inactive

A graduate student may register as inactive if permitted by the School of Graduate Studies to discontinue studies temporarily for personal or other reasons. Permission may be granted only if, on return, the student will still be able to complete the degree program requirements within the allowed time (see [Time Limits for Completion of Programs](#)).

In the case of withdrawal, full-time students will face re-admission fees should they choose to re-apply, as stipulated in the calendar of the School of Graduate Studies.

NOTE: Students who wish to register as *inactive* must notify their supervisor and the Graduate Coordinator giving reasons for the *inactive* status.

d) On-Campus

For all Queen's M.A. and Ph.D. course registrations study status is *on-campus*.

e) Off-Campus

Without forfeiting full-time status, a graduate student may be absent from the university for the purposes of visiting libraries, undertaking field work or taking a course at another institution, provided that, if the period exceeds four weeks in any one term, written permission is obtained from the student's department/program and the School of Graduate Studies. Students request this status and receive permission for it by completing and submitting this form: [Request for Full Time Study Off Campus](#).

16.6. Changes in Registration

a) Course Changes

All changes in registration, e.g. addition or deletion of a course, must be requested through the Graduate Program Assistant.

- b) Students wishing to add or drop a course after the course registration deadline must obtain approval from the School of Graduate Studies. A written explanation for making the request after the deadline, as well as a written statement of support from the student's home department/program, must be sent to the School along with the completed and signed graduate academic change form.

c) Maternity/Parental Leave

For information on maternity/parental leave, please see the [Graduate School Calendar](#).

16.7. Credit for Courses External to the Offerings of the Department of Sociology

M.A. and Ph.D. students, with the approval of the supervisor and Graduate Coordinator may take graduate courses outside of the department that are jointly offered with Sociology for credit toward their degree. The jointly departments are: Communications, Criminology, Law, Gender Studies, Media Studies, and Cultural Studies.

Courses from other departments must be approved by the student's supervisor, Graduate Coordinator, and by the Dean of the Graduate School.

a) Courses Taken at Other Universities

Many Ontario universities cooperate in graduate instruction. Graduate students visiting such a university must apply using an Ontario Visiting Graduate Student (OVGS) Application form. Completion and approval of this form by appropriate authorities at both institutions constitutes a registration. Contact the Graduate Program Assistant for information and application forms.

b) Courses Taken from Other Degree Programs at Queen's.

Students taking a course from another Queen's degree program must include that course registration on an [Academic Change Form](#) and receive the instructor's signature of approval on that form prior to submission to the Graduate Studies Office.

16.8. Voluntary Withdrawal from the Program

A student who fails to register for any term will be considered to have withdrawn from their program of study. Any student who becomes withdrawn due to failure to register, must apply for readmission if they wish to resume their studies.

To withdraw, a student must complete an [Academic Change Form](#), have it signed by the supervisor, and deliver it to the Graduate Program Assistant for the signature of the Graduate Coordinator along with their student card. The ACF will be forwarded to the School of Graduate Studies for final approval.

16.9. Readmission Guidelines

A former student who has withdrawn voluntarily or who was withdrawn due to failure to register, may be considered for readmission to complete that degree. For readmission, the student must apply to the School of Graduate Studies through the normal application procedures (see [Application for Admission](#)). The Department will review the application for readmission and decide whether to support readmission of the student to complete the degree. If readmission is supported, the Department must recommend, and the School of Graduate Studies approve, readmission to the graduate degree program, and the period of time to be allowed for completion of it. Readmission is not guaranteed. Readmission fees are normally assessed (see [Readmission Fees](#)).

17. ACCOMMODATION AND ACADEMIC CONSIDERATION

17.1. Accommodation for Graduate Students with Disabilities

Queen's University is committed to providing accommodation for students with disabilities who are enrolled in any of its graduate programs. University administration, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the program's academic standards and adhere to the principles of academic integrity.

For more information, please see the relevant [regulation of the School of Graduate Studies](#), under Accommodation for Graduate Students with Disabilities

Queen's Student Accessibility Services (QSAS) in Student Wellness Services, provides support to students with disabilities, and helps ensure the university and its programs are accessible to students with disabilities.

Visit the [Student Wellness website](#) for information and assistance.

17.2. SGS Protocol for Short-Term Academic Consideration

Queen's University recognizes that students may have extenuating circumstances that temporarily affect their ability to fulfill their academic obligations and requirements.

Visit the [School of Graduate Studies website](#) for information and assistance.

18. MATERNITY, PARENTAL, AND MEDICAL LEAVE

Graduate students who wish to take a maternity and/or parental leave from their program of study may register as inactive without prejudice to their academic standing. The maximum duration of the maternity and parental leave is two terms and two terms respectively. Both parents are entitled to a parental leave. In addition, mothers are entitled to a maternity leave. The maternity and/or parental leave would normally be taken during the first year of the child's life, or, in the case of adoption of a child, within 12 months after the child first comes into the custody of the parent. A fee waiver for the period of the leave will be granted by the university through the School of Graduate Studies.

Students request this status by submitting the [Maternity/Parental Leave Request Form](#).

Graduate students may apply for a leave of absence on medical grounds, for one term (4 months) and up to a maximum of three terms (12 months). Students are required to send a request for a medical leave of absence in writing to the Director, Admissions and Students Services, School of Graduate Studies, and must provide documentation from a doctor or health care practitioner to support a medical leave of absence for the duration requested. For further details please see the School of Graduate Studies Calendar section [Admission and Registration](#).

19. COURSE CONDUCT

19.1. Courses

The courses prescribed for a student's approved program of study are designated as primary. In other words, all courses counted toward the M.A. or Ph.D. degree are considered to be primary courses. Courses extra to the degree are designated as secondary.

19.2. Hours

With the exception of the M.A. essay, MA. thesis, and Ph.D. thesis (SOCY 898, 899, and 999), all courses are half credit courses offered on a term basis. In the fall and winter terms, classes meet for 3 hours per week for 12 weeks, for a total of 36 contact hours.

19.3. Timetable and Course Offerings

Not all courses listed in the current Calendar of the School of Graduate Studies are offered in each term. Details of offered courses and the timetable are available in the respective term timetable on the [Sociology Graduate Program webpage](#). It is recommended that students check this site regularly for updates when making course selections to ensure they are working with the most recent version of the timetable.

19.4. Style Guide

Instructors will indicate which style is preferred for their classes. *General Format of Thesis* on the [Graduate School website](#). Essay students should use this as a guide as well.

19.5. Copyright and Your Thesis

A special guide including basic information on copyright and your thesis and is now available on the [Library website](#).

20. ACADEMIC STANDARDS

The maintenance of high standards is seen as a responsibility to students in the program and to the University. In this section, details about maintaining academic and research integrity, the grading system, and procedures relating to failure and appeal are provided. These procedures are designed to ensure that overall standards are maintained in the program by the faculty and students alike.

20.1 Academic and Research Integrity

The following is an excerpt from the academic calendar of the School of Graduate Studies at Queen's University:

DEFINITIONS

In [The Fundamental Values of Academic Integrity](#) the International Center for Academic Integrity offers the following statements contextualizing these values:

1. *Honesty*: Academic communities of integrity advance the quest for truth and knowledge through intellectual and personal honesty in learning, teaching, research, and service.
2. *Trust*: Academic communities of integrity both foster and rely upon climates of mutual trust. Climates of trust encourage and support the free exchange of ideas which in turn allows scholarly inquiry to reach its fullest potential.
3. *Fairness*: Academic communities of integrity establish clear and transparent expectations, standards, and practices to support fairness in the interactions of students, faculty, and administrators.
4. *Respect*: Academic communities of integrity value the interactive, cooperative, participatory nature of learning. They honor, value, and consider diverse opinions and ideas.
5. *Responsibility*: Academic communities of integrity rest upon foundations of personal accountability coupled with the willingness of individuals and groups to lead by example, uphold mutually agreed-upon standards, and take action when they encounter wrongdoing.
6. *Courage*: To develop and sustain communities of integrity, it takes more than simply believing in the fundamental values. Translating the values from talking points into action -- standing up for them in the face of pressure and adversity — requires determination, commitment, and courage.

For additional information, you need to know about academic integrity at Queen's, please visit the following website: <https://www.queensu.ca/artsci/students-at-queens/academic-integrity>.

20.2. Student Assessment

The performance of each student is assessed in every course constituting his or her program. Instructors' use their discretion as to the most fair and fruitful means of assessment. At the beginning of a term instructors will provide a clear statement of the basis on which final marks are assigned. They will also specify the term work expected and weight, if any, that it will contribute to the final mark. It should be noted, however, that the Graduate Coordinator is responsible to the Graduate School for the maintenance of overall standards in course evaluations.

20.3. Grading System

The grading system used is that of the University. Letter grades should be used for all graduate courses offered in the Department except for SOCY-900 which is a pass/fail.

The following table interprets the letter grade system in marks.

Letter Grade	Percentage	
A+	90 – 100	
A	85 – 89.9	
A-	80 – 84.9	
B+	77 – 79.9	
B	73 – 76.9	
B-	70 – 72.9	Minimum passing grade in Graduate Studies

20.4. Incomplete Grades Policy

Under extenuating circumstances **only**, a student may receive an “incomplete” (IN) standing in a course.

It is left up to the instructor's discretion whether to accept work submitted after the due date.

If the student does not submit the outstanding work by the deadline as set by the instructor a final mark will be submitted. If the final grade is a failing mark, the student may not register for further courses until the failure has been dealt with.

Once an instructor has submitted their grades through SOLUS any change of grade will need to be submitted via email to the Graduate Program Assistant a minimum of five working days prior to the end of the term following the initial term of registration in the course.

It is also important for students to note that having "IN's" on their internal transcript may be held against them when decisions are made on rankings for university awards.

20.5. Procedures Related to Incomplete Grades

- a) The student must request an extension from the instructor of the course **before** the end of the term in which he/she/they originally registered for it.
- b) The Department Head will approve/post the grades in SOLUS.
- c) When an instructor approves an extension, it is important for them to build in marking time so the grade can be submitted a minimum of 5 working days the end of the following term.
- g) Additional extensions are not expected unless there are unusual extenuating circumstances such as illness. In this event, the student must:
 - 1. Discuss their situation with their instructor before their extension expires as early as possible and inform the Graduate Program Assistant.

Failure to comply with these procedures within 120 days as of the end of the previous term will result in an automatic 'fail' for the course.

A student will not normally be permitted to register for further courses until the "failed" course has been dealt with in accordance with the policies of the School of Graduate Studies.

20.6. Appeal of an Assigned Grade in a Graduate Course

These procedures represent the course of action that is to be followed if a graduate student in the Department of Sociology wishes to appeal a grade in a graduate course. These procedures should be read in conjunction with the [*Appeals Against Academic Decisions*](#) and [*Appeal of an Assigned Grade in a Graduate Course*](#) sections in the Calendar of the School of Graduate Studies.

a) Informal Appeal

If a student wishes to appeal a grade in a graduate course he or she shall first appeal informally to the instructor of the course and ensure that the instructor is aware of all the facts which the student believes should bear on the decision. The informal appeal should be made as soon as possible after the grade is announced.

b) Formal Appeal

If the student is not satisfied by the informal review outlined above and still feels the decision is not academically just, then he or she may appeal to the Graduate Coordinator and Department Head for a further review.

Further appeal of an assigned grade can be made only on the basis of a specific procedural error or errors made in the departmental grade review procedures. This process would be done through convening the Academic Appeal Board of the School of Graduate Studies (see Step 4 through Step 5, [*Appeals Against Academic Decisions*](#) in the Calendar of the SGS).

20.7. Failure in a Primary Course

Any student who does not achieve B-in a primary course, the Graduate Coordinator and Head of the Department may recommend to the Faculty Graduate Council/Committee that the student

- i. Repeat the examination (or equivalent) within one year after the original examination (or equivalent), or
- ii. Repeat the course, or
- iii. Take a substitute course. If approved, a student may take another course approved by the Faculty Graduate Council/Committee to allow them the opportunity to complete the degree requirements.

If such a recommendation is not made or, if made, is not approved by the Faculty Graduate Council/Committee, any student who fails to obtain the required standing in any primary course shall be required to withdraw.

The Department may also recommend that a student be required to withdraw due to the failure of a primary course (see [Withdrawal on Academic Grounds](#)).

The failed course and grade will not normally be removed from the transcript.

20.8. Failure or Referral of the Thesis by an Examining Committee

Outcome categories of the oral thesis examination: At the thesis examination, the examining committee will reach one of the three decisions listed below:

a) Passed

A thesis is passed if it is acceptable in its present form or pending minor revisions, and its defence at the oral thesis examination was satisfactory. A thesis may be passed if no substantive changes are required. Changes in the form of corrections of typographical or grammatical errors, minor modifications to the thesis, editorial revisions to improve clarity and revisions to clarify results, findings or conclusions, or the like, may be recommended with a thesis classified as passed.

A list of the required revisions must be provided by the Chair to the student and the supervisor and the completion of the revisions must be certified to the School of Graduate Studies by the thesis supervisor or other designated person.

b) Referred

A thesis is referred if it is not acceptable in its present form or pending minor revisions, but could be acceptable pending major revisions. For example, a thesis will be referred if it requires substantive changes such as rewriting a chapter, reinterpretation, reanalysis or recalculation of data or findings, or additional research in order to attain acceptable standards of coherence and integrity in argument and presentation. The committee may decide to reconvene the examining committee and hold another oral thesis examination of the revised thesis.

The examining committee may also use the referred category if it determines that the oral thesis examination itself, either separate from or in conjunction with the written thesis, is unsatisfactory. This means that the student did not adequately present and defend the thesis and its underlying assumptions, methodology, results and conclusions in a manner consistent with the degree being sought. In such cases, a second oral thesis examination must be held, and the committee must then return a decision of either "passed" or "failed".

In all cases of referral, the nature of the revisions and/or additional work, and/or the deficiencies associated with the oral thesis examination, must be specified in writing by the Chair to avoid dispute or ambiguity. When outlining the revisions and/or additional work required, and/or the holding of a second oral thesis examination, the Chair must be as specific as possible. These comments will be passed on to the candidate in a letter from the School of Graduate Studies as revisions and/or improvements that must be met for the thesis to be reconsidered.

Any outlined revisions must be certified by the Chair or delegate as having been completed satisfactorily. Usually, this certification is delegated to at least two members of the Committee. In all cases of referral, the examining committee continues to exist until it has agreed that the thesis outcome is either passed or failed.

- NOTE:**
- 1) If the committee returns two or more votes for referred it may hold another examination after the candidate has carried out further research and/or rewritten the thesis, but normally not more than one year later.
 - 2) Candidates have up to twelve months to complete revisions to their thesis but should be encouraged to do so as soon as possible. In cases where the thesis must be re-submitted to the examining committee, and/or a second oral thesis examination must be held, this must be done no later than twelve months from the date of the first oral examination.
 - 3) A thesis that has been defended by oral thesis examination can be submitted once more only in revised form. A candidate whose thesis and/or defence of the thesis at the second oral examination, does not satisfy the examining committee on the second submission will be failed (see iii. Failed, below. See also Withdrawal on Academic Grounds).

c) Failed

- 1) A thesis is failed if the document is unacceptable to the discipline even with substantive revisions. If the committee returns two or more votes of Failed on the basis of the document, this means that the committee recommends that the student be required to withdraw on academic grounds.
- 2) Failure may also result from an unacceptable second oral thesis examination, where the student was manifestly unable to adequately present and defend the thesis and its underlying assumptions, methodology, results and conclusions in a manner consistent with the degree being sought. A decision of Failed on the basis of the second oral thesis examination requires agreement by the majority (more than half) of the examining committee.

Completion of degree requirements after the oral thesis examination: The Graduate School will notify the successful candidate of the completion of the degree requirements only after submission to the School by the candidate, a final pdf of their thesis to QSpace after the Thesis Examining Committee and the supervisor/committee has approved the revisions, formatting, etc. Tuition fees will be charged up to the date of receipt of these items.

21. REVIEW PROCEDURES FOR ACADEMIC DECISIONS AFFECTING GRADUATE STUDENTS

Many problems arise from misunderstandings that can be cleared up by informal discussion. If you are upset about the way in which another person (or body) has acted toward you, it is wise to first seek confidential advice from your supervisor, a friend, colleague or University Grievance Advisor, whom you feel will be sympathetic but also fair minded. The general approach of the University is to encourage the speedy resolution of problems informally and through normal administrative routes, i.e. Graduate Coordinator and department heads before pursuing formal appeal processes. If this approach does not lead to a resolution to the problem then you may request that your appeal be heard by the Academic Appeal Board.

If you request that your appeal be heard by the Academic Appeal Board, you should be aware that any documents you submit to support your appeal must be distributed to each party to the appeal. You should also be aware that as an appeal progresses, there will necessarily be more respondent parties, the original respondent being joined first by the Head of your department and by the Graduate Coordinator.

The fairness or consequences of academic assessments, decisions or regulations may be appealed. Course marks or exam committee decisions cannot be overturned but alternative actions (including the possibilities of further exams) may be mandated.

The normal steps in the Appeals Against Academic Decisions process are outlined in the [*School of Graduate Studies Calendar*](#) as noted above.

22. ETHICAL REVIEW PROCEDURES

Research involving humans in Canada is guided by the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (2018) which can be accessed from the [Government of Canada website](#). The primary principle that guides the ethics review of research proposals is respect for human dignity. This principle aspires to protect the interests of persons participating in research. Eight other principles that follow from this primary principle are discussed in the Tri-Council Policy Statement and in Queen's General Research Ethics Board Ethics Document. You are urged to read the documentation about research ethics early in your graduate program, discuss the ethical aspects of your proposed research with your supervisor, pay particular attention to the deadlines, and submit your ethical review materials one to two months before you expect to begin your research. Members of the Sociology Research Ethics Board are also good sources of information if you have specific questions about the ethical aspects of your research.

It is University policy that applicants whose research involves the use of human subjects submit their proposals to ethical review. You should complete this process by working closely with the faculty member supervising the research. A description of the Queen's ethical review process can be found on the Queen's University Research Services website, [General Research Ethics Board \(GREB\)](#). Students whose research involves human participants must have completed the online course on Research Ethics (CORE) before filing an application for ethics clearance. This non-credit course on human research participant protection is mandatory for all graduate students who will engage in research involving human subjects. Students who complete the CORE module also receive a certificate of completion that they will need to include in any research ethics applications. Prior to submitting their proposal to the department for review, Sociology graduate students must have successfully completed the module. A link to CORE can be found at the Research Ethics webpage, [Research Ethics](#).

For more information, please contact the Graduate Program Assistant or the Department's Ethics Review Committee and/or visit the [Ethics webpage](#) from the Vice-Principal (Research) Portfolio. This website also contains the schedule of GREB meeting dates and submission deadlines.

23. OFF-CAMPUS AND RESEARCH ABROAD

23.1. Off-Campus Activity Safety Policy (OCASP)

The Queen's University [Off-Campus Activity Safety Policy](#) applies to students who are undertaking studies, doing research, or carrying out any other work that takes place off-campus and is under the purview of the University.

The University is committed to ensuring that all off-campus activities are conducted in as safe and as fully aware a climate as possible, with all persons involved being fully aware of their duties and responsibilities with regard to Due Diligence.

Students should read the [Off-campus Activity Safety Policy](#), which can be viewed at the *Queen's Environmental Health and Safety website*, OCASP tab.

If after reviewing the Policy as indicated above, you and your supervisor deem your study to be of low or minimal risk, you are not required to complete and submit the Safety Planning Record.

24. SEXUAL VIOLENCE INVOLVING QUEEN'S STUDENTS

Queen's University is committed to providing non-judgmental sexual violence support and response.

Learn more: [Sexual Violence Prevention and Support](#)

25. GENERAL INFORMATION

25.1. Biographic Information

Students are responsible for notifying the University Registrar's Office via the Student Online University System (SOLUS) of changes in personal data such as address, telephone number, citizenship, and name.

Students should ensure that the names appearing on registration forms are consistent, and that they correspond exactly with the names that they wish to appear on degree lists and degree certificates.

25.2. Change of Program Advisor/Supervisor

Any request for a change in supervisor should be made aware to the Graduate Coordinator and Graduate Program Assistant.

25.3. Convocation

Queen's University holds a Convocation ceremony in the spring and fall of each year. However, degree lists are prepared by the Graduate Program Assistant at the end of each term, i.e. in January and September.

Please remember that you must apply for convocation. Please go to the [School of Graduate Studies website](#) for details.

25.4. Fees

Detailed information concerning the assessment of academic fees for students can be found by calling (613) 533-2040, or by visiting the [Office of the University Registrar's website](#) or going to the office in person. Their office is in Gordon Hall, Room 125. Fees are not the responsibility of the Department of Sociology.

Appeals concerning student interest fees should be directed to the [Society of Graduate and Professional Students](#) (SGPS) at (613) 533-2924.

25.5. Student Identification Cards

Upon completion of initial registration, a student is assigned a student number and is issued a Student Identification Card. This ID Card is renewed at the beginning of each academic session by obtaining a new validation sticker as instructed by the Office of the University Registrar. This card is required to sign out materials from the University libraries.

Students who withdraw or complete their degree requirements and would like to keep their student card as a memento of their time spent at Queen's may do so. However, if they are eligible for a refund or a prorating of their student activity fees they must:

- a) Go to the Registrar's Office and staff will place an off-campus (yellow) sticker on their card. If a student does not want to keep their card they may forward the unwanted student card to the Registrar's Office in Gordon Hall, Rm. 125 for confidential disposal.
- b) If the student is withdrawing or has finished their degree requirements and does not want to keep their student card, the unwanted student card should be submitted to the Department of Sociology for confidential disposal.

If a student loses their ID Card, a replacement card may be obtained in the Office of the University Registrar's Office, Gordon Hall, Room 125. A fee is required.

25.6. Transcripts

Your transcript is a confidential document. To ensure that your records are kept secure, your signature is required for verification purposes or if ordering online a combination of your student number and either birth date or personal identification number (PIN) is required before copies of your academic record can be released. For that reason, they are unable to accept transcript requests via email, and to maintain the security of your transcript, they are unable to send your transcript by facsimile. All transcripts will be either held for pick-up, sent by regular mail or sent by courier if you require a speedier mail delivery service.

Please note if you have any overdue debts to the University the Senate Ruling applies and you will be unable to place a transcript order until the debt is cleared.

For further instructions about how to order transcripts, please go to the [Office of University Registrar website](#).

Transcripts submitted with applications for admission become the property of Queen's University, are subject to verification, are not available for copying and will not be returned to the applicant.

26. OTHER FACILITIES AND SERVICES WITHIN THE DEPARTMENT OF SOCIOLOGY

26.1. Surveillance Studies Centre (SSC)

Surveillance of many kinds is growing rapidly throughout the world and the [Surveillance Studies Centre](#) (SSC) at Queen's University is committed to high quality research to follow such developments. Current active research explores camera surveillance, ID systems, biometrics, social media, border and airport controls – indeed on many aspects of contemporary monitoring, tracking, management and control. While much research happens on the Queen's University campus, the SSC is also part of a broad network of surveillance research that is both multi-disciplinary and international.

26.2. Graduate Student Office Space and Keys

Due to space limitations, only full-time students may be assigned an office space and workstation through the Graduate Program Assistant. Spaces cannot be passed on by the student when they complete their program. If students discover that they are not using the space on a regular basis it is important to let the Graduate Program Assistant know so the space can be reallocated if needed. Assignments of the office space are assigned by the Graduate Program Assistant each year.

Office/building keys are also assigned to students to access their office space, mailroom, sociology lounge, and computer lab.

26.3. Sociology Lounge (D411)

The Sociology Lounge is available to students, faculty and staff and is open daily from 8:00 am – 4:30 p.m. and after-hours access is required with the use of a key.

26.4. Sociology Graduate Student Association (SGSA)

The Sociology Graduate Student Association (SGSA) is the official organization of graduate students in the Department of Sociology at Queen's University. The role of the SGSA is to act as a facilitator between the Department of Sociology and the graduate student body. As well, the SGSA organizes various academic and social activities for Sociology graduate students. For additional information please visit the [SGSA website](#) through the Department's webpage.

26.5. Graduate Student Outlook Contact List

The Department of Sociology administers a contact list for registered graduate students. This list is used by administrative staff to post important information relevant to graduate students in Sociology, e.g., workshops, scholarship competitions, notices, Graduate Student Association information, graduate student gatherings, etc. It would be appreciated if all students would ensure that the Graduate Program Assistant always has an up-to-date email address.

26.6. Mailroom and Mailboxes (D430)

Printing facilities are available in the Mailroom. To use these facilities, you will need to see staff in the Sociology Main Office to request a copy ID code.

The Department provides mailboxes to graduate students.

26.7. The Stephen Gyimah Computer Lab (D432)

In memory of Professor Stephen Gyimah, the Department has provided four computers and software for the use of our graduate students. This equipment is maintained by the Department.

27. OTHER FACILITIES AND SERVICES OUTSIDE OF THE DEPARTMENT OF SOCIOLOGY

27.1. Accommodations

For [Queen's Community graduate housing](#) you may wish to consider John Orr Tower or An Clachan Apartments that Queen's manages. Alternatively, our Housing department can help you connect with affordable rental properties throughout Kingston.

27.2. Campus Bookstore

Textbooks and supplies are normally available through the Campus Bookstore, Clark Hall, on the main campus. It is suggested that students phone 613-533-2955. Further information about business hours, etc. can be found at the [bookstore website](#).

27.3. Campus Security

The mandate of Campus Security is to promote a safe and welcoming environment that recognizes and is respectful of the diverse nature of the Queen's Community. They will respect requests for confidentiality, however, please note that they have an obligation to respond to situations that may threaten the safety of community members. Please see [their website](#) for information. You may need to make informed decisions about your personal security.

27.4. Computing Access at Queen's University

a) Your Queen's NetID

You need to use your Queen's NetID to log in to electronic services at Queen's, such as the [Queen's Portal](#). The portal is a convenient collection of links where you can access your email, search for library resources and e-journals, read the latest Queen's news, and access SOLUS (for obtaining your marks, and for updating your personal information records). Check out all the tabs at the top of the portal window to find out what other information is available to you.

Candidates can activate their own Queen's NetID using their student number. Complete instructions for activating your NetID and other FAQs are available at [Queen's IT Services website](#).

NOTE: You should never send your password to anyone in response to an email notice. Spammers often try to elicit personal information this way.

b) Queen's Email

You may read your Queen's email online via the [Office 365](#) web page so it is easy to access and requires no special setup on your part once you have your NetID and password.

Your email address is your Queen's NetID followed by @queensu.ca but you may also apply for an alternate email address that includes your first and last name instead of your NetID. Look for the **your.name** link on this page: [Getting Started: Students | IT Services \(queensu.ca\)](#)

Be sure to read your Queen's email regularly to ensure that you receive important academic, financial and administrative information from the University. Queen's assumes that you have received important email communications once they have been sent to your Queen's account.

c) Queen's Library Access

Access to Queen's library electronic journals is available to all Queen's students. Click [here](#) for a list of journals of special interest in Sociology. Off-campus journal access is also possible using your Queen's NetID for authentication with the Queen's web proxy server. Look for the "Connect from Off-Campus" links on the Queen's library pages which take you to a login screen and access to library resources from off-campus.

e) Further Information

Information Technology Services at Queen's University publishes several useful information items about computing use at [Service Catalog | IT Services \(queensu.ca\)](#)

This site has links to such things as email, anti-virus protection, information for Windows and Mac users, links to my.queensu.ca for SOLUS (student marks and address information database), and links to Qshare (digital locker space) and the Queen's Wiki.

f) Anti-Virus Software

It is highly recommended that you install good anti-virus software on your computer. Queen's has a site license for anti-virus protection software which you can download for free (your NetID will be required). See [Available Tools and Software | IT Services \(queensu.ca\)](#) for further information.

27.5. Queen's Student Wellness Services

[Queen's Student Wellness Services](#) supports the personal, academic, and social development of students at Queen's University by providing a range of programs and services. Their mission is to provide a welcoming, confidential, and integrated service that is responsive to the needs of students.

27.6. International Centre

The International Centre, as a student service of Queen's University, supports the academic and personal development of international students and staff, their families and internationally minded Canadians. Through its core of services and programs the Centre aims to promote an internationally informed and cross-culturally sensitive university community. For more information, please visit the [Queen's University International Centre's website](#).

27.7. Commuter Services

Queen's University encourages our community to use alternative transportation methods to reduce emissions and protect the environment. There are various ways of commuting to and from work every day

Additional information can be found at the [Queen's Physical Plant Services' website](#).

27.8. Society of Graduate and Professional Students (SGPS)

The Society of Graduate and Professional Students and advocates for you on all levels of University administration and lobbies the federal, provincial and municipal governments on issues crucial to the well-being and success of graduate and professional students. Further details can be found at the [Society's website](#).

AWARDS AND ASSISTANTSHIPS

The following are some of the awards and other sources of financial support available to graduate students at the Department of Sociology. Students are also encouraged to examine the School of Graduate Studies calendar, [Awards and Financial Assistance](#) and the Office of the University Registrar, [Student Awards Office website](#) to locate additional awards and support for which they may be eligible.

28. EXTERNAL AWARDS

There may be many potential funding sources that you might be eligible for, depending on your interests and area of research. The key is to find them and the World Wide Web can be a useful tool. The websites for specific government agencies (both Canadian and elsewhere), various international agencies and foundations working in your area, as well as specialized bodies such as professional associations are good places to start.

28.1. Social Sciences and Humanities Research Council of Canada Doctoral Fellowships Program

Applications for Doctoral Fellowships and the Guidebooks are normally available on [SSHRC's website](#) in late August each year. Please check with the Graduate Program Assistant for current submission deadlines. Graduate students in the final year of their Master's program who are planning to enter a doctoral program are eligible to apply.

28.2. Social Sciences and Humanities Research Council Joseph-Armand Bombardier Canada Graduate Scholarship – Master's

The Social Sciences and Humanities Research Council of Canada (SSHRC) Joseph-Armand Bombardier Canada Graduate Scholarship – Master's Program (CGS) offer non-renewable twelve-month awards tenable at recognized Canadian universities, to students who intend to pursue full-time studies at the master's level in a discipline supported by SSHRC. Awards must be taken up in May, September or January.

Additional information about these scholarships can be found at [SSHRC's website](#).

28.3. Ontario Graduate Scholarships

The Ontario Graduate Scholarship (OGS) program is designed to encourage excellence in graduate studies at the Master and Doctoral levels. Applications and information can be found at the [School of Graduate Studies website](#). Please check with the Graduate Program Assistant for internal submission deadlines.

29. INTERNAL AWARDS

29.1. Blakely Student Initiatives Fund

The Blakely Student Initiatives Fund provides financial support for student participation in projects devoted to the principles of personal growth and/or community service. Projects should provide educational opportunities such as participation in exchanges, competitions, internships, symposia, conferences and seminars.

You must apply prior to the conference/event. The application form is available by contacting Sociology Department Manager, [Wendy Schuler](#).

29.2. COGECO Scholarship

Established in 1995 by COGECO Inc., a Canadian communications company, and awarded based on high academic standing to students pursuing graduate studies in the social aspects of communications. Two awards are available annually. If there are no available candidates in the area of social aspects of

communications in the Department of Sociology, the committee can consider candidates from other departments in areas of communications. Value: variable, at least \$2,500 per award.

29.3. Queen's Graduate Awards

Queen's Graduate Awards may be granted to full-time graduate students who maintain their registration throughout the period of the award. They are only available to students in the first six terms of their Master of Sociology program, and to students in the first twelve terms of their Ph.D. in Sociology program.

29.4. Queen's Fellowships and Scholarships

These merit awards, established by benefactors of Queen's University, make an important contribution to the support of graduates and other students. All applications for admission submitted before 1 March are considered for these awards. For further details, please see the School of Graduate Studies Calendar, [Awards and Financial Assistance](#).

29.5. Teaching Assistantships

a) General Information

Financial support to full-time students is also available through teaching assistantships.

Teaching assistantships are supported by the Faculty of Arts and Science, Department of Sociology and are administered in accordance with the [Collective Agreement](#) between the Public Service Alliance of Canada (PSAC) and Queen's University. Teaching assistants are assigned to undergraduate classes with enrolments of 50 students or above.

All available positions are provided to all funding eligible students in early June from the Graduate Program Assistant.

b) Training of Teaching Assistants

The Centre for Teaching and Learning offer a full day workshop for TAs in early September which students willing to do TA work should attend.

The Department of Sociology conducts a mandatory Teaching Assistantship training in early September.

29.6. Travel to Conferences

The School of Graduate Studies awards to the Department of Sociology a limited amount of money to support **full-time graduate students who are presenting a paper at a conference**, which is administered through the Graduate Coordinator and Graduate Program Assistant.

Full-time graduate students are eligible to apply for funds on January 15th, May 1st and August 15th each year. Awards may be used to provide partial support for travel, accommodation, food, and registration fees associated with a recognized conference at which an authored/co-authored paper is being presented.

Awards may be used to provide partial support for travel, accommodation, food, and registration fees associated with a recognized conference at which an authored/co-authored paper is being presented. Applications from students who have completed their programs are not eligible.

Application forms are circulated and available by contacting the Graduate Program Assistant. A letter of invitation or a program from the conference secretariat naming the student presenter must accompany the application. If the invitation is in the name of the supervisor, it should be indicated that the student will present and be signed by the program advisor/supervisor.

30. FORMAT OF THESES AND ESSAYS

30.1. General Format of Theses and Essays

Before students begin work on their thesis, it is strongly recommended that they visit the School of Graduate Studies website, [*Thesis Formatting and Other Resources*](#). There students will find current information about deadlines related to being on the degree list, thesis formatting and preparation guidelines, preparing for the oral examination, guidelines for submitting your thesis to QSpace, and Library and Archives Canada.

30.2. Completion / Withdrawal Schedule for Graduate Programs

For additional information on Fee Refunds, see [*University Registrar website*](#).