



School of Graduate Studies

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To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday March 20th at 9:30 am in Council Chambers (GH-111)**

Listed below are the agenda items for discussion.

Please email cbryce@mcmaster.ca if you are unable to attend the meeting.

A G E N D A

- I. Minutes of the meeting of February 20th, 2018**
- II. Business arising**
- III. Report from the Vice-Provost and Dean of Graduate Studies**
- IV. Report from the Graduate Associate Deans**
- V. Report from the Associate Registrar and Graduate Secretary**
- VI. Report from the Assistant Dean, Graduate Student Life and Research Training**
- VII. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**
- VIII. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**
- IX. New Scholarship**

Present: Dr. M. Thompson (Chair), Dr. D. Welch, Ms. C. Bryce, Ms. S. Baschiera, Dr. S. Corner, Dr. K. Hassanein, Dr. G. Gupta, Dr. A. Sills, Dr. F. McNeill, Ms. S. Ramsammy, Mr. P. Self, Ms. M. Badv, Dr. S. Porter, Dr. S. Raha, Dr. S. O'Brien, Dr. S. Feng, Dr. B. Doble, Dr. W. Farmer, Mr. R. Narro Perez, Dr. P. Mhaskar, Dr. E. Badone

Regrets: Dr. C. Hayward, Dr. J. Gillett, Dr. M. PArlar, Dr. A. Kitai, Dr. S. Pope, Dr. E. Grodek, Dr. I Marwah, Ms. A. Devitt, Ms. L. Yousefi

A G E N D A

I. Minutes of the meeting of January 16th, 2018

The minutes of the meeting of January 16th, 2018 were approved on a motion by Dr. Mhaskar, seconded by Dr. Hassanein.

II. Business arising

There was no business arising.

III. Report from the Vice-Provost and Dean of Graduate Studies

Dr. Welch reported that Senate had approved Dr. Gupta as the Associate Dean for the Faculty of Science. He noted that Dr. Gupta had been serving for a long time as acting Associate Dean. Dr. Welch also reported that they may have seen in the news recently that the University of Toronto started charging all international Ph.D. students domestic fees starting September 2018. He noted that McMaster is actively exploring doing the same thing. He said he will share more about that when it's further along in the process. He expects a similar timescale for implementation and they have a plan in place.

He also noted that the graduate admissions module in Mosaic had presented an ongoing battle in terms of getting it working and that there had been heroic attempts by all concerned, including SGS and program staff. Everyone involved has now concluded that it can't be done in Mosaic in a way that doesn't eat a huge amount of resources. They are now shooting for a replacement for the front end for the beginning of August. He mentioned that Synapps is one of the front-ends they're considering. Everyone will be grateful when there is a working admissions module that makes the workload on SGS and programs reasonable.

He also reported that COU had requested that universities bid for working on metrics for SMA 3. He reminded members that the SMA is a contract between each university and the province. SMA 1 expired last April. SMA 2 began last April but wasn't signed until the Fall. Each SMA lasts for three years. There are no new resources in SMA 2 but there has been some shift in the resources, including a shift in which students get funded. He noted that since the SMA there has also been a change in the internationalization strategy which partly involves counting international students as domestic and receiving domestic funding. Universities have been asked to be part of a pilot project for SMA 3 and one of the areas for consideration in this respect is experiential learning. McMaster polled its AVPs and Deans and as a result McMaster is spearheading an initiative to review graduate courses for their experiential learning components. He noted that the next deadline was the upcoming Friday where they would be submitting the work plan for the pilot project. They will be doing the work in concert with Laurentian and Ryerson and the project is scheduled to conclude in October. He said that there will presumably be some support from COU for this enterprise.

Dr. Welch also reported that he was delighted to report that SGS was at full strength in terms of Academic Services Officers as Owen Ore was selected and will be starting the position on February 26th.

He also reported that the province has made it clear that it is now counting the number of students for real at each of the three reporting periods for the number of BIUs received. In the past there were three periods but the only one that ever mattered was November 1st. Now the province will be passing along its BIUs equally based on who is enrolled at all three count dates. This influences the amount of support received by the province.

A council member asked if he had a sense of when they would know for sure about converting international students to domestic tuition. Dr. Welch said he expected an announcement before the next Graduate Council.

IV. Report from the Graduate Associate Deans

Dr. Gupta, expanding on what Dr. Welch had mentioned in reference to the SMA 3 project, mentioned that a taskforce had been created to look at experiential learning in graduate courses. It will look at what is happening right now and what more could be done and is intended to help prepare for the next SMA. Dr. Hassanein reported that he was continuing to work with members of Graduate Council on thesis defence process changes.

V. Report from the Associate Registrar and Graduate Secretary

There was no report.

VI. Report from the Assistant Dean, Graduate Student Life and Research Training

Mr. Self reported on the Three Minutes Thesis competition. He noted it had been running for a few years and that there was a provincial competition as well as a national competition. The McMaster competition will be taking place on March 14th and 15th in the concert hall in the Wilson building. All the heats will be the first day and the final the second day. The deadline to apply is March 1st. Currently there are 27 students registered and 27 in progress and they expect to have 40 to 50 students participating.

He also reported on the writing boot camps where graduate students and postdocs have uninterrupted writing time. Each boot camp is three days in length and they are held four times a year. He said it really moves students along and the event gets lots of great feedback. The next session started the following day with additional sessions in May and July. He thanked the library for their assistance noting that it would be difficult to find the space otherwise.

VII. Academic Audit of the Joint McMaster University/McMaster Divinity College degrees (Master of Divinity and Master of Theological Studies)

Dr. Welch explained that McMaster Divinity college has its own provincial charter and can offer its own degrees and does so. There are two master's degrees that have been jointly conferred between Divinity and McMaster. It has been the case that these particular programs have not been reviewed for quality from the McMaster perspective and there has been a long period of a lack of information flowing from these programs. Prior to going into an IQAP review it was considered reasonable to undertake an academic audit. This was not an IQAP review but had some of the same components. Dr. Welch noted that he sought excellent reviewers appropriate to these programs and the environment in which they sit. These included Dr. Joan Norris who is Dr. Welch's counterpart at Wilfrid Laurier University for 10 years. He noted that that WLU has an analogous situation to McMaster's in this case. He also invited Dr. Alan Hayes from the University of Toronto School of Theology who had been associated with and understands the significant past of divinity programs at Toronto. The third reviewer was the Dean of the Faculty of Social Sciences.

Dr. Welch noted that the review clearly finds that these are not graduate level master's. When they were first conceived at McMaster they were under Undergraduate Council governance. He thinks it's appropriate that this governance be transferred back and that it would be a mistake to hold a graduate level IQAP review since they don't comply with graduate level requirements.

Dr. Porter wanted to speak against the motion. He noted that considering the affiliation agreement has been in place for 15 years he thought it was presumptuous for Dr. Welch to announce it's defunct. He noted a number of objections. The first was that he thought the review was inappropriately formulated and that there was no chance for Divinity to respond to the review. He said there are some items in the document which they would respond to and that it was premature to accept the report. The second objection was that there is no other academic affiliation agreement in place to take the place of the current agreement which was approved

back in 2003. He suggested it was arbitrary and precipitous to call it to a close and said that it was in place for a purpose. Without the affiliation in place it calls into question a number of issues that will not be resolved without another agreement.

The third objection was that pushing it back to UGC, where they were uncomfortable, is not the appropriate way to deal with the concerns. He acknowledged that it was undergraduate in the past but said that they were no more akin to professional degrees like the MD program or some business programs. The degrees occupy an uncomfortable place in university governance which is not the fault of the degrees but of the structures in place. He said it was not appropriate to shuttle it off to undergraduate council and noted with the discussion of the new SMA that the idea of taking degrees that have an experiential component in place and moving them out of graduate studies seemed inappropriate at this time.

A council member noted that the MD program is undergraduate. She also asked if Dr. Porter was confident that the degrees could pass a graduate level IQAP review. Dr. Porter responded that that depended on the kind of criteria applied. He noted that they might not but that they're considered a 'different kind' of graduate degree in other places and that appropriate professional graduate degree structures should apply.

The council member asked if they had look at the graduate degree level expectations. Dr. Porter responded that he had and thought they were quite narrow in their focus and included thesis requirements. The council member commented that she thought there were professional master's degrees in other areas and assumed the report considered that.

Dr. Welch noted that as Dr. Porter mentioned, these are unusual programs. That's why they brought in experts in the area. The experts did not consider them to be graduate level programs. He also noted that they are currently funded by the province as second entry undergraduate programs.

Dr. Hassanein asked how similar programs are treated at other universities. Dr. Porter responded that he didn't know how they were handled at all the universities in Ontario. He understood that in some cases they were handled like graduate degrees and in others undergraduate degrees. He said that this was part of his point. The degrees were something that hadn't been fully addressed in university structures. He said that the traditional definition of graduate degrees have relatively narrow constraints but the nature of a professional degree is something else. Undergraduate degrees have, again, different expectations from either category. Professional degrees occupy another area and it's not very well quantified. He noted that they don't require previous studies necessarily, and that means that they sometimes take longer as a result. Students can spend 3 years on their studies and are not necessarily writing a thesis, just like a lot of other degrees. He highlighted social work degrees and MBA as examples of potential comparators.

A council member commented that one of the things that he found interesting was the point that right now they're limiting admissions to those of Christian faith. He wanted to know if that was allowed, considering

government funding constraints. He noted that it wasn't aligned with McMaster's vision, goals which seemed odd to him and he wondered how this was handled.

Dr. Welch noted that his position was that the reviewers had correctly identified a challenge in maintaining the programs in the current arrangement. He noted that there are allowances for religious institutions to set their requirements as outlined in the audit report and said that they were not necessarily excluding people since a person wouldn't become a minister if they believed in a totally different faith. He also noted that it is now the case that all publicly assisted universities cannot have such exclusions. He said that this issue had not been answered publicly and is not what his motion addresses. His motion addresses the fact that knowing that reviewers, people who were strongly equipped with the relevant knowledge, have concluded the degrees in question are not at the graduate level and that Graduate Council would be in error to make a recommendation of any kind regarding them. The fairest treatment of these programs is to have them overseen by Undergraduate Council and they should be judged in a location where they can be appropriately considered. The council member said that he was wondering for his own knowledge, regardless of this decision. Dr. Porter responded that one of the reasons they keep that admission requirement is that it's part of their provincial charter. The purpose of the institution is to train ministers of Christian faith and they are following the mandate of their Act. He noted that they were not the only institution that had that particular situation.

Dr. Porter noted that he strongly disagreed that the resolution to any issues was to refer the degrees to Undergraduate Council. He said it was not the appropriate way to handle this and that there were significant differences between a 17-year-old coming to study in an undergraduate program versus the students coming to take the Divinity degrees. These are mature students engaging in additional studies and he thought that there is additional complexity and discussion needed for the items to be properly considered.

Dr. Gupta asked about admissions data, noting that there seemed to be quality indicators not included. Dr. Porter responded that they provided all the information they had, including information on the number of applicants and the like. He thought was one of the areas where it would have been useful to be able to respond to the report. Dr. Gupta said that he thought that these sorts of things are pretty standard as part of the review. The way it is described in the report it seems like they were just not provided the data. If they quality of the program was being assessed, this should be included. Dr. Porter responded that it was important to keep in mind that as the report says it was in some ways treated as an informal review. It didn't specify all the particulars that were needed. He noted that they compiled a vast amount of data and any follow up requests for anything missing was provided. He said that if something additional was missing they didn't know about it and that part of the issue may have been that they keep this data in a different kind of way. He also noted that they have a lot of part-time students and keeping track of this data is more complex than that of a full-time student. They could have potentially could have corrected or added to the information in a response.

A council member noted that in the conclusion of the audit they say it's operating as a second entry undergraduate degree and that this is following the practice of most other theological schools in Ontario. He asked what makes the McMaster Divinity programs different. Dr. Porter responded that the report said most but not all other programs and that there are some of these degrees at the graduate level in other institutions. He noted that many people find the nature of these degrees to be an awkward one and that they do constitute in some way a third category. Master of Divinity is like a lot of other professional degrees in that they began as undergraduate degrees and became graduate degrees over the course of time. He said that the mechanisms for handling them needs to be refined.

A council member asked what the funding implications of this change were. Dr. Welch responded that there are none as they are receiving undergraduate BIUs at this time for the program. Dr. Porter responded that that is the history and tradition of the funding arrangement of these degrees throughout the province. Dr. Welch said that there are a variety of BIU levels for these programs whether they are associated with graduate level work or not and that there are higher funding levels from some graduate level divinity programs.

Dr. Welch moved and Dr. Hassanein seconded, 'that Graduate Council recommend to Senate that it refer the matter of governance oversight for the Master of Divinity (MDiv) and Master of Theological Studies (MTS) degree programs to the Senate Committee on By-Laws to consider and propose amending the By-Laws of the McMaster University Senate to facilitate the transfer of governance oversight responsibilities for these programs from Graduate Council to Undergraduate Council.'

The motion was carried.

VIII. Faculty of Engineering Graduate Curriculum and Policy Committee Report

Dr. Mhaskar presented the report on Dr. Thompson's behalf. He noted there were three items for approval and a number for information.

He noted that the first item was changes from SEPT and that most were changes related to clarifying language in their calendar copy including switching the language from full courses to half courses. They also proposed cancelling a seminar and absorbing the material into other courses.

Dr. Mhaskar moved and Dr. Gupta seconded, 'that Graduate Council approve the changes proposed by the Faculty of Engineering related to the SEPT changes to course requirements and calendar copy as described in the documents.'

The motion was carried.

Dr. Mhaskar noted that the second change was from Chemical Engineering and the key nature of the changes was to allow one non-technical course for the M.A.Sc. and Ph.D. programs and to reduce Ph.D. course

requirements to those that include the requirements for M.A.Sc. program and one additional technical course. The changes were intended to provide flexibility and make the Ph.D. more appealing.

Dr. Mhaskar moved and Dr. Hassanein seconded; 'that Graduate Council approve the changes proposed by the Faculty of Engineering related to the Chemical Engineering changes course requirements and calendar copy.'

The motion was carried.

Dr. Mhaskar noted that the final change was from Engineering Physics and was to cancel the Nuclear Technology diploma as there is redundancy with the new UNENE diploma. Dr. Gupta asked about this redundancy. Dr. Mhaskar responded that the UNENE diploma is affiliated with Engineering Physics at McMaster as well as other institutions and offers similar material to the Nuclear technology diploma.

Dr. Mhaskar moved and Dr. Hassanein seconded, 'that Graduate Council approve the changes proposed by the Faculty of Engineering Graduate related to the cancellation of the Engineering Physics graduate diploma in Nuclear Technology as described in the document.'

The motion was carried.

IX. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report

Dr. Doble presented the items on Dr. Hayward's behalf, noting that there were two for approval and a few items for information. The first change was from Physiotherapy who had proposed reorganizing and redistributing the content of its courses. The courses have all been given new numbers. The program had taken 25 months to complete and will now take 24 months and they will now also allow an elective. The proposed changes are to be introduced in September 2018. He noted that the program exceeds the training requirements of accreditation and that Dr. Hayward was confident that they could deal with a student on a leave of absence from the current curriculum returning to the reorganized curriculum.

Dr. Gupta asked how much change has occurred. Dr. Doble responded that they took four short and two long courses and made it into five longer courses and they've streamlined things so there's not as much overlap between the different components.

Dr. Doble moved and Dr. Raha seconded 'that Graduate Council approve the changes proposed by the Faculty of Health sciences related to the curriculum reorganization and course requirement change for the Physiotherapy program, as indicated in the document.'

The motion was carried.

The second change was for the Public Health program to their course and admission requirements and calendar copy. He noted the program had put forward a number of changes including that thesis students are required to complete 7 core courses and are not required to take electives. Practicum students are required to take

electives. There was a change from the initial program proposal, but the total number of courses required remains the same. The final change was to the admission requirements around reference letters from employers. If an applicant has been a professional in practice for five years or more, a reference can come from employer who has an academic appointment.

Dr. Doble moved and Dr. Mhaskar seconded, 'that graduate council approve the changes proposed by the Faculty of Health sciences for the Public Health program as it relates to admission requirements, course requirements, calendar copy, as noted in the document.'

The motion was carried.

X. Faculty of Humanities Graduate Curriculum and Policy Committee Report

Dr. Corner outlined the changes proposed. Classics proposed an increase to coursework for students in their first year from 4 to 6 half courses. He noted that over time, particularly in terms of linguistic background, students have been coming in with less preparation and require more coursework to lay the foundation needed. At the same time, the program timeline for the comprehensive examinations has changed which allows for more time for students to accomplish course work. The other change proposed by Classics was a correction to the minimum grade for passing a graduate course. It had been listed as a B, rather than the required B-

Communication Studies and Multimedia proposed moving up the dates for the major research paper to allow for more timely completion. He noted that the program felt that students had been leaving things to the very latest possible time which didn't allow sufficient time to get feedback and revise the work to the necessary standard. The new deadline will ensure students get the work done more expeditiously and allows more time for feedback. He noted that all the other changes to their calendar copy were of the housekeeping variety.

English and Cultural Studies proposed the introduction of a new doctoral seminar in place of a one-week methods workshop. The proposed change ensured that students would take a much more substantial doctoral seminar and will provide foundational training for students in the program. He noted that they also proposed a change to allow flexibility with regards to the comprehensive examination. The changes would allow students to generate a comprehensive exam reading list for themselves outside of the 11 specified areas with approval of their supervisory committee. There are changes to the calendar related to these changes and other housekeeping items.

French proposed an increase to the length of their MRP to 45 pages. The change reflects work that students have been doing and responds to an IQAP recommendation. He noted that the program also wished to extend the length of the comprehensive essay, from 10-15 to 15-20 pages. The other change proposed was to revise the date by which the date the supervisory committee is to be determined to be in line with SGS requirements

Gender Studies and Feminist Research wished to extend access to the graduate diploma to Ph.D. students in two further departments from the Faculty, French and the new Ph.D. in Communication, New Media and Cultural Studies.

Dr. Corner moved and Dr. Welch seconded, 'that Graduate Council approve the changes proposed by the Faculty of Humanities as described in the documents.'

The motion was carried.

XI. New Scholarship

Dr. Sill moved and Dr. Hassanein seconded, 'that Graduate Council approve the new scholarship as laid out in the document.'

The motion was carried.

XII. IQAP Final Assessment Report

Ms. Bryce noted that for each report they were approved on a normal cycle. In the case of one of the programs they were asked to pay specific attention to one field within the program in their progress report.



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To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meetings on December 14th and February 7th the Faculty of Health Sciences Graduate Policy and Curriculum Committee approved the following recommendations.

Please note that these recommendations were approved by the Executive Committee of the Faculty of Health Sciences.

For Approval of Graduate Council:

1. Health Policy*

- Change to Course Requirements and Calendar Copy
- Change to Calendar Copy – Field Description

For Information of Graduate Council:

• **Health Research Methodology**

1. New Course

- 732 Adaptive Designs for Clinical Trials (Online)

• **Speech Language Pathology**

1. New Courses

- 731 Problem-based Tutorial III
- 732 Clinical Skills Lab III
- 733 Foundational Knowledge III
- 734 Inquiry Seminar III
- 735 Clinical Practice II

***also approved by the Faculty of Social Sciences**

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	Health Research Methods, Evidence, and Impact		
NAME OF PROGRAM and PLAN	Health Policy (Interdisciplinary)		
DEGREE	PhD in Health Policy		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
		CHANGE IN COURSE REQUIREMENTS	<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Capture changes to the Calendar Copy previously approved by GPCC (in 2016)	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Required coursework includes 3 terms of the Doctoral Seminar in Health Policy.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

The program received GPCC approval to reduce the required doctoral seminar in Health Policy coursework from 3 to 2 consecutive terms.

The program received GPCC approval to crosslist PUBHLTH 706 Introduction to Health and Public Health Economics with HLTH POL.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Course reduction was recommended during the IQAP review.

Crosslisting request is in support of student access to course enrolment.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Next Grad Calendar change, to ensure applicants to the program are accessing current information.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

None

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Course Requirements

Coursework is normally completed during the first and second years of full-time study. Between 4-10 half courses are required. Courses are chosen from the list of recommended courses for each curriculum area (listed below). Required coursework includes ~~3~~ 2 terms of the Doctoral Seminar in Health Policy, 2-3 specialty field courses, 0-2 breadth field courses outside the student's specialty field, and 0-3 half courses, including both quantitative and qualitative or mixed methods.

Students without prior graduate training in a given area are required to take the maximum number of

required courses for that area. Students who have completed some relevant training prior to admission may have relevant course requirements waived at the time of admission to the Health Policy Ph.D. program. A minimum of 5 half-courses (including the 3 2 doctoral seminar half-courses) may not be waived and must be completed while the student is enrolled in the Health Policy Ph.D. program.

Doctoral seminar

3 2 terms of:

- [HLTH POL 711 / Doctoral Seminar in Health Policy](#)

Breadth field courses

0-2 half courses, one from each of two fields other than the student's specialty:

Health Economics:

- [HTH RS M 787 / Principles of Health Economics](#)
- [HTH RS M 788 / Health Economics](#)

- [PUB HLTH/ HLtH POL 706 / Introduction to Health and Public Health Economics](#)

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Julia Abelson Email: abelsonj@mcmaster.ca Extension: 22879 Date submitted: 21Nov2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT		Health Research Methods, Evidence, and Impact			
NAME OF PROGRAM and PLAN		Health Policy (Specialty field: Social Organization)			
DEGREE	PhD in Health Policy				
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)					
Is this change a result of an IQAP review? <input type="checkbox"/> xYes <input type="checkbox"/> No					
CREATION OF NEW MILESTONE <input type="checkbox"/>					
CHANGE IN ADMISSION REQUIREMENTS		<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		<input checked="" type="checkbox"/>	EXPLAIN: Change to the description of one of the three program fields (i.e., Social Organization)		
OTHER CHANGES	EXPLAIN:				

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The Social Organization field is one of three fields of concentration offered in the Health Policy PhD degree program at McMaster. Students in this field are required to take up to 3 courses to fulfill the requirements for this field and to write a comprehensive examination in this area.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

One of the recommendations arising from the program's IQAP review in 2013 was to undertake a comprehensive review and revitalization of the program's Social Organization field. One of the outputs of this review, which occurred between December 2015 and August 2017, was the revision of the program's field description to more accurately reflect the interests and expertise of faculty membership, current course offerings at McMaster and foundational knowledge requirements.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Since the Program Learning Outcomes were developed in 2007, the depth and breadth of knowledge of faculty members in this field has shifted. The proposed change better reflects the interests and expertise of current faculty members and course offerings available at McMaster, and it aligns with comparable fields in similar programs at other universities.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

As soon as possible, to ensure applicants to the program are accessing current information.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

The new description will inform changes to relevant exam reading lists covering this field of concentration.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Social Organization – Current Calendar Description

The social organization field includes social science perspectives on the institutions, organizations, culture, and society that form the social fabric of health systems (both for health creation and health care). Topics of interest for example include the generation and use of information, professional roles and behaviour, impacts of technology, political economies of health production, etc. Disciplinary

perspectives include sociology, anthropology, business administration or management, and political science.

Social Organization – Recommended Calendar Description

The social organization field emphasizes the analysis of the social influences that shape the production of health (and illness), the organization of health systems and services, and their associated policies. Topics of interest may include the generation and use of information to inform policy, political economies of health and its production, policies to address the social determinants of health and professional roles and behaviour, etc. Relevant disciplinary perspectives include anthropology, business administration or management, health systems, history, philosophy, political science, psychology and sociology.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Julia Abelson Email: abelsonj@mcmaster.ca Extension: 22879 Date submitted: 21Nov2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on January 9th the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following recommendations.

Please note that these recommendations were approved at the March 1st meeting of the Faculty of Social Sciences.

For Approval of Graduate Council:

- a. **Economics**
 - i. **Change to Course Requirements**

- b. **Political Science**
 - i. **Change to Program Requirements – Qualifying Paper and Research Proposal**

- c. **Sociology**
 - i. **Change to Research Area**
 - ii. **Changes to Calendar Copy**
 - 1. **Methodology Waiver**
 - 2. **MRP Course Completion Timing**

For Information of Graduate Council:

- a. **Economics**
 - iii. **New Course**
 - 1. 6G03 Econometrics 2
 - iv. **Change to Course Description and Prerequisites**
 - 1. 766 Quantitative Methods and Systems in Economic Analysis

- d. **Health and Aging**
 - i. **New Courses**
 - 1. 717 Aging and Inequality
 - 2. 718 Critical and Intersectional Perspectives on Gender, Sex and Health
 - ii. **Course Cancellations**
 - 1. 710 Health, Aging and the Media
 - 2. 711 The Health Care System and the Older Person
 - iii. **Changes to Prerequisites**

- e. **Sociology**
 - i. **Course Cancellations**
 - 1. 719 Sociology of Health and Health Care

2. 720 Sociology of Aging
- ii. Cross-Listing Cancellation**
1. 770 Use of Secondary Data Analyses to Examine Social Determinants of Health



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	ECONOMICS		
NAME OF PROGRAM and PLAN	M.A		
DEGREE	MASTERS IN ECONOMIC POLICY(MAEP)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
		CHANGE IN COURSE REQUIREMENTS	<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: The department of economics voted to introduce 6G03 as a substitute for 761 for Masters in Economic Policy (MAEP students)	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Candidates must pass Economics 727, 728, 761, 773 and 774.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

We are recommending a 600 level course as a substitute for 761 for MAEP students. This would consist of the undergraduate course 4G03 (Econometrics II) and one or more assignments set by the instructor of 761. This course would be designated 6G03.

Students who have previously taken 4G03 or equivalent must take 761.

Students who wish to take 761 who have not taken 4g03 or equivalent will take a pass/fail exam prior to entering 761. If they do not pass the exam they must take 6G03.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

We currently and regularly have a number of students in the MAEP program who do not have the background preparation in econometrics and mathematics which allows them to concentrate on conceptual material during 761. The alternative course (6G03) covers similar conceptual material without the mathematical prerequisites.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Required Courses: Change: 761 to '761 OR 6G03'

Additional Information: Add: 'Students who have previously taken 4g03 or equivalent must take 761. Students who wish to take 761 who have not taken 4g03 or equivalent will take a pass/fail exam prior to entering 761. If they do not pass the exam they must take 6G03.'

Co-op option: Change: 'Students in the M.A. in Economic Policy program who have successfully completed ECON 761 may apply for the coop option associated with this degree program.' To 'Students in the M.A. in Economic Policy program who have successfully completed ECON 761 OR ECON 6G03 may apply for the coop option associated with this degree program.'

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Paul Contoyannis Email: contoyp@mcmaster.ca Extension: 26582 Date submitted: 28/11/2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT		POLITICAL SCIENCE	
NAME OF PROGRAM and PLAN		PHD PROGRAM REQUIREMENTS	
DEGREE	PHD		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: THE REQUIREMENT FOR A RESEARCH PROPOSAL WILL BE CHANGED FROM 25 PAGES TO 50 PAGES.	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Currently, PhD students are expected to produce a Qualifying Paper between 6000-8000 words, to be completed immediately after Comprehensive Examinations, and before the required research proposal is taken on.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

We would like to remove the Qualifying Paper, and enhance requirements for Research Proposal, from 25 to 50 pages, with more substantive sections on literature review and research design.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Please see attached document.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

For PhD students enrolled starting from September 2018, the change would apply henceforth. For students enrolled in September 2017, they would be presented with the option between a QP+ 25-page proposal, OR the 50-page proposal.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

n/a

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Sections related to QP have been deleted. Please see included document.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: ALINA SAJED Email: sajeda@mcmaster.ca Extension: 23891 Date submitted: Nov. 20, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013

PROPOSAL TO REMOVE QP AND INTRODUCE A LONGER PROPOSAL

We feel that the Qualifying Paper (QP) requirement no longer serves its intended purpose of preparing students for their Dissertation Proposal and recommend its removal from the PhD program requirements. While at one time the QP served to help students explore their research topic in a rigorous fashion, it has now become a distraction from the timely and fulsome completion of the student's Proposal. One of the problems with the QP is the lack of clarity surrounding it. Students feel that there is little to no clear direction of what is to be gained from the QP apart from the act of producing a paper that may or may not be useful for the dissertation itself.

The PhD regulations state that the QP is to take the form of a literature review; however, such a paper is not always useful to each individual student. Even when a literature review is useful to a student, this effort and time would be more usefully put to good use in preparing the proposal. In cases where a literature review is less applicable, the expectations for the QP are effectively only that it be written, without offering any other guidance. When written as just another paper then, it isn't clear what the student is to expect to include apart from content that is necessarily for the Proposal, at which point work done for the Proposal is just being duplicated – which of course can also happen with writing a literature review that could just as easily be included in the Proposal itself. Indeed, by requiring that the QP is written immediately after the completion of comprehensive exams, and prior to the writing of the Dissertation Proposal, up to five months of attention is diverted away from the Proposal itself. While in theory it is possible to focus on both at once, in practice the process of writing the Proposal typically brings about changes in the overall project, or at least the specific focus of it. Because of the structural requirement that the QP be completed prior to the Proposal, any changes which come about during the writing of the Proposal cannot be written into the QP, rendering it less useful to the final project than has been intended. By eliminating the QP we can have students focus their attention on the Proposal itself, promoting its timely completion as they will be able to turn to it immediately after comprehensive exams, instead of more than five months later. This will ultimately help to promote the timely completion of the project as a whole, as students will be able to give more attention to the Proposal, and will have more time to complete their Dissertation as well. Finally, students will have more time to prepare articles for conferences and publication if they are not also required to produce the QP, supporting their professional development and helping to make them more attractive candidates once they enter the job market.

Jointly to this we suggest enhancing the requirements for the proposal – we thus suggest a longer and more rigorous proposal to be required. We think it would be appropriate to have a 40-50 page proposal instead of the current 25 page one, with more substantive space devoted to literature review and methodological issues (where appropriate). Therefore, instead of having a QP of 8,000 words with only vague instructions for its purpose and execution, AND a short/underdeveloped proposal, it would make more pedagogical sense to simply have an expanded proposal, with more rigorous attention given to lit. review and methodology. This way, the student's time, energy and attention would be more coherently devoted to preparing themselves for the dissertation process.

Comparative Public Policy, Ph.D

Ph.D. Degree

The Department of Political Science at McMaster University offers the Ph.D. degree in the fields of Comparative Public Policy and International Relations.

The public policy specialization will include courses and comprehensive examinations in:

- Approaches and methods for policy analysis
- A Policy field
- and at least two political systems (one of which may be Canada)

The international relations specialization will include courses and comprehensive examinations in:

- International Relations Theory
- International Political Economy
- Globalization and Transnationalism

Graduands can expect to be qualified to conduct research and teach at the university level in comparative public policy or in international relations and in one other field of political science in Canada.

A. Admission Procedures

Admission to the Ph.D. program normally will require an M.A. degree with an average of at least an A- from a recognized university. Applicants must complete the required online McMaster Admission Form, arrange to have 3 academic references submitted to the Department, submit one original transcript(s) from all universities and evidence of English proficiency where required, i.e., TOEFL, and submit a 500 word statement of their research interests and reasons for choosing McMaster University for their Ph.D. degree in Political Science. **The deadline for submission of applications is February 1.**

B. Degree Requirements

Normally, candidates for the Ph.D. will:

1. Complete 18 units (6 half courses) of course work beyond the M.A. level
2. Demonstrate reading and research competence in an approved language other than English.
3. Complete the required comprehensive examinations in Public Policy or International Relations and one other field; and

4. Submit a thesis on an approved subject and defend it by oral examination.

Required Courses

For Students in Public Policy

- [POL SCI 783 / Comparative Public Policy](#)
- [POL SCI 784 / Quantitative Political and Policy Analysis](#)
- [POL SCI 796 / Research Design and Methods](#)

For Students in International Relations

- [POL SCI 772 / Theories of International Politics](#)
- [POL SCI 774 / Global Political Economy](#)
- [POL SCI 796 / Research Design and Methods](#)

Additional Information

Other approved courses will be drawn from other departmental courses, and courses offered by other departments and schools. At least three of these selected units should be from Major Field 2.

All courses are half courses (three units) unless otherwise specified.

C. Supervisors and Supervisory Committees

Successful applicants will be assigned a temporary supervisor of studies upon admission. Not later than six months following arrival, a supervisory committee for each Ph.D. student will be appointed by the Graduate Committee, on the recommendation of the student and a willing thesis supervisor. This committee will consist of at least three members: a thesis supervisor, one other member of the Department and a third member, whose scholarly interests include the area of the student's main interest, and who may be from outside the Department.

D. Comprehensive Examinations

Students in the Ph.D. program will write comprehensive examinations in two fields:

For Students in Comparative Public Policy

Students will write comprehensive examinations in two fields - public policy and a second field drawn from one of Canadian politics, comparative politics, international relations or political theory.

Major Field 1

In the Public Policy field, students will write an examination covering the three subfields of public policy:

- Theories and approaches to comparative public policy
- Public administration
- International dimensions of public policy

~~In addition to these examinations but still part of the major field, students must write a major paper that provides a review of current literature on the politics of a specialized policy area. This paper will provide a basis for evaluating substantive knowledge of a policy area in at least two political systems. Normally, this paper must be submitted prior to the written comprehensive examinations.~~

Major Field 2

To be selected from:

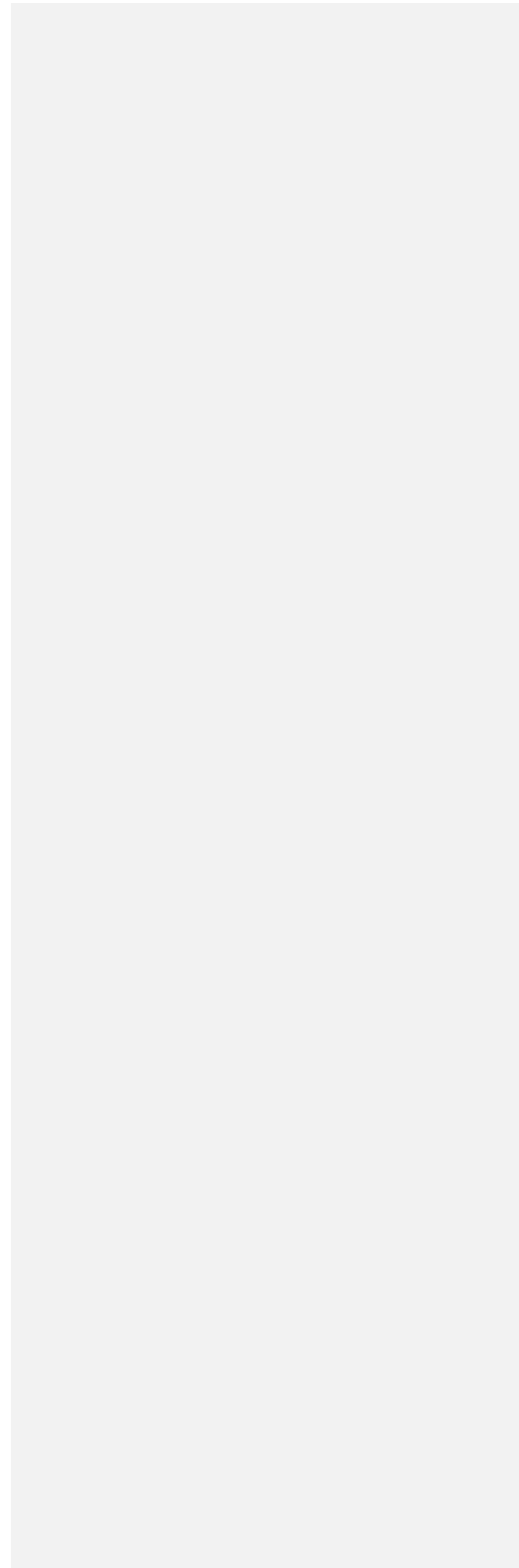
- Canadian Politics
- Comparative Politics
- International Relations
- Political Theory

Students are normally required to have completed at least three units beyond the M.A. level at McMaster in this area prior to writing their comprehensive examination.

~~Normally, students will write their Major Field 1 exam in August of their first year and their Major Field 2 exam in December of their second year. Accordingly, the major paper that comprises part of the Comparative Public Policy field will be due in December of that year.~~

E. Other Regulations

Applicants should consult the Graduate Calendar for a complete listing of Regulations for the Degree Doctor of Philosophy.



International Relations, Ph.D

← Return to: [Faculty of Social Sciences](#)

Ph.D. Degree

The Department of Political Science at McMaster University offers the Ph.D. degree in the fields of Comparative Public Policy and International Relations.

The public policy specialization will include courses and comprehensive examinations in:

- Approaches and methods for policy analysis
- A Policy field
- and at least two political systems (one of which may be Canada)

The international relations specialization will include courses and comprehensive examinations in:

- International Relations Theory
- International Political Economy
- Globalization and Transnationalism

Graduands can expect to be qualified to conduct research and teach at the university level in comparative public policy or in international relations and in one other field of political science in Canada.

A. Admission Procedures

Admission to the Ph.D. program normally will require an M.A. degree with an average of at least an A- from a recognized university. Applicants must complete the required online McMaster Admission Form, arrange to have 3 academic references submitted to the Department, submit one original transcript(s) from all universities and evidence of English proficiency where required, i.e., TOEFL, and submit a 500 word statement of their research interests and reasons for choosing McMaster University for their Ph.D. degree in Political Science. **The deadline for submission of applications is February 1.**

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B. Degree Requirements

Normally, candidates for the Ph.D. will:

1. Complete 18 units (6 half courses) of course work beyond the M.A. level
2. Demonstrate reading and research competence in an approved language other than English.
3. Complete the required comprehensive examinations in Public Policy or International Relations and one other field; and
4. Submit a thesis on an approved subject and defend it by oral examination.

Required Courses

For Students in Public Policy

- [POL SCI 783 / Comparative Public Policy](#)
- [POL SCI 784 / Quantitative Political and Policy Analysis](#)
- [POL SCI 796 / Research Design and Methods](#)

For Students in International Relations

- [POL SCI 772 / Theories of International Politics](#)
- [POL SCI 774 / Global Political Economy](#)
- [POL SCI 796 / Research Design and Methods](#)

Additional Information

Other approved courses will be drawn from other departmental courses, and courses offered by other departments and schools. At least three of these selected units should be from Major Field 2.

All courses are half courses (three units) unless otherwise specified.

C. Supervisors and Supervisory Committees

Successful applicants will be assigned a temporary supervisor of studies upon admission. Not later than six months following arrival, a supervisory committee for each Ph.D. student

will be appointed by the Graduate Committee, on the recommendation of the student and a willing thesis supervisor. This committee will consist of at least three members: a thesis supervisor, one other member of the Department and a third member, whose scholarly interests include the area of the student's main interest, and who may be from outside the Department.

D. Comprehensive Examinations

Students in the Ph.D. program will write comprehensive examinations in two fields:

For Students in International Relations

Students will write comprehensive examinations in two fields – international relations and a second field drawn from one of Canadian politics, comparative politics, political theory, or public policy.

Major Field 1

In the International Relations field, students will write an examination covering the following subfields of international relations:

- International relations theory / State of the Field
- Global Political Economy
- Globalization, governance and security

~~In addition, students must write a major paper that provides a review of current literature in an area of international relations approved by the student's supervisor. Normally, this paper must be submitted prior to the written comprehensive examinations.~~

Major Field 2

To be selected from:

- Canadian Politics
- Comparative Politics
- Public Policy
- Political Theory

Students are normally required to have completed at least three units beyond the M.A. level

at McMaster in this area prior to writing their comprehensive examination.

~~Normally, students will write their Major Field 1 exam in August of their first year and their Major Field 2 exam in December of their second year. Accordingly, the major paper that comprises~~

~~part of the International Relations field will be submitted in December of that year.~~

E. Other Regulations

Applicants should consult the Graduate Calendar for a complete listing of Regulations for the Degree Doctor of Philosophy.



POLITICAL SCIENCE

Ph.D. REGULATIONS

Revised for September 2017

ADMISSIONS

Potential applicants are advised to consult the “Admission Requirements” set out in the [School of Graduate Studies Calendar](#). In addition, the following regulations also apply in the Department of Political Science.

Admission to the Ph.D. program in public policy or international relations in the Department normally will require a Master’s degree with a clear average of at least A- from a recognized university.

Applicants should submit the following to the Department:

- (a) Completed on-line application through MOSAIC at: <https://gs.mcmaster.ca/academic-services/how-apply>
- (b) ONE (1) official transcript from all universities attended, including undergraduate work;
- (c) Letters of recommendation by three (3) instructors familiar with the applicant’s work;
- (d) A 500 word statement of their research interests and reasons for choosing McMaster University for their Ph.D. degree in Political Science.
- (e) Application fee of \$100 (Canadian) by Credit Card.
- (f) Evidence of English proficiency where required, i.e. TOEFL

The deadline for submission of applications is February 1st for September entry only. Applications may be submitted after this date, but there is no guarantee that there will be places available in the program.

Recommendations for admissions will be made to the Graduate Faculty by a Ph.D. Admissions Committee which will consist of the Graduate Committee and the International Relations and Public Policy faculty. Sub-committees of IR and Public Policy work through their respective field files and agree upon the top 10 candidates for their field (including possible supervisors). These ten candidates are recommended to members of the other field. A Graduate Committee along with members of the International Relations and Public Policy faculty convene a meeting where consideration is given to the final 20 candidates. This structure would not prevent any individual from raising particular cases or reading all applications.

In the case of students seeking to transfer into Political Science PhD from another PhD discipline, candidates are required to prepare a regular application which will be evaluated along side all new applications in the next admission cycle.

Calendar Copy

McMaster University Ph.D. in Political Science

The Department of Political Science at McMaster University offers the Ph.D. degree in the fields of Comparative Public Policy and International Relations.

The public policy specialization will include courses and comprehensive examinations in:

- Approaches and methods for policy analysis
- A Policy field
- and at least two political systems (one of which may be Canada)

The international relations specialization will include courses and comprehensive examinations in:

- International Relations Theory
- International Political Economy
- Globalization and Transnationalism

Graduands can expect to be qualified to conduct research and teach at the university level in comparative public policy or in international relations and in one other field of political science in Canada.

Admission Procedures

Admission to the Ph.D. program normally will require an M.A. degree with an average of at least an A- (A minus) from a recognized university. Applicants must complete the required online McMaster Admission Form, arrange to have 3 academic references submitted to the Department, submit one original transcript(s) from all universities and evidence of English proficiency where required, i.e., TOEFL, and submit a 500 word statement of their research interests and reasons for choosing McMaster University for their Ph.D. degree in Political Science. **The deadline for submission of applications is February 1.**

Degree Requirements

Normally, candidates for the PhD will:

1. Complete 18 units (6 half courses) of course work beyond the M.A. level, including the following required courses:

For Students in Comparative Public Policy

- *783 Comparative Public Policy
- *784 Quantitative Political and Policy Analysis
- *796 Research Design & Methods

For Students in International Relations

- *772 Theories of International Politics or *771 Advanced Concepts of International Relations Theory
- *774 Global Political Economy
- *796 Research Design and Methods

Other approved courses will be drawn from other departmental courses, and courses offered by other departments and schools. At least three of these selected units should be from Major Field 2.

All courses are half courses (3 units) unless otherwise specified.

2. Demonstrate reading and research competence in an approved language other than English.
3. Complete the required comprehensive examinations in Comparative Public Policy or International Relations and one other field: and
4. Submit a thesis on an approved subject and defend it by oral examination.

Supervisors and Supervisory Committees

Successful applicants will be assigned a temporary supervisor of studies upon admission. No later than six months following arrival, a supervisory committee for each Ph.D. student will be appointed by the Graduate Committee, on the recommendation of the student and a willing thesis supervisor. This committee will consist of at least three members: a thesis supervisor, one other member of the Department and a third member, whose scholarly interests include the area of the student's main interest, and who may be from outside the Department.

Comprehensive Examinations

Students in the Ph.D. program will write comprehensive examinations in two fields:

For Students in Comparative Public Policy

Students will write comprehensive examinations in two fields - public policy and a second field drawn from one of Canadian politics, comparative politics, international relations or political theory.

Major Field 1

In the Public Policy field, students will write an examination covering the three subfields of public policy:

- Theories and approaches to comparative public policy
- Public administration
- International dimensions of public policy

~~In addition to these examinations but still part of the major field, students must write a major paper that provides a review of current literature on the politics of a specialized policy area. This paper will provide a basis for evaluating substantive knowledge of a policy area in at least two political systems. Normally, this paper must be submitted prior to the written comprehensive examinations.~~

Major Field 2

To be selected from:

- Canadian Politics
- Comparative Politics
- International Relations
- Political Theory

Students are normally required to have completed at least three units beyond the M.A. level at McMaster in this area prior to writing their comprehensive examination.

Normally, students will write their Major Field 1 exam in August of their first year and their Major Field 2 exam in December of their second year.

~~Accordingly, the major paper that comprises part of the Comparative Public Policy field will be due in December of that year.~~

For Students in International Relations

Students will write comprehensive examinations in two fields – international relations and a second field drawn from one of Canadian politics, comparative politics, political theory, or public policy.

Major Field 1

In the International Relations field, students will write an examination covering the following subfields of international relations:

- International relations theory / State of the Field
- Global Political Economy
- Globalization, governance and security

~~In addition, students must write a major paper that provides a review of current literature in an area of international relations approved by the student's supervisor. Normally, this paper must be submitted prior to the written comprehensive examinations.~~

Major Field 2

To be selected from:

- Canadian Politics
- Comparative Politics

- Public Policy
- Political Theory

Students are normally required to have completed at least three units beyond the M.A. level at McMaster in this area prior to writing their comprehensive examination.

Normally, students will write their Major Field 1 exam in August of their first year and their Major Field 2 exam in December of their second year.

~~Accordingly, the major paper that comprises part of the International Relations field will be submitted in December of that year.~~

Other Regulations

Applicants should consult the [Graduate Calendar](#) for a complete listing of Regulations for the Degree Doctor of Philosophy.

Department of Political Science

Guidelines and Regulations for the Ph.D. Program

Students are advised to consult the regulations set out in the [School of Graduate Studies Calendar](#). The following regulations are also followed in the Department of Political Science.

Admissions: see “Departmental Regulations” governing admission to the Ph.D. program.

Supervisor and Supervisory Committee:

Upon entering the program, students will be assigned a temporary supervisor. Not later than six months following the student’s arrival, a supervisory committee for each student will be appointed by Graduate Committee on the recommendation of the student and a willing thesis supervisor drawn from the faculty. This committee will consist of at least three members: a supervisor and two other faculty members. One member may be from outside the department but within the university. Composition of the Committee is to be approved by the Graduate Committee. The functions of the supervisory committee are as follows:

- (a) To meet with the student at least twice a year to ensure that the student is making satisfactory progress towards the timely completion of the degree.
- (b) To provide advice to the student in his/her preparation for the Comprehensive Examinations.

After the student has completed his/her comprehensive examinations the Graduate Committee will review, and if necessary, reconstitute the supervisory committee to reflect the specific dissertation interests of the student. If more than one individual is from outside the Department or university, the committee will have to be expanded beyond three members.

The function of the supervisory committee with regard to the dissertation will be:

- (a) To guide the student in developing a thesis proposal and to make arrangements for a Departmental seminar at which the student provides a detailed outline of the proposal. The Supervisory Committee, in conjunction with the Chair of the Graduate Committee and one other member of the core faculty must approve the thesis proposal.
- (b) To meet formally every academic year to assess the student's progress. The Supervisory Committee will inform the student of their conclusions. In all cases, meetings must be concluded no later than August 31st. If progress is deemed unsatisfactory, written notice will be issued. If the committee considers the lack of progress particularly serious, the student will be required to withdraw from the program.
- (c) To respond to drafts of the thesis or portions of the thesis within a reasonable period of time (see [School of Graduate Studies Calendar](#)).
- (d) To arrange for the completed thesis to be submitted to the Dean of Graduate Studies in accordance with the guidelines provided by the School of Graduate Studies.

If a student feels he/she is receiving unsatisfactory supervision, he/she should consult the Department Chair or the Chair of the Graduate Committee. Supervisory Committees will be reviewed periodically by a Departmental committee made up of the department's faculty and the Chair of the Department as an ex officio member.

Course Work:

Students will normally be required to complete 18 units (6 half courses) of course work beyond the M.A. level, including the following required half (3 unit) half courses:

For students in Comparative Public Policy

- *783 Comparative Public Policy
- *784 Quantitative Political and Policy Analysis
- *796 Research Design and Methods

For students in International Relations

- *772 Theories of International Politics or *771 Advanced Concepts of International Relations Theory
- *774 Global Political Economy
- *796 Research Design and Methods

At least three of these 18 units should be from Major Field 2 (Teaching Field). Students should consult with their supervisor on the appropriate courses to take.

In order to remain in the program a student must maintain a clear B+ average. (For example, two marks of B+ and one of B would not constitute a clear B+ average). Failure to maintain a B+ average will normally result in the student being asked to leave the program.

Comprehensive Examinations and Major Paper:

Each student will write comprehensive examinations in the Major Field and Major Field 2 (Teaching Field), plus a qualifying paper (QP) as part of the Major Field.

Comprehensive examinations consist of two exams (1 in the Major Field, 1 in the Major Field 2 [Teaching Field]). Normally, these Examination Periods will be scheduled such that students write their Major Field 1 exam in August, followed by the Major Field 2 exam in early December of their second year. The fields to be examined at each of these Examination Periods will be determined by the Chair of the Graduate Committee in consultation with the supervisors of the students writing these examinations. Students cannot expect to be exempted from TA/RA duties during Examination Periods.

For students in Public Policy

Major Field: Comparative Public Policy – within this major field students will write one examination covering the subfields:

- theories and approaches to comparative public policy
- public administration
- international dimensions of public policy

Major Field 2

(Teaching Field): Additionally, students will write 1 examination in one of the following teaching fields: Canadian politics, comparative politics, international relations or political theory. Students are normally expected to have completed at least three units beyond the M.A. level at McMaster in this area prior to writing their comprehensive examination.

For students in International Relations

Major Field: International Relations – within this major field students will write one examination covering the subfields:

- international relations theory/ state of the field
- global political economy
- globalization, governance and security

Major Field 2

(Teaching Field): Additionally, students will write 1 examination in one of the following teaching fields: Canadian politics, comparative politics, political theory or public policy. Students are normally expected to have completed at least three units beyond the M.A. level at McMaster in this area prior to writing their comprehensive examination.

The comprehensive exams will be in the form of a take-home exam (89 hours for the Major Field 1 exam and 65 hours for the Major Field 2 exam) with a maximum number of words indicated on the exam. The maximum may vary according to the exam but under no circumstances may it exceed 7,500 words for the Major Field 1 exam and 5,000 words for the Major Field 2 exam. Study guides consisting of bibliographies for each examination paper will be revised at least every other year and made available to students by May in their examination year.

~~As part of the Major Field students must also write a major paper (approximately 6,000-8,000 words or 24-30 double spaced pages, including footnotes and bibliography) which provides a review of current literature on the politics of a specialized policy or international relations issue area. This paper will in the former case provide a basis for evaluating substantive knowledge of a policy field. The paper must be completed and submitted in draft form within three months of writing of the Comprehensive Examinations and in final form before their oral defense of their research proposal.~~

~~The Graduate Chair will organize a workshop three months following the second comprehensive examination, where students will make a fifteen minute presentation of their qualifying papers. While this is not part of the evaluation of the qualifying paper, it does encourage its timely completion.~~

~~The examining committee for Major Field will consist of the convener, or his/her delegate, and one other member of the faculty, who would normally be the student's supervisor. The examining committee for the Teaching Field will consist of one member of the faculty who is in the field to be examined and one other faculty member. The latter may, when appropriate, be drawn from the wider University Community. Responsibility for appointing the members will rest with the appropriate field convener in consultation with the Supervisor. The examining committees will normally mark the exams and paper and inform the student of the results within one month of the exams taking place. In order for the student to pass, he/she must receive an A- or better from each committee. When a set of exams or major paper has been deemed not to have reached the required standard, the student must be provided with a written explanation.~~

Requests for delays in writing Comprehensive Examinations **or writing at other times** will be decided on by the Graduate Committee.

A student who fails one or more parts of the Comprehensive Examinations may be asked to leave the programme.

Language Requirements:

Students must demonstrate reading and research competence in an approved language other than English. Competence in a language is deemed to mean the ability to comprehend government documents, newspapers and scholarly publications with the aid of a dictionary and, when it is appropriate to the student's intended means of research, to be able to speak and comprehend to a level that will allow the student to conduct interviews.

Language competence will be assessed by the Chair of the Graduate Committee, in consultation with the student's supervisor. Examples of demonstrated competence may include any one of the following:

- i) passing a language test, arranged by the Chair of the Graduate Committee (see below)

- ii) obtaining of mark of B+ or higher on any 6 unit language course offered at a post-secondary institute.
- iii) evidence of at least 60 hours of certified language tutoring, plus evidence that the student is capable of translating documents and/or interviews into English
- iv) evidence that the student speaks and is otherwise competent in a native language/mother tongue other than English.

Students must submit a formal request for assessment of language competence to the Chair of the Graduate Committee. If competence is to be assessed on a basis other than i) a language test, ii) a post-secondary language course, the student should submit an appropriate dossier of supporting evidence, along with supporting letter from his/her supervisor.

Language test: A French language test will be administered at a set date each year, normally at the end of April. An example of the test will be to translate pages of a *CJPS* article from French into English, and to translate a French language newspaper item into English. Students who are interested in writing a similar test in another language should consult with the Chair of the Graduate Committee.

Students will be formally notified of the results of this assessment by the Chair of the Graduate Committee.

Students are strongly encouraged to complete the language requirement before seeking approval of their thesis proposal (i.e. normally by April of the student's second year in the doctoral program). However, there may be cases where this is not feasible (e.g., where language training in conjunction with fieldwork). In such cases, the student must outline within the thesis proposal a clear plan and timetable for meeting the language requirement, with this plan to be approved by the relevant committee. **In all cases, the language requirement must be met prior to scheduling the thesis defense.**

Thesis Proposal:

The thesis subject will be written in the field of comparative and/or international public policy, or in international relations. The student will develop his/her thesis proposal in consultation with the thesis supervisor and other members of his/her Supervisory Committee. **The thesis proposal will normally be about 6,000 words or 2550 double-spaced pages and will include a description of the research problem in the context of the scholarly literature, an overview of research methods and sources, and a timetable for completion.**

The thesis proposal shall then be submitted to the student's supervisory committee for approval. Following this, the student will give a short oral presentation based on their thesis proposal and answer questions.

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The thesis proposal will normally be considered for approval by April of the second year of the student's program. If the student wishes to delay submission of the thesis proposal he/she must make a request to the Graduate Committee for permission to do so. The request must be accompanied by a supporting letter from the student's supervisor. Should the Graduate Committee approve the request, it must also set a new, reasonable deadline by which a proposal must be submitted. Students who do not pass a part of all of the December Comprehensive Examinations and elect to rewrite the Examinations in April will be required to submit their thesis proposal to the Supervisory Committee by the following September.

Students must complete the oral presentation of their thesis proposal prior to embarking on major fieldwork. Students should also note that approval by the School of Graduate Studies is required for any prolonged period of absence from campus (e.g., to conduct fieldwork).

Research Ethics:

Should a student's proposed thesis research involve human subjects, the student is responsible for ensuring that their proposed thesis research conforms to the guidelines for such research and for securing approval from the [McMaster Research Ethics Board \(MREB\)](#) prior to initiation of research activities. Students will normally submit their application to the MREB within four weeks of the defense of their Thesis Proposal.

Additional information can be found on the MREB site: <https://reo.mcmaster.ca/>

Thesis:

The Ph.D. thesis is to be no more than 60,000 words of text. (300 double-spaced pages inclusive of notes and bibliography). Normally, students will take two years to complete the thesis. They should at all times, maintain regular contact with their supervisor. When required, additional members may be added to the supervisory committee to ensure proper supervision of particular aspects of the thesis.

The thesis defense is to be undertaken according to the regulations set out by the School of Graduate Studies.

Administrative Issues: Terms of Reference for the Graduate Committee and Public Policy and International Relations area committees.

1. Area committees review applications for the Ph.D. program, selects candidates to be admitted, and recommends funding to the Graduate Committee.
2. In consultation, with area committees, the Graduate Committee assigns and approves supervisors and committee members for Ph.D. supervisory committees.

3. Graduate Committee maintains the Departmental regulations for the Ph.D. program.
4. Graduate Committee establishes processes for setting Ph.D. comprehensive exams.
5. Graduate Committee annually reviews the progress of Ph.D. students.
6. Graduate Committee ranks students for Ontario Graduate Scholarships and Social Sciences and Humanities Research Council of Canada Scholarships.
7. Graduate Committee seeks to promote the Department's ability to recruit Ph.D. students through preparing publicity and other means.
8. Graduate Committee reviews and develops the Ph.D. program as needed.

The Graduate Committee will interpret these guidelines and regulations should that prove to be necessary.

APPENDIX I

Ph.D. Comprehensive Examination Procedures

Setting

1. About 6 weeks before exams are written a list of previous/banked questions will be distributed to members of the area group by the Graduate Administrative Assistant.
2. Members of the area group are asked to submit additional questions to the area convenor.

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3. Two weeks before exams, the area group meets and reviews all questions. Supervisors should be invited, but are not required to attend the meeting.
4. Five questions are chosen from the questions available for the Major Field 2 exam. For the Major Field 1 exam in International Relations, seven questions are chosen (2 in International Relations/State of the Field, 2 in Global Political Economy, and 3 in Globalization, Governance and Security). For the Major Field 1 exam in Comparative Public Policy, nine questions are chosen (3 for each subfield). Should the area convenor be unable to get a group consensus on the exam, the method of the selection will be simple majority. In the event of a tie, the student's supervisor casts the tie-breaking vote.

Two exams have to be set.
 - 1 Public Policy exam by the public policy group
 - 1 International Relations exam by the international relations group.
 - 1 exam in the teaching field by the appropriate area group.
5. For the Major Field 1 exam, the student picks up the exam at 4:00 p.m. on day 1 and must return the completed exam by 9:00 a.m. 4 days later, no more than 89 hours after picking up the exam.

For the Major Field 2 exam, the student picks up the exam at 4:00 p.m. on day 1 and must return the completed exam by 9:00 a.m., 3 days later, no more than 65 hours after picking up the exam.
6. The examinations are scheduled in an order to be discussed between the Graduate Chair and the supervisors of the students taking the examinations.

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Marking the Comprehensive Exam

1. There are 2 markers for each exam. The markers will be determined by the area convenor and the student's supervisor. At least one of the markers must be from that particular area. A student's supervisor may or may not be a marker.
2. The graduate secretary distributes the completed exam and grade sheets to markers. Exams with grade and comments are returned to the Graduate Secretary normally within 2 weeks. Comments are to be made only on the grade sheet.
3. When all exams are returned, the Graduate Chair will give each examiner a copy of the other examiner's comments on each exam. The Chair then determines the

final mark – “Pass with Distinction”, “Pass” or “Fail” and returns exams to graduate secretary. When an exam scores a mark of A+ or contains one A+, the Chair will encourage the examiners to discuss the exam and come to a decision as to whether or not it merits a distinction. Distinctions are awarded per exam. For example, there could be a distinction in each of the major exams and the teaching field. The Graduate Chair informs the Graduate School of the results.

4. In the case of “Pass” or “Pass with Distinction” the comments from the grade sheets are given to supervisor who verbally provides feed-back to the student.
5. In the case of a “Failure” a letter is given to the student indicating the reasons for the failure and areas needed for improvement. The letter is written by the convenor in consultation with the supervisor. The letter is sent by the Graduate Chair. Included with the letter will be comments of the markers, which will be all typed but anonymous.
6. Both markers must agree for a failing grade to be given to a student. Failure on one question does not automatically represent failure on the exam. If in the judgement of the markers the exam represents a “satisfactory grasp of the subject matter” a passing grade for the overall exam may be given even if one question is not satisfactory. If necessary a third reader can be consulted.

Marking the Comprehensive Paper

The comprehensive paper is marked as a pass/fail by two markers, the supervisor and one other.

APPENDIX II

The ranking of Ph.D. students applying for SSHRC scholarships will be done by a committee composed of the following people: The Chair of the Graduate Committee, and the members of the International Relations and Public Policy fields.

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	Sociology		
NAME OF PROGRAM and PLAN	MA and PhD: sociomas, socicpma, socicrma, socithma, socispma		
DEGREE	MA and PhD		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Renaming of a department research speciality	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Current name of area: Politics, Social Movements and Policy

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

Rename to: Political Sociology, Social Movements and Policy

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The change is more reflective of the field.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Fall 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Research in Sociology

The Department has the capability of supervising MA major papers and theses and PhD dissertations in the research areas of Gender, Sexuality and Family; ~~Politics~~ Political Sociology, Social Movements and Policy; Race, Ethnicity and Immigration; Social Inequality; Social Psychology; and Sociology of Work and Occupations. These areas are broadly defined and a variety of approaches and topics are possible within each. Students normally select more narrowly focused topics under the general rubric of these areas.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: M. Heath

Email: mheath@mcmaster.ca

Extension: 23620

Date submitted: Dec 4,

2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT		Sociology	
NAME OF PROGRAM and PLAN		PhD sociphd	
DEGREE	PhD		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: Methodology requirement waiver	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Doctoral students in our department must take Sociology 740 (statistical methods for Social Research) and either Sociol 742 (Qualitative Methods) or Sociol 743 (Historical Methods) and receive a minimum of B+ in each course. Students may request to be exempt from this requirement by either submitting past course material or an MA thesis showing extensive use of this method.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

We wish to remove the wording permitting an exemption from the required courses listed above.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

We wish to ensure all students receive the high quality training that our faculty provide in research methods. Research methods is an area of strength in our department.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Fall 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Quantitative Methods

Ph.D. candidates will be required to demonstrate competence in quantitative methods by taking [SOCIOLOG 740 Statistical Methods for Social Research](#) and pass the course with a grade of B+ or better. Persons admitted to the Ph.D. program without the equivalent of Sociology 3H06/Research Techniques and Data Analysis or [SOCIOLOG 6Z03 Introduction to Social Statistics](#), however, will be expected to complete [6Z03](#) before taking [SOCIOLOG 740](#). Admission is governed by the general regulations.

Additional Course Requirement

Ph.D. candidates will also be required to satisfy the Department of suitable competence in either qualitative methods or historical methods according to procedures delineated by the Department in the Graduate Handbook, normally by taking the classes below and achieving a grade of B+ or better in the course.

- [SOCIOLOGICAL 742 / Qualitative Methods](#)
- [SOCIOLOGICAL 743 / Historical Methods](#)

Additional Information

~~Students who have completed equivalent course work at another university may request to be exempted from the methodology requirements.~~

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Melanie Heath Email: mheath@mcmaster.ca Extension: 23620 Date submitted: Dec 4, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT		Sociology	
NAME OF PROGRAM and PLAN		Sociology MA - MRP option socicpma	
DEGREE	MA		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: Change in schedule	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Courses will normally be completed through September-April, while the MRP will be completed through the summer.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

We wish to remove the word "normally" and require students to complete their coursework from September to April.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

We believe this change will ensure academic success. Students must complete their coursework from September to April to obtain their foundation courses prior to beginning their MRP. The schedule will allow the students to devote their full attention to the MRP during the summer.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Fall 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

A candidate must pass a minimum of six half courses and complete a satisfactory major research paper (MRP). Of the six half courses, at least one must be in a course in Sociological Theory and another in Sociological Methods. Other than SOCIOL 6Z03, no other 600-level courses are permitted. Students may take one course in another department. No supervised research course ([SOCIOL 730](#), [SOCIOL 731](#), or in another department) may be used to complete the course requirements. Students may petition the Department Graduate Committee on a case-by-case basis for greater flexibility. In the first term, the candidate must enrol in three half courses and by the end of the term, present a proposal for the MRP to the Department. If the proposal is approved, the candidate may then prepare a MRP. If the proposal is not approved, the student must complete the course work option. Courses will ~~normally~~ be completed through September-April, while the MRP will be completed through the summer.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Melanie Heath

Email: mheath

Extension: 23620 Date submitted: Dec 4, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013

Graduate Award to be approved at March 2018 Grad Council Meeting

NAME OF FUND: The Brenda Barrow MBA Academic Grant

TERMS OF REFERENCE FOR FUND:

Established in 2017 by Brenda Barrow, MBA (Class of '83), in memory of her mother, Lucille Agatha London, who was an outstanding educator and understood the importance of education as well as hard work to succeed in life. To be awarded to students entering a full-time MBA program who demonstrate financial need and high academic achievement/standing. Preference will be given to students who have demonstrated leadership in undergraduate studies or in the community at large.