



Requirement Handbook For Graduate Programs

The Department of English & Cultural Studies

September 2020 – August 2021



N.B. Since the graduate programs have undergone some revisions over the years, students should consult the handbook produced the year in which they registered for regulations governing their program.

N.B. In light of the COVID-19 pandemic and the switch to emergency remote teaching and learning for at least Fall 2020, the Department has made some adjustments to program expectations as outlined in the relevant sections below. We anticipate that further adjustments or changes may be required and will inform students accordingly. We are aware that the current COVID-19 pandemic is making all of our lives much more challenging, especially insofar as some face intensified experiences of existing forms of inequity, discrimination, and hatred. If there are accommodations or modifications of program requirements that might help students navigate their courses and programs successfully, students are warmly invited to discuss their ideas with supervisors, course instructors, the graduate chair or program director, the TA chair, and/or Student Accessibility Services (<https://sas.mcmaster.ca>) or AccessMac (<https://accessibility.mcmaster.ca/accessmac-program/>). We cannot guarantee that all proposed accommodations or modifications will be possible, but we are aiming for caring responses to students during these difficult times.

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M.A. IN CULTURAL STUDIES AND CRITICAL THEORY

1. GENERAL

The candidate should consult the Regulations for the Master of Arts Degree in the *School of Graduate Studies Calendar*. The Calendar is available on the School of Graduate Studies (SGS) website: <http://academiccalendars.romcmaster.ca/> It is particularly important that the candidate be aware of the regulations governing such matters as Full-time and Part-time Status, Leaves of Absence, and Thesis Supervision (Major Research Project). All graduate students, including part-time students, must complete the courses SGS #101- *Academic Research Integrity and Ethics* and SGS #201- *Accessibility for Ontarians with Disabilities Act (AODA) Training* within the first month after their admission to graduate studies at McMaster.

2. PROGRAM REQUIREMENTS AND SCHEDULE

- Core Course: CSCT 732* and 733*
- 4 one-term elective courses (or equivalent)
- Major Research Project (25-50 pages [revised for 2020/21 due to Covid-19])

All students will take the two, compulsory half-year courses: CSCT 732*: *Foundations in Cultural Studies & Critical Theory* and CSCT 733*: *Problems in Cultural Studies*. Students will be coming into the program from different disciplinary backgrounds and with different degrees of previous exposure to cultural studies and critical theory. The core courses will give all students a common background in these fields and will also function as a central intellectual meeting-place for students, who will be encouraged throughout the program to create a community of ideas and discussion as well as to pursue their individual projects. In addition, they will be required to take four one-term elective courses (or the equivalent), usually consisting of two in each of the fall and winter terms, leaving the period from May-August available for work on the Major Research Project. Students who elect to take a Spring or Summer course need to confirm supervisors and commence work on their MRPs early in the Winter term to ensure the timely completion of all program requirements. Up to two elective courses may be taken outside the department, subject to approval by the CSCT Director and with the permission of the department/program offering them. The Department of English and Cultural Studies does not offer Independent Reading Courses. In each course, students must achieve a minimum grade of B-. Work for fall term courses must be completed before the holiday break in December. Work for winter term and fall/winter term courses must be completed by the end of April.

Students will also be required to complete a Major Research Project (MRP). Ordinarily, the MRP is 40 to 50 pages in length (not including bibliography). However, in light of Covid-19, for the 2020/21 academic year students have the option of submitting an MRP between 25 to 50 pages in length. **NB: This is a strict upper page limit; MRPs must not exceed the maximum length.** Students will develop the research project in the first two terms and will work on it in a concentrated fashion over the spring and summer terms. Students are encouraged to consult with potential supervisors as early as possible, in the fall term. In consultation with their supervisor, students will develop a plan

of research appropriate to the time available for study and carefully considering the length of the MRP. An information session, scheduled during the core class on **Monday, November 16, 2020**, will offer students advice on how to frame a topic and craft a strong proposal. Draft proposals (1000 words plus bibliography) are due, to be submitted electronically to the program director, by **Friday, January 22, 2021**. A workshop, scheduled during the core class on **Monday, February 1, 2021** will give students the opportunity to solicit feedback on their draft proposals from faculty and other students. Final MRP proposals (1000 words plus working bibliography), along with the cover sheet listing the project title and signed by a faculty member who has agreed to supervise the project, must be submitted electronically (via email) to the Graduate Administrative Assistant by **Friday, February 12, 2021**. (The cover sheet will be made available by the office as a fillable form.) Readers will be assigned by the Director, in consultation with students and supervisors, and with an eye to matching expertise to projects and to balancing supervisory workloads. The Executive Committee will evaluate proposals on a pass/fail basis, returning unsuccessful proposals to students for revision and resubmission by **Monday, March 15, 2021**. Revised proposals are due on **Friday, April 9, 2021**.

All students will present their in-progress research projects at a symposium on **Wednesday, May 12, 2021**. The 10 to 15-minute presentation is to give an overview of your topic and share a particular issue, idea or problem that you'd like feedback on from colleagues and faculty. For 2020-21, the format of the symposium will be adapted in light of Covid-19. The summer months will be devoted to independent research toward the writing of the MRP, submitting drafts to your supervisor and seeking advice or answers to questions as necessary. A draft of the whole MRP must be submitted to the supervisor by **Monday, July 28, 2021**. The draft will be returned with comments and suggestions for revision to the student by **August 9th**. A final, revised draft of the MRP must be submitted to the supervisor and reader by **Monday, August 16, 2021**, at which point the supervisor and reader will evaluate the project (pass or fail). While they may, at their discretion, discuss elements of the project with the student while it is in process, readers generally read only the revised draft of the **MRP for the purposes of evaluation**.

The Graduate Administrator should be notified by email once the MRP has been delivered to the supervisor and reader. Supervisors and readers will return grades and comments to students and the Graduate Administrator by **Monday, August 23, 2021**. If there is a difference in mark, we will convene a meeting of the markers to resolve and confirm the grade. If necessary, we will go to a third marker.

An electronic copy of the MRP, with any corrections to the typescript suggested by the supervisor and second reader, must be submitted to the Graduate Administrator by **Monday, September 13, 2021**. Please note that students will have the option of archiving their MRPs on MacSphere/ Avenue to Learn or to opt-out of posting online. Students will be able to indicate their preference on the provided Final MRP Submission form.

The MRP should be 25-50 pages double-spaced (excluding block quotations, footnotes/endnotes, and bibliography, which should be single-spaced), using Times New Roman 12-point font, and with 1" (2.5 cm) margins all around. Page numbers should be included in the top right corner of each page. It is the candidate's responsibility to make sure that the manuscript is prepared according to

the University's requirements in every respect.

Completion time for the course work and the research project will be 12 months of full-time study. If the candidate fails to submit the MRP by the end of September, but intends to finish it, he or she must re-register. Ordinarily there is no financial support for Master's students entering a 4th term. If a candidate does not re-register and later wishes to be readmitted to the program in order to submit the MRP, the fees will be charged retroactively for one full year. Students wishing to be readmitted must petition the Director of the CSCT program.

3. COURSE SELECTION

During June, prior to the start of the program, students will receive a form asking them to choose their graduate courses. Confirmation of course selection will be sent out late in the summer. Graduate courses must have a minimum enrolment of eight to run and are limited, in most cases, to a maximum of fifteen (core courses may be slightly larger). Graduate courses offered by the Department of English and Cultural Studies meet once a week during the fall and winter terms. Active participation in class discussion is expected in all our graduate courses. Please see grading scale in Appendix A (page 23).

4. MAJOR RESEARCH PROJECT

The Major Research Project should be an analysis of a well-defined topic, framed by a clear research question, and firmly situated in relevant critical conversation(s), normally 40-50 pages in length but revised to 25-50 pages for 2020/21 due to Covid-19. In addition to elucidating its thesis with detailed clarity, the MRP should also demonstrate the study's broader relevance and implications. All sources should be cited according to the conventions of a recognized academic style (MLA, Chicago, etc.). The MRP can derive from a term paper, but must be a significant development of the topic, and not just an expansion. The project must provide either an original contribution to knowledge or a significant re-framing of the issues or topics in question. Students who wish to produce an MRP in an alternative format (e.g. a video, art or photography exhibit, or an elementary/secondary school syllabus) are encouraged to consult with potential supervisors early in the fall term. Creative/alternative MRPs must include a significant theoretical component, ordinarily consisting of a minimum 20-page paper, but revised to 12-20 pages for 2020/21, situating the topic in relevant historical and critical contexts and explaining its contribution to knowledge. Projects involving research participants (e.g. interviews, focus groups or surveys) must receive approval from the McMaster Research Ethics Board (<http://reo.mcmaster.ca/>). It is important that students requiring ethics review begin consultation with the REB in the fall, in order to complete the process before embarking on research. Examples of MRPs from previous years can be viewed on the department website <http://english.humanities.mcmaster.ca/csct-major-research-projects/> and on the CSCT MA Program - Reference Site on Avenue to Learn (<http://avenue.mcmaster.ca/>)

Schedule for the CSCT MA:

<u>Fall</u>	<u>Winter</u>	<u>Summer</u>
CSCT 732*	CSCT 733*	Major Research Project
Elective 1	Elective 3	
Elective 2	Elective 4	

5. M.A. in CULTURAL STUDIES and CRITICAL THEORY CALENDAR of EVENTS and DEADLINES

- Fall* *Begin planning your Major Research Project: Gather preliminary ideas for the problem or question you would like to address, sketch a possible outline, assemble bibliographic materials using the MLA guidelines, etc. Make a point of meeting members of the CSCT faculty; consult with potential supervisors/readers. If necessary, consult with Research Ethics Board.*
- Sept/Oct SSHRC doctoral applications due on the [SSHRC On-Line System](#) for those who are applying to doctoral programs (NB: some PhD programs have Dec. application deadlines).
- Nov. 16th Attend MRP proposal information session in core course.
- Winter* *Prepare MRP proposals; secure tentative agreement with supervisor, to be confirmed by CSCT Executive Committee; readers are assigned by Director in consultation with students and supervisors.*
- Feb. 1st MRP proposal workshop in core class (draft proposals to be submitted Feb. 1st to be distributed to peer and faculty readers).
- Feb. 12th Final MRP proposal submitted with supervisor’s signature to Director of CSCT and Graduate Administrator for approval by the CSCT committee. Readers are assigned by the committee in consultation with students and supervisors. (English department policy stipulates that faculty normally supervise no more than two students seeking to fulfill MA thesis and MRP degree requirements. For this reason, among others, the Director and CSCT Executive Committee bear responsibility for final approval of all committee configurations within this degree program.)
- April 9th Revised proposals due for students whose initial submissions were unsuccessful.
- Spring /Summer* *Prepare for the CSCT Research Symposium. Draft and revise your MRP in correspondence with your supervisor. Ideally your supervisor should see drafts as you progress, with the penultimate version due July 27th. Be sure to use your supervisor as a resource for fielding questions as they emerge in the course of your writing over the summer months.*

May 12 th	CSCT Research Symposium.
July 28 th	Submission of complete draft of MRP to supervisor.
Aug. 9 th	Supervisor returns MRP to student with comments and suggestions.
Aug. 16 th	Final copy of MRP submitted to the supervisor, reader and Graduate Administrator.
Aug. 23 rd	Submission of final grade and comments to student and to the Graduate Administrator. MRPs are marked on a pass/fail basis. The supervisor and second reader will also provide brief comments.
Sept. 13 th	Last possible day for final submission of corrected, edited manuscript in electronic form to the Graduate Administrator. The CSCT program will keep an archive of completed projects for future students' and supervisors' reference.

Please Note: The due dates listed above are to be strictly adhered to. They have been calibrated not only to offer students clear markers of accomplishment as they move through the year-long program, but also to provide faculty with a reasonable and appropriate amount of time to return thoughtful feedback to students. In all instances above, faculty have been given at least a week to respond with comments to MRP proposals – and at least two weeks in the case of completed MRP drafts. Kindly respect this timeline.

M.A. IN ENGLISH

1. GENERAL

The candidate should consult the Regulations for the Master of Arts Degree in the *School of Graduate Studies Calendar*. The Calendar is available on the School of Graduate Studies (SGS) website: <http://academiccalendars.romcmaster.ca/>. It is particularly important that the candidate be aware of the regulations governing such matters as Full-time and Part-time Status, Leaves of Absence, and Thesis Supervision. All graduate students, including part-time students, must complete the courses SGS #101- *Academic Research Integrity and Ethics* and SGS #201 - *Accessibility for Ontarians with Disabilities Act (AODA) Training* within the first month after their admission to graduate studies at McMaster.

A candidate for the M.A. in English has two program options: **1) coursework only, or 2) coursework and a thesis**. Candidates enrolled in the first option will complete eight one-term graduate courses or their equivalent: six one-term courses or their equivalent in the fall and winter terms and the equivalent of two one-term courses in the spring and summer terms, with grades of at least B- in each. Candidates enrolled in the thesis option will take four one-term graduate courses or their equivalent over the fall and winter terms, with grades of at least B- in each; complete the Thesis Foundation requirements (by December 7th); write a satisfactory thesis of 18,750-25,000 words (75-100 pages, but reduced to 60-100 pages for 2020-21 due to Covid-19); and successfully defend the thesis in an oral examination. The Department reserves the right to limit the number of students taking Option 2 and writing a thesis. The MA degree normally requires one full year to complete.

2. PROGRAM AND COURSE SELECTION

During June, prior to the start of the program, students will receive a form asking them to indicate their preferences for course selections for the year, which the department will do its best to accommodate. Confirmation of course selection will be sent out in late summer. In most cases, students will be permitted to choose their courses freely from among those offered in any particular year. In making their choices, however, they are advised to balance their special interests with the desirability for breadth of coverage. Graduate courses must have a minimum enrolment of eight to run and are limited, in most cases, to a maximum of fifteen. Graduate courses meet once a week during the fall and winter terms, but during the compacted summer term they meet twice a week. Students enrolling in summer courses are advised to avoid travel or absences from campus that would require them to miss a full week or more, given the condensed nature of these courses (including for the purposes of attending conferences such as the annual Congress). Full attendance and active participation in class discussion is expected in all our graduate courses. Please see grading scale in Appendix A (page 23).

3. LANGUAGE REQUIREMENT

The department no longer requires MA students to demonstrate an ability to read a language other than English. However, students should be aware that most PhD programs in English, including our own, do require students to demonstrate this ability.

4. PROGRAM OPTION 1: COURSEWORK ONLY

Candidates enrolled in Option 1 will complete eight one-term graduate courses or their equivalent: normally six one-term courses in the fall and winter terms and two one-term courses in the spring and summer terms. Work for fall term courses must be completed before the holiday break in December. Work for winter term and fall/winter term courses must be completed by the end of April. Candidates must submit all summer coursework by early August so that final grades may be sent to the School of Graduate Studies and the candidate may graduate in the Fall Convocation. Ordinarily there is no financial support for Master's students entering a 4th term.

5. PROGRAM OPTION 2: COURSEWORK AND THESIS

Candidates enrolled in Option 2 will complete four one-term graduate courses or their equivalent in the fall and winter terms, complete the Thesis Foundation requirements (by December 7th), and submit a thesis on an approved subject and defend it in an oral examination. The normal length of a thesis will be between 18,750 and 25,000 words (75-100 pages, but reduced to 60-100 pages for 2020-21 due to Covid-19), not including the bibliography. All coursework must normally be completed by the end of April.

The THESIS element of Option 2 is divided into four parts:

Part 1 (Term 1): Thesis Foundation: Researching the Field and Writing the Proposal

Part 2 (Term 2 and Summer): Thesis Composition

Part 3 (August, early September): Oral Examination

Part 4 (Mid September): Final Corrections and Submission of the Thesis to the School of Graduate Studies

Students must successfully pass Part 1 to take Part 2. Participation in the Thesis Foundation Seminars is mandatory. Students are reminded that the thesis work is equivalent to four one-term graduate courses. It begins, as with coursework, right away in September and must be the object of sustained attention throughout the year. Adhering to the deadlines below is important, given the very tight schedule of the Thesis Foundation requirements. The length of the M.A. thesis proposal, submitted to the department's Graduate Studies Committee in November, is 500 words. Students whose proposals require revision must resubmit by December 3rd. Students whose proposals fail in their second submission to the Graduate Studies Committee will be moved to "Program Option 1: Coursework Only." *NB: Switching to this option may necessitate returning to complete a course(s) in the fall of 2021.* Ordinarily there is no financial support for Master's students entering a 4th term.

6. M.A. THESIS FOUNDATIONS SEMINAR

In the first term of the M.A. program, and as part of the M.A. program requirements, thesis students are required to research and craft a persuasive M.A. Thesis Proposal which will then be evaluated by the Graduate Studies Committee. The M.A. Thesis Foundations Seminar holds hour-long monthly meetings in the fall term for students to share struggles and strategies as they craft their proposals and begin research for the thesis. The M.A. Thesis Foundations Seminar also meets once in the Winter term, and once in the Spring.

September-December, 2020 (monthly, see Dates and Times below): Objectives and expectations of an M.A. thesis; steps towards the preparation of an effective thesis proposal, creating a thesis bibliography, and how to conduct thesis research; the roles of the thesis supervisor and reader.

- **10 September, 2020:** First meeting: the project and the proposal.
- **22 October, 2020:** Circulate and workshop draft proposals to members of MA Thesis Foundations Seminar.
- **19 November, 2020:** From proposal to thesis outline. Drawing up a Fall/Winter schedule.
- **10 December, 2020:** Tackling a large project successfully: tips and your strengths. Researching an on-going thesis project.

January-April, 2021 (Dates and Times below): Moving forward with the thesis project; writing the first chapter, planning the spring/summer schedule.

- **21 January, 2021:** Preparing the first draft chapter submission and working with your supervisor.
- **8 April, 2021:** Drawing up a spring/summer schedule, reviewing deadlines, and identifying and troubleshooting potential problems.

Choosing a Thesis Subject:

The M.A. thesis should be a coherently argued study on a clear and manageable topic that demonstrates not only basic scholarly research skills but also knowledge of the chosen field and its relevant criticism, as well as a sense of the theoretical implications of the subject under consideration. The thesis will provide either an original contribution to knowledge or a significant re-framing of the issues or topics in question.

In order that adequate consideration of a topic and discussion with a potential supervisor may take place, the timetable above ***MUST*** be followed. Normally, a potential supervisor will have been identified to the student at the admissions stage. Candidates should contact this potential

supervisor and/or other members of the Department whose special field of interest seems to lie closest to the chosen topic as early as possible in September. The Chair of Graduate Studies can help in the process of identifying potential supervisors, who can provide advice and guidance for the preparation of the proposal.

Since no department member is allowed to supervise more than two M.A. theses in any one year, it may be necessary in some cases to appoint as supervisor a department member who has not signed the thesis proposal. If in the course of supervision, it is found desirable to alter the title and/or scope of a thesis, a new submission must be made to the Graduate Studies Committee. The thesis supervisor must be a regular, full-time member of the English and Cultural Studies Department; the third member of the committee may be from outside the Department in cases where the thesis topic warrants such external advice. Requests for the appointment of a third member from outside the Department must be made to the Graduate Studies Committee. Generally, the Graduate Studies Committee will appoint the third member of the thesis committee, but suggestions from the student and thesis supervisor are always welcome. The supervisor should be available for regular consultation during the research and writing of the thesis or should make arrangements with a second reader who is available during the summer. Requests for a change of supervisor must be submitted to the Graduate Studies Committee for approval.

Timetable for Completion of the MA Thesis:

Fall

- **September-December, 2020 (Dates and Times above): MA Thesis Foundations Seminar.**
- **September-October, 2020:** Active discussions with possible thesis supervisor and reader about the nature and aims of your thesis project and research period. Conduct preliminary research, develop draft thesis proposal (500 words).
- **9 November, 2020:** 500-word proposal and cover sheet signed (or approved via email) by two full-time members of the Department who have agreed to be on the supervisory committee for the thesis, submitted to Graduate Administrator.

Winter

- **January-April, 2020 (Dates and Times above): MA Thesis Foundations Seminar.**
- **8 January:** Detailed outline due to supervisor.
- **12 February:** Draft of a chapter due to supervisor.

Spring/Summer

- **19 July:** Draft of full thesis due to supervisor.
- **23 August:** Revised thesis due to first and second readers.

- **17 September:** Final date for oral defense of thesis.
- **27 September:** Final Date to File Theses with Graduate Studies and Complete Degree Requirements

Students who expect to graduate in the Fall Convocation should submit three typed or electronic copies of the thesis to their examiners prior to the defense date specified in the “Academic Calendar” of the *School of Graduate Studies’ Calendar*. Students should give their examiners at least two weeks to read the thesis before the defense date. Students who expect to proceed to Ph.D. studies at McMaster must submit copies of the thesis to their examiners **no later than the last week of August**. An electronic copy of the thesis must be submitted to the School of Graduate Studies through MacSphere by September 27th. *Candidates on alternate timelines (e.g. part-time studies) who expect to graduate in the Spring Convocation should have the thesis in the hands of the supervisor and readers early in March.*

It should be noted that students who have not successfully defended their theses by the end of September will be liable for tuition fees (plus incidental fees) for the Fall term. To allow time for corrections, **thesis defenses will not be scheduled after the 17th of September**. For more information regarding the MA defense process, please see the SGS website:

<https://gs.mcmaster.ca/masters-degree-thesis>

Preparing a Thesis:

The candidate should study the School of Graduate Studies document, *Guide for the Preparation of Theses* available on the School of Graduate Studies web site. The guide gives general information about University requirements concerning the writing and submitting of graduate theses, and covers such topics as “fonts,” “sequence of parts” and “general format.” The official bibliographic guide for the graduate English program is *The MLA Handbook for Writers of Research Papers*, with the exception of set-off quotations, endnotes/footnotes, and bibliographical entries, which should be single-spaced, not double-spaced as the MLA recommends. It is the candidate’s responsibility to make sure that the manuscript is prepared according to the University’s requirements in every respect. The candidate should consult their supervisor if a divergence from standard practice seems desirable. Such divergences may be permitted so long as they are consistent and unambiguous and can be defended with sound, scholarly reasoning at the oral examination. In general, however, adherence to the standard rules is required, and a thesis that is unsatisfactory in this respect will be returned for correction.

Submitting the Finished Thesis:

The candidate must not proceed to the final submission of the thesis to MacSphere until authorized to do so by their supervisor. The thesis should be proofread with care in order to detect and correct any typographical errors. When the thesis is submitted to the members of the committee for defense, it should conform to the guidelines for the preparation of theses set by the School of Graduate Studies.

The Oral Examination:

When the supervisor has approved the thesis, an oral examination will be held at a time arranged by the supervisor. The supervisor and the two readers will be present at this examination. The candidate will be expected to speak for not longer than fifteen minutes on the subject of the thesis and matters of interest arising therefrom. (Brief notes may be used, but the candidate should not prepare any detailed written statement.) The candidate will then be questioned both on the thesis and on the oral presentation. The candidate will then be asked to retire until the supervisor and readers arrive at a decision. The oral examination normally lasts one hour. Theses submitted by the August deadline will be examined no later than the 17th of September.

Corrections:

If the thesis is approved, the supervisor and readers will then submit to the candidate lists of any errors (typographical or factual) that they may have discovered in their reading of the thesis.

These errors must be corrected and the relevant pages revised before the thesis is formally presented to the School of Graduate Studies. When these corrections have been approved by the supervisor, the thesis may be presented to the School of Graduate Studies through MacSphere.

Failure to Complete the Thesis by Deadline:

If the candidate fails to complete the thesis by the beginning of classes in September, but intends to finish it, they must re-register and will be charged one full year's fees; (depending on the final submission date, a portion of these fees may be subject to refund, subject to the approval of the School of Graduate Studies). If a candidate does not re-register and later wishes to be readmitted to the program in order to submit the thesis, the fees will be charged retroactively for one full year. Students wishing to be readmitted must petition the Department.

7. PART-TIME M.A. PROGRAM

Students may be admitted to the M.A. program on a part-time basis. The requirements for the part-time M.A. are the same as those for the full-time M.A., but the student completes them over a longer period of time, normally three years. The Department advises that part-time students not attempt more than one full graduate course, or the equivalent, in any given year. Although the School of Graduate Studies permits a part-time student to take one and a half courses per year, this would constitute a serious burden for someone with a full-time job. *NB: Please note that the scheduling of graduate classes varies from year to year, and that they normally occur within the hours of 9:30am and 6:30pm.*

PH.D. IN ENGLISH

1. GENERAL

The Ph.D. program in English at McMaster normally entails four years of study. Ph.D. candidates should consult the general regulations for the Doctor of Philosophy Degree at McMaster in the *School of Graduate Studies Calendar*. The Calendar is available on the School of Graduate Studies website: <http://academiccalendars.romcmaster.ca/index.php>. It is particularly important that candidates be aware of the regulations governing such matters as Full-time and Part-time Status, Leaves of Absence, and Thesis Supervision. All graduate students, including part-time students, must complete the courses SGS #101- *Academic Research Integrity and Ethics* and SGS #201 - *Accessibility for Ontarians with Disabilities Act (AODA) Training* within the first month after their admission to graduate studies at McMaster.

The particular requirements of the Department are set forth below.

2. COURSES

During the summer months, students will receive a form asking them to choose their graduate courses. Confirmation of course selection will be sent out late in the summer. Graduate courses must have a minimum enrolment of eight to run and are limited, in most cases, to a maximum of fifteen (core courses may be slightly larger). Graduate courses offered by the Department of English and Cultural Studies meet once a week during the fall and winter terms. Ph.D. candidates will successfully complete five one-term (3-unit) graduate courses, or their equivalent, and the 3-unit Doctoral Seminar. With the exception of the Doctoral Seminar, which extends into year two, these courses will normally be completed in the first year of the program, in the fall and winter terms. Occasionally a PhD student may complete summer courses with the approval of their supervisor and the chair of the Graduate Studies Committee. During the compacted summer term graduate courses meet twice a week. Students enrolling in summer courses are advised to avoid travel or absences from campus that would require them to miss a full week or more, given the condensed nature of these courses (including for the purposes of attending conferences such as the annual Congress). Up to two one-term courses may be taken outside the department, subject to the permission of offering departments. Students must achieve grades of at least B- in each course, with the exception of the Doctoral Seminar, which is graded on a Pass/Fail basis. Full attendance and active participation in class discussion is expected in all our graduate courses. Please see grading scale in Appendix A (page 23).

3. SUPERVISORY COMMITTEE

The Ph.D. supervisory committee consists of a supervisor and two other faculty members. In order to enable the Graduate Studies Committee to appoint a supervisory committee, the candidate will be asked upon submission of their preliminary thesis proposal to identify an area of specialization. A form will be made available for this purpose. With this form, the candidate will also provide a thesis proposal of 1000 words plus a bibliography. The form must then be signed by two

department members who agree to act as supervisor and first reader, and will be submitted in January to the Graduate Studies Committee for approval. An email from faculty members confirming approval is acceptable in lieu of a physical signature on the form. Normally, the first signer will be named supervisor. In cases where the first signer is already heavily committed to graduate supervision, the Graduate Studies Committee may wish to appoint the second signer or another member of the department as supervisor. The third member of the committee will be appointed by the Graduate Studies Committee after consultation with the supervisor. It is assumed that the supervisor will have discussed possible third members with the candidate. The supervisor and one reader must be full-time members of the English and Cultural Studies Department; the other member of the committee may be from outside the Department in cases where the thesis topic warrants such external advice. Exceptions are subject to approval by the supervisory committee and the Graduate Studies Committee. Please see Appendix B (page 24) for guidelines on the responsibilities of Ph.D. supervisees and supervisors.

Students and supervisors are expected to meet regularly to discuss the student's progress through the degree. The frequency of these meetings should be negotiated between supervisors and students, and will vary, depending on the stage of the program. Meetings with other members of the supervisory committee should also take place as needed, to review feedback on completed work, and negotiate schedules and processes for ongoing research and writing. The School of Graduate Studies requires that a meeting take place between the student and the entire committee each year, to review the student's progress and the quality of supervision received, and to outline plans for the coming year. An electronic form initiated by the student outlines details of progress made, followed by the supervisor's report, goals for the coming year, and areas for improvement where appropriate.

Requests for a change of supervisor or for a change in the composition of the supervisory committee must be submitted to the Graduate Studies Committee for approval. First, the student should consult either the thesis supervisor or the Chair of the Graduate Studies Committee. Whoever receives this request should ensure that the proposed change is communicated to all members of the supervisory committee. The student should then proceed to make their request in writing to the Chair of the Graduate Studies Committee.

4. ANNUAL SUPERVISORY COMMITTEE MEETING

All PhD students are required by the School of Graduate Studies to hold an annual meeting with their supervisory committee to discuss the student's progress towards meeting degree requirements. The meeting must include *all* members of the student's supervisory committee. In the Department of English and Cultural Studies, these meetings are normally scheduled by the student and their committee between April and June. Once a date for the meeting has been scheduled and the graduate administrator has been informed, students will be prompted by email to complete an online progress report. In this report, students should provide details of progress made since the last report (or toward meeting degree requirements since beginning the program if completing the first report), i.e., courses completed; comprehensive examination preparation/writing/oral defense; thesis proposals submitted or approved; research; chapters written/revised; conference presentations; publications; the submission of conference abstracts or journal articles for review,

even if unsuccessful; external funding or grant applications, even if unsuccessful; community engagement/activism/volunteer work/public outreach; service to the university or the community; and teaching, including details about responsibilities, teaching innovations, etc.

Students should also prepare for the meeting by giving some thought to their goals for the year, as goals will be discussed and set during the meeting and recorded on the meeting report form. Supervisory committee members will take the student's progress on their goals into account when determining their assessment of the student's progress the following year, so it is important for the student and committee to work collaboratively to set goals that are achievable, based on the student's circumstances, including any formal academic accommodations they may have

Students are encouraged to direct any questions they might have about the annual meeting or report form to their supervisor or to the chair of the graduate studies committee. The annual meeting and progress report are important because they 1) record the student's progress toward completing their degree; 2) give students an opportunity to highlight to committee members activities that may not be recorded in any other official venue and to consult with them about challenges they have encountered in their academic work and strategies for overcoming them; and 3) provide the supervisory committee members with information about the student's achievements over the year, on which they will base their annual assessment using the following criteria supplied by the School of Graduate Studies:

Committee's Assessment

Evaluation of overall progress at this stage in the degree development during the interval since beginning Ph.D. studies (if this is the first Committee meeting) or since the last Ph.D. Supervisory Committee meeting:

RATING

[E] Excellent

The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study.

[G] Good

The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner.

[S] Satisfactory

The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student's skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in Part C.

[M] Marginal*

The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student's skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in Part C.

[U] Unsatisfactory*

There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in Part C. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting.

* If a student receives a marginal or unsatisfactory rating, they will be given direction by the committee on areas for improvement. The student will also receive a letter from the Faculty of Humanities' Associate Dean of Graduate Studies, outlining the importance of addressing the concerns and steps to take if the student feels they are receiving unsatisfactory supervision. In the case of a marginal or unsatisfactory rating, the supervisory committee will be required to meet again in 6 months to assess whether the concerns outlined in the report have been addressed. A second marginal or unsatisfactory rating will lead to automatic withdrawal of the student from the program.

5. DOCTORAL RESEARCH SEMINAR

All doctoral candidates must complete a seminar focused on practical elements of research and other aspects of professionalization for PhD students in literary and cultural studies, including strategies for formulating research problems, and gathering, analyzing and synthesizing primary and secondary materials, building academic community, and disseminating research through conferences and publication in a variety of media. The course consists of three modules (10 hrs each), conducted in May of Year One, and October and April of Year Two. Participation in this 3-credit course is graded on a pass/fail basis.

6. LANGUAGE REQUIREMENT

The candidate will be required to present evidence of an ability to read a language other than English deemed acceptable to the Graduate Studies Committee. Translation examinations, which may be written with the aid of dictionaries, will be held in the mid-Fall and Spring terms. The examinations are two hours in duration. Please contact the Graduate Administrator (englgrsc@mcmaster.ca) to set up an examination.

A candidate who has passed a full university course in a language other than English will be excused from this examination as will a candidate who has passed two half university courses in the same language. Exemption from the examination may also be granted for students with native fluency in a language other than English. The Department will consider qualifications from other examining authorities, but reserves the right to insist on an examination in any individual case. Requests for exemption should be addressed to the Graduate Studies Chair. Since knowledge of another language is considered a research tool, the language requirement should be satisfied whenever possible by the end of the second year of the program.

In cases where proficiency in more than one language other than English is needed for thesis research, the student's supervisory committee will make a recommendation to the student and the Graduate Studies Committee. The Graduate Studies Committee will rule on such recommendations.

7. THE COMPREHENSIVE EXAMINATIONS

University regulations require that Ph.D. candidates take a Comprehensive Examination in order to demonstrate "breadth of knowledge and a maturity of approach to a wide range of topics within the disciplines." Ph.D. candidates in English and Cultural Studies satisfy this requirement by writing two papers, a *Field Paper* and a *Topic Paper*, and by defending both in an oral examination.

The *Field Paper* is designed to develop broad expertise in the wider field of knowledge the candidate's research will engage. The *Topic Paper* describes how the candidate's dissertation intervenes in that field and the particular contribution it will make. Both papers are to be researched and written concurrently by the candidate, are to be between 25 and 30 double-spaced pages in length (not including bibliography), and are due no later than February 28th of the second year of study. The oral examination of both papers will follow normally within 10 business days of submission.

In February of the first doctoral year, the candidate and the committee will finalize the reading list for the *Field Paper* and *Topic Paper*. This list should consist of roughly 120 works of literature and criticism (with approximately 30 pages of criticism or theory, 50-75 pages of short story writing, or 200 lines of poetry equaling one work, a play or film equaling 2 works, and a substantial book counting for 3 works).

The *Field Paper* is meant to be capacious, reaching beyond the candidate's immediate research topic, and should encompass a wide variety of genres, authors, and critical approaches. The *Field Paper* should broaden the candidate's understanding of their chosen field of expertise in preparation not just for the dissertation but also for job interviews and undergraduate teaching. While the *Field Paper* could take the form of an exploration of two or three foundational concepts that inform the field, the *Topic Paper* should explain how the dissertation will contribute to its field or fields, specifying the critical approach to be adopted and engaging in more focused discussion of the key texts and critical ideas the candidate's research will explore. Ideally, the *Topic Paper* could serve as a draft of the introduction or first chapter of the dissertation, while in the *Field Paper*, the candidate will map out a broad area of knowledge, demonstrating both critical and historical awareness of

how the chosen field has been defined and adopting a critical stance of her/his own. The Department encourages candidates to define their field(s) in consultation with their supervisory committee; candidates regularly select from some of the following fields, for which the department currently has supervisory capacity:

- 18th, 19th, 20th, or 21st century British Literatures and Cultures
- Auto/biography studies
- Canadian Literatures and Cultures
- Critical Disability Studies / Mad Studies
- Critical Race Studies
- Cultural Studies and/or Critical Theory
- Environmental Humanities
- Gender, Feminist and/or Sexuality Studies
- Global Anglophone Literatures and Cultures
- Indigenous Literatures & Cultures
- Material Cultures
- Medieval or Early Modern English Literatures and Cultures
- Postcolonial Literatures and Cultures
- Science Fiction

Candidates are required in their reading list to substantially cover one of these broad areas, or another recognizable field, subject to the approval of the student's supervisory committee and the Graduate Studies Committee. In constructing lists, students should aim to include a balance of foundational works and works that address recent debates in the field, organizing selections into sections whose subjects will be determined by the field and topic. Lists should indicate the approximate page count for each selection, adding to a total of 120 works. Sample lists are available for consultation on Avenue to Learn. When complete, the reading list will be submitted to the Graduate Studies Committee for approval and a copy of the approved reading list placed in the candidate's file.

Once the reading list is approved by the Graduate Studies Committee, a schedule of meetings is established so that the candidate may discuss their progress in writing both papers with all committee members. Each committee member meets with the candidate on two separate occasions, typically once in the summer and once in the fall terms. **Committee members should not review or comment upon your actual *Field Paper* or *Topic Papers*; these are examination papers and, while general discussion with supervisory committee members is encouraged, drafts of the papers should not be read and commented upon by committee members.** The onus is on the candidate to prepare in advance for these meetings. Note that a candidate in the field of Medieval Literature must demonstrate an ability to read Old and Middle English in the course of these meetings to the satisfaction of her or his committee.

The oral examination will normally be two hours in length. Examiners may pose specific questions about the candidate's written work, about works on the list that are not discussed in either paper, and about pedagogy and the fit between the candidate's work and relevant undergraduate courses. As a means of ensuring sufficient breadth of knowledge, the Department requires that, at the oral examination, candidates demonstrate a mature ability to articulate a range of dominant issues in their field(s) and to show familiarity with a wide range of authors and genres.

The candidate's mark in the Comprehensive Examination will be calculated on the average of the grades for the *Field Paper*, the *Topic Paper*, and the oral examination. The candidate must pass each part of the Comprehensive Examination (a B- grade or better). The student has the option of being informed of his or her grades on the written papers before the beginning of the oral examination. If

the student has failed either written paper with a mark under B-, that paper must be rewritten before proceeding to the oral exam. The second attempt must be submitted within three months of the first submission. If the candidate fails the oral examination, they must make a second attempt within three months. Failure to pass any part of the examination after two attempts will result in withdrawal from the program. The method for determining the grades for the three parts of the Comprehensive Examination is as follows. Before the oral examination, the three committee members will each submit in writing his or her grade for each of the two written papers. The supervisor will then calculate each grade; discussion will follow to arrive at the final grade for each paper. Grades for the written papers should be submitted before the oral examination, and for the oral examination at the end of the exam. The final recorded grade will be a Fail, Pass, or Pass + (with distinction). The final category denotes that all three committee members independently assigned a grade of "A+" to each paper and to the oral. Two grades of "A+" and one "A" equals a pass, but not a pass with distinction. Students should be informed of their grades immediately after the oral examination.

8. THE THESIS

After the completion of the Comprehensive Examination, the candidate will write a thesis normally of between 200 and 250 pages (not including bibliography). During this period the candidate is expected to meet with their supervisory committee at least once a year, in addition to regular meetings with the supervisor and other committee members as necessary. No specific regulations about types of theses are set forth by the Department; hence, the thesis will be developed by the candidate in consultation with the supervisory committee. Written portions of the thesis should normally be presented to the thesis supervisor for comment and approval before they are given to other members of the supervisory committee to read. Any substantive change in thesis topic must be agreed to by the supervisory committee and endorsed by the Graduate Studies Committee, which will also make arrangements for changes in the supervisory committee when necessary.

Candidates should study the School of Graduate Studies' document, *Guide for the Preparation of Theses* available on the English and Cultural Studies Department's web site as well as on the School of Graduate Studies web site. The guide gives general information about University requirements concerning the writing and submitting of graduate theses, and covers such topics as fonts, sequence of parts, and so forth. The official bibliographic guide for the graduate program in English is *The MLA Handbook for Writers of Research Papers*, with the following exception: set-off quotations, endnotes/footnotes, and bibliographical entries in the thesis, should be single-spaced, not double-spaced as the *MLA Handbook* recommends.

It is the candidate's responsibility to make sure that the manuscript has been carefully prepared according to accepted usage and that it meets the University's requirements in every respect. In some instances, a thesis may require special treatment. The candidate should consult the supervisory committee if it appears that a divergence from the standard practice is desirable. Such divergences may be permitted if they are consistent and unambiguous and can be defended with sound, scholarly reasoning at the oral examination. In general, however, adherence to the standard rules is required, and a thesis that is unsatisfactory in this respect will be returned for correction.

All other degree requirements must be completed before the thesis is submitted to the School of Graduate Studies.

9. THE THESIS ORAL EXAMINATION

The candidate will be required to defend the thesis at an oral examination specifically convened by the Dean of the School of Graduate Studies. The *School of Graduate Studies Calendar* contains information on the composition of the examining committee and a description of the procedure for the oral defense.

10. PH.D. TIMETABLE

YEAR I

September to April: Registration in five one-term courses (or equivalent).

Sept/Oct SSHRC doctoral applications due on the [SSHRC On-Line System](#) for those who are applying.

Mid-Fall: Language examination, if necessary.

December: (First week) Draft of Preliminary Thesis proposal to two Department Faculty members in the field.

January: Identification of an area of specialization and submission of a 1000-word thesis proposal (with a bibliography attached) for approval by the Graduate Studies Committee by January 29th. Approval is determined at a meeting of the Graduate Studies Committee the following week, and as such this deadline must be strictly adhered to.

February: Work with supervisory committee to finalize Comprehensive Examination reading list. Submission of reading list for the Comprehensive Examination, approved by all members of the supervisory committee, to the Graduate Studies Committee by February 26th. Approval is determined at a meeting of the Graduate Studies Committee the following week, and as such this deadline must be strictly adhered to.

Spring: Language examination, if necessary.

Spring: Annual Supervisory Committee Meeting.

May: Doctoral Research Seminar, Part One

May-August: During the summer term candidates will meet once with each of the members of the supervisory committee in preparation for the Comprehensive Examination.

YEAR II

During the fall term candidates will meet once with each of the members of the supervisory committee in preparation for the Comprehensive Examination.

- Sept/Oct SSHRC doctoral applications due on the [SSHRC On-Line System](#) for those who are applying.
- October: Doctoral Research Seminar, Part Two
- February: Submission of the Comprehensive Examination Field Paper and Topic Paper by February 28th; oral defense within the next ten business days.
- April: Doctoral Research Seminar, Part Three
- Spring: Annual Supervisory Committee Meeting.
- June: By the end of June, the candidate should have submitted a detailed thesis proposal of 2000 words to the Graduate Studies Committee. This should include the proposed full title of the thesis, a description of its scope, methodology and purpose, and an outline of its general structure. The proposal must be signed by the candidate's supervisory committee before being submitted to the Graduate Studies Committee for approval. A form will be made available for this purpose. It is understood that the proposal represents a provisional working plan, rather than an unalterable contract; the focus, structure and title of theses are always liable to change during the process of composition. Major changes, however, should be approved and signed by the supervisory committee and brought to the Graduate Studies Committee for final approval. Along with the proposal, the candidate should submit a bibliography of the primary and secondary materials he or she intends to use.

YEAR III

Continued research and writing of thesis. During this time the candidate should submit the first draft of a portion of work to the supervisor, who will return the draft, with corrections, normally within four weeks. The corrected draft should then go to the other supervisory committee members, who return them with corrections normally within four weeks. If committee members do not adhere to this schedule, candidates are advised to inform the supervisor first and then, if necessary, the Chair of the Graduate Studies Committee. By the end of the first term of Year III the candidate should have submitted a draft of at least one substantial section of the thesis. SSHRC doctoral applications are due on the [SSHRC On-Line System](#) in late Sept/early Oct for those who are applying. The annual meeting of the entire supervisory committee should take place by the end of May.

YEAR IV

Continued research and writing of thesis. SSHRC doctoral applications are due on the [SSHRC On-Line System](#) in late Sept/early Oct for those who are applying, and SSHRC postdoctoral fellowship applications are normally due mid-September (students completing their dissertation this year

should discuss applying for postdoctoral fellowships with their supervisor and/or the chair of graduate studies). The annual meeting of the entire supervisory committee should take place by the end of May. Candidates should take note of the School of Graduate Studies deadlines for submission of PhD theses approved for defense (usually around the end of June to be eligible for the November Convocation, and usually around the end of February to be eligible for the June Convocation) and for final, approved and defended Ph.D. theses (usually around the end of September to be eligible for the November Convocation, and around the end of April to be eligible for the June Convocation). Please check the *exact* dates of submission in the current *School of Graduate Studies Calendar*, since they will vary slightly from year to year. For more information regarding the degree completion and the defense process, please see the SGS website: <https://gs.mcmaster.ca/doctoral-degree>

11. PART-TIME PH.D. STUDIES

Ph.D. Studies require a major commitment in terms of time and energy. Therefore, the English & Cultural Studies Department strongly recommends that Ph.D. applicants plan to enroll as full-time students. The part-time Ph.D. option should be chosen only in exceptional circumstances. Since the Department can accept only a very limited number of part-time Ph.D. candidates at any one time, applicants will be required to provide a written explanation of the special circumstances that make it impracticable for them to pursue the degree on a full-time basis. *Also, please note that the scheduling of graduate classes varies from year to year, and that they normally occur within the hours of 9:30am and 6:30pm.*

Schedule for part-time Ph.D. candidates:

- Years 1-3: Coursework
- Years 3-4: Language, Comprehensive examinations
- Years 5-8: Thesis

Appendix A

GRADING SCALE FOR GRADUATE SEMINARS

A+ The work is of exceptional quality. It delineates a critical argument that would, with almost no revision, be worthy of publication, which is to say that it substantially contributes to the existing critical literature on the subject. It is written in not simply clear but eloquent language, and it displays a critical and theoretical maturity that would be expected of a professional scholar. It is painstakingly researched and takes its place confidently in its field. This grade is awarded for truly exceptional work.

A An excellent treatment of the subject. It delineates a critical argument that is substantial, perceptive, and that would, with some revision, potentially be worthy of publication. Its argument may include original insights, but its contribution to the field may not be fully delineated. It is written in clear, error-free language and shows some creativity in the use of that language. The work is very ably researched. There are no major problems with the argument.

A- A very good treatment of the subject that shows genuine insight. One of its elements, however, could use strengthening (however that element is defined—e.g. argumentation, clarity, precision, originality and value of thesis, depth of critical discussion, etc). Signs of conscientious research are evident but may not be as skillfully handled in the student's presentation as they would be in an A paper.

B+ A good, competent treatment of the subject, that lacks a compelling element (however that element is defined—e.g. a specific flaw in argumentation, clarity, precision, and value of thesis, depth of critical discussion, etc). Writing may be less precise and there may be significant errors in grammar and editing. The level of argument may need improvement.

B An acceptable treatment of the subject, but one that may lack more than one compelling element. The work may be general and insufficiently analytical in nature, lacking in critical rigour. There are, however, good basic insights, but they need to be located within a consistent structure of argument. Language may be consistently imprecise. Research methods may be lacking.

B- A barely acceptable example of graduate work. Both critical argumentation and communication are weak and in need of substantial revision.

C+ Work that is not acceptable at the graduate level. Critical argumentation and communication do not meet the standards of advanced study.

Appendix B

BEST PRACTICES FOR PhD SUPERVISEES AND SUPERVISORS

(https://gs.mcmaster.ca/sites/default/files/resources/graduate_work_supervision_guidelines_1.pdf)

Supervisors

- 1) The supervisor/advisor must be aware of the inherent power imbalance in the relationship with students, behave professionally, and communicate appropriately. They must provide a respectful environment that fosters productive scholarly work, curiosity, and freedom of expression. The environment must be free from harassment, discrimination, and intimidation.
- 2) The supervisor/advisor is expected to have sufficient time and resources (as appropriate for the field) to support the student's work effectively.
- 3) The supervisor/advisor should help the student develop a realistic thesis/research plan with reasonable plans, that balance exploration with achievable, manageable and focused goals, and allow completion of scholarly work "in time."
- 4) The supervisor/advisor should be aware that a student might experience changes in motivation and productivity. The supervisor/advisor should be prepared to adapt his/her mentorship approach to promote success in a range of different situations.
- 5) The supervisor/advisor is expected to be aware of accommodation policies, procedures and support services, and to support students with disabilities in designing and organizing accommodations. They are expected to be respectful of graduate students who are dealing with stressful situations and personal difficulties. When appropriate, the supervisor/advisor should direct the student to campus resources and other supports. The supervisor/advisor is responsible for promoting a culture of respect and collaboration and encouraging timely conflict resolution when disputes arise, which may require consultation with the supervisory committee or others (e.g. head of the graduate program).
- 6) The supervisor must regularly communicate and have face-to-face meetings with the student to provide feedback on the student's progress, strengths, weaknesses, gaps in knowledge, and how well the student is addressing deficiencies. Written summaries of feedback should be prepared when there are significant deficiencies. When a student is struggling with meeting graduate program/thesis work expectations, a supervisory committee meeting should be scheduled early to assess progress and plans, and to provide a clear statement of requirements to meet expectations.
- 7) The supervisor/advisor and supervisory committee are required to provide students with timely, but not instantaneous, feedback. As an example, corrections to a thesis chapter, major research project, or a manuscript optimally should occur within a few weeks. Faculty should be aware that they must respond to a draft of the thesis within the timelines outlined in the graduate calendar.
- 8) Supervisors/advisors who undertake a research leave or other leaves must communicate to their graduate students, and graduate student applicants, the plans to provide supervision during the

leave. Supervisors/advisors who will be away from campus for extended periods of time must name an alternate faculty member, with graduate supervisory privileges, who will have day-to-day responsibility and signing-authority for students.

9) The supervisor/advisor is expected to encourage increasing independence as the student progresses through graduate work. Although the supervisor/advisor is not expected to be a copy editor for the student's written work, they should review and provide feedback on materials that the student produces prior to external review or defence.

10) Students' contributions to research must be acknowledged in accordance with the University policies and the norms of the academic discipline.

11) When feasible and appropriate, supervisors/advisors are expected to encourage students to submit their graduate work for presentation at conferences and workshops, and for publication.

12) The supervisor/advisor should recognize that there are multiple career paths available to different students, and should be respectful of the student's choice of career path, providing advice, where appropriate, on the best way for the student to reach his/her career goals. The supervisor also should be aware of professional development opportunities for the student offered through the Department/Program, Faculty, or University, and should encourage the student to take advantage of such opportunities.

13) It is the supervisor/advisor's responsibility to be aware of all the requirements, regulations and guidelines outlined in the Graduate Calendar and University policies.

Students

1) Commitment to scholarly activity is a pre-requisite for graduate success.

2) To support mentorship and guidance, the student must engage in effective, timely and on-going communication with the supervisor/advisor regarding the status of their project.

3) The student should discuss expectations with the supervisor/advisor to ensure that there is a mutual understanding of research goals and related activities, coursework, timelines and deadlines.

4) The student must manage their time, meet deadlines, and prepare for regularly scheduled meetings (e.g. with the supervisor/advisor and supervisory committee). Students should recognize that graduate program academic expectations will not be modified if they choose to engage in other activities, such as working outside of their graduate studies, or engaging in supplementary scholarly activities (e.g. conference or workshop attendance). Student-supervisor meetings for thesis work typically occur at least monthly, although meeting regularity will vary amongst disciplines and at various stages. Students are encouraged to discuss concerns about the type and amount of supervision needed for their work with their supervisor. Students are expected to inform the academic head of the graduate program if they are concerned about inadequate or inappropriate supervision.

5) The student is expected to develop effective communication and collaborative skills and to demonstrate respect for others. The student should carefully consider advice, suggestions, comments and criticisms received from the graduate supervisor/advisor. The student should expect timely, but not immediate, responses (regarding meetings, feedback on written work, etc.) from the supervisor/advisor and supervisory committee.

6) The student is obliged to act ethically in conducting graduate work. This includes, but is not limited to, following McMaster University policies on the ethical conduct of research and academic integrity. The student is required to document and honestly report research data, to conscientiously cite information and data sources, and to seek guidance on any data exclusions.

7) It is the student's responsibility to be aware of all the requirements, regulations, and guidelines, outlined in the Graduate Calendar as well as all University policies pertaining to graduate work.

Please see the [Graduate Work Supervision Guidelines for Faculty and Students](#) on the School of Graduate Studies website.

Appendix C

STUDENT ACCESSIBILITY SERVICES

McMaster is committed to the accommodation of students with disabilities in accordance with the terms of The Ontario Human Rights Code. Students who require academic accommodation are encouraged to contact Student Accessibility Services (<http://sas.mcmaster.ca/>) as early as possible in their program to put in place the supports they need. Details of the policy on academic accommodation is available here: <https://secretariat.mcmaster.ca/app/uploads/Academic-Accommodations-Policy.pdf> (for information pertaining to graduate students specifically, see Section V)

Appendix D

POLICIES AND REGULATIONS

Academic Integrity

This Policy governs academic behaviour of graduate students and faculty and the handling of matters pertaining to academic dishonesty.

<https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf>

Conflict of Interest Guidelines: Undergraduate and Graduate Studies

This policy describes the responsibility of McMaster University faculty pertaining to conflict of interest in graduate student evaluations and relationships with graduate students.

<https://secretariat.mcmaster.ca/app/uploads/Conflict-of-Interest-guidelines-Undergraduate-Studies-and-Graduate-Studies.pdf>

Faculty Code of Conduct

This policy governs the conduct, duties and responsibilities of faculty members.

<https://secretariat.mcmaster.ca/app/uploads/Code-of-Conduct-for-Faculty-and-Procedure-for-Disciplinary-Action.pdf>

Discrimination, Harassment & Sexual Harassment Prevention and Response Policy:

<https://secretariat.mcmaster.ca/app/uploads/Discrimination-and-Harassment-Policy.pdf>

Sexual Violence Response Protocol: This website is a place students can find support and information about sexual, intimate partnership or family violence including rape. It's also a place where campus members can find tips on how to provide the best support possible to survivors who disclose sexual, intimate partnership or family violence. <https://svrp.mcmaster.ca/>

Policy on Academic Accommodation for Religious, Indigenous, and Spiritual Observances:

McMaster University strives to be welcoming and inclusive of all its members and respectful of their differences. The University recognizes that, on occasion, the timing of a student's religious, Indigenous, or spiritual observances and that of their academic obligations may conflict. In such cases, the University will provide reasonable academic accommodation for students that is consistent with the Ontario Human Rights Code, through respectful, accessible, and fair processes.

<https://humadvising.humanities.mcmaster.ca/religious-indigenous-and-spiritual-observances-riso/>

Intellectual Property: Ownership of Student Work

This document outlines McMaster University policies pertaining to the ownership of graduate student work. <https://secretariat.mcmaster.ca/app/uploads/2019/06/Ownership-of-Student-Work.pdf>

Research Integrity Policy

The McMaster University policies on research conduct that apply to both faculty and learners are described in this policy. <https://secretariat.mcmaster.ca/app/uploads/Research-Integrity-Policy.pdf>

Research Ethics

This policy governs the practice and promotion of ethical research for McMaster University. <https://secretariat.mcmaster.ca/app/uploads/2019/06/ResearchEthicsPolicy.pdf>

McMaster Research Ethics Board (MREB): <https://reo.mcmaster.ca/>

Copyright Policy: https://milo.mcmaster.ca/faqs/copyright_mac

Leaves of Absence:

https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734&hl=%222.5.7+Leaves+of+Absence%22&returnto=search#2-5-7_leaves_of_absence

Petition for Special Consideration: <https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/#tab-content-ov>

Failing Grades, Failing Milestones and Incomplete Grades:

https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734&hl=%22Failing+Grades+and+Incomplete+Grades%22&returnto=search#2-6-8_milestones

Student Code of Conduct:

McMaster is a community dedicated to providing a safe and secure environment in which all community members conduct themselves in a manner that respects community members' rights, upholds their responsibilities as a member of the community and promotes the educational goals of the University. <https://sscm.mcmaster.ca/the-code/>

Student Appeals Process: This document outlines the procedures for the lodging and hearing of student complaints arising out of University regulations, policies and actions that affect students directly. <https://secretariat.mcmaster.ca/app/uploads/Student-Appeal-Procedures.pdf>