



**Department of Political Science**  
**PhD Regulations / Handbook**  
**2022 – 2023**

**Disclaimer:** If there is a discrepancy between this Handbook and the School of Graduate Studies Calendar, the [School of Graduate Studies Calendar](#) will prevail.

**McMaster University**  
**Department of Political Science**  
**Ph.D. Degree 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.

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## 2022-2023 Important Dates

Monday, September 5	Labour Day Holiday, Department is closed
Tuesday, September 6	Undergraduate classes begin, Fall 2022, Term 1
Wednesday, September 7	Final day for <u>late</u> Mosaic enrollment
Thursday, September 8	Welcome Reception and Lunch
Friday, September 9	Graduate course enrollment worksheet due
Monday, September 12	Graduate classes begin, Fall 2022, Term 1
Friday, September 23	Last day to add courses in Mosaic for Fall 2022, Term 1
Friday, September 30	Last day to complete and pass SGS 101 and SGS 201
Friday, September 30	National Truth & Reconciliation, NO CLASSES
October 10 – 16	Mid-term recess, NO CLASSES
Friday, November 11	Last day to drop courses for Term 1 (please note that all courses on a student's record after this date will require a grade)
Thursday, December 8	Last day of Undergraduate classes for Fall 2022, Term 1
Friday, December 9	Last day of Political Science Graduate classes, Fall 2022, Term 1
December 24 – January 1	Department and University closed for the Holiday Break
Monday, January 2	Department and University reopen for Winter 2023
Monday, January 9	Undergraduate and Graduate classes begin, Winter 2023, Term 2
Friday, January 13	Last day to Drop/Add Term 2 with Department approval
Friday, January 20	Last day to add courses in Mosaic for Winter 2023, Term 2
Monday, February 20	Family Day Holiday, Department and University closed
February 20 – 26	Mid-term recess, NO CLASSES
Friday, March 17	Last day to drop courses for Term 2 (please note that all courses on a student's record after this date will require a grade)
Friday, April 7-8	Good Friday Break, no classes or examinations Department and University closed
Wednesday, April 12	Last day of undergraduate classes for Winter 2023, Term 2
Friday, April 14	Last day of Political Science graduate classes for Winter 2023, T2
Friday, April 15	Good Friday, no classes or examinations Department and University closed
Wednesday, April 12	PhD Comprehensive Examination Ballot to be distributed
Friday, April 21	PhD Comprehensive Examination Ballot due
Monday, May 1	Distribution of PhD Comp Exam Study guides
Mon. Aug 28-Fri. Sep 1	PhD Comprehensive Exam, Major Field 1 / 2023
Monday, September 4	Labour Day Holiday, Department is closed
Mon. Nov 27-Thu. Nov 30	PhD Comprehensive Exam, Major Field 2 / 2023

More detailed information on [Sessional Dates](#) can be found online in the [2022-2023 School of Graduate Studies Calendar](#)

## 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 Comparative Public Policy or International Relations in the Department normally will require a Master’s degree with a clear average of at least an A- (A minus) from a recognized university.

Applicants should submit the following:

- Complete the [online application](#) through Mosaic located at: [https://applygrad.mcmaster.ca/portal/start\\_your\\_app](https://applygrad.mcmaster.ca/portal/start_your_app);
- ONE (1) official transcript from ALL universities attended, including undergraduate work;
- Three (3) confidential e-Reference letters by instructors most familiar with the applicant’s work;
- A 500-word Statement of Interest (approximately 500 words, single spaced, maximum of 1 page) that outlines their research interests and reason for choosing McMaster University for their Ph.D. degree in Political Science;
- Application fee of \$110 (Canadian) made payable by credit card;
- Evidence of English proficiency where required, i.e., TOEFL, IELTS

The deadline for submission of applications is January 21, 2023, 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 Comparative Public Policy faculty. Sub-committees of IR and PP 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 this case of students seeking to transfer into Political Science Ph.D. from another Ph.D. discipline, candidates are required to prepare a regular application which will be evaluated alongside all new applications in the next admission cycle.

## McMaster University, Calendar Copy - Ph.D. 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 application form, arrange to have 3 academic e-References submitted to the Department, submit one original transcript(s) from all universities and evidence of English language proficiency where required, i.e., TOELF, and submit a 500-word statement of research interests and reasons for choosing McMaster University for their Ph.D. degree in Political Science. The deadline for submission of applications is January 21, 2023.

### **Degree Requirements**

Normally, candidates for the Ph.D. will

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

#### **Required Courses**

##### **For students in Public Policy**

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

##### **For students in International Relations**

- 772 / Theories in International Politics or 771 Advanced Concepts of International Relations Theory
- 774 / Global Political Economy
- 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.

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 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

#### **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.

### **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 three subfields of international relations:

- International relations theory / State of the field
- Global political economy
- Globalization, governance and security

### **Major Field 2**

To be selected from:

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

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 the Major Field 2 exam in December of their second year.

### **Other Regulations**

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

### **Department of Political Science - Guidelines and Regulations**

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, no later than six months following the student’s arrival; a supervisory committee for each student will be appointed by the Graduate Committee on the recommendation of the students and a willing thesis supervisor drawn from the faculty. 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. The functions of the supervisory committee are as follows:

- The supervisor and student should meet on a regular basis to ensure the student is making satisfactory progress towards the timely completion of the degree.
- To provide advice to the student in his/her preparation for the Comprehensive Examinations.



- To have a formal annual meeting of the Ph.D. supervisory committee and report annually on the student's progress.

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 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 31<sup>st</sup>. 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 [Regulations for Degree Progression in the 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**

Each student will write comprehensive examinations in the Major Field and Major Field 2 (Teaching Field).

Comprehensive examinations consist of two exams (one in Major Field 1 and one in Major Field 2 [Teaching Field]). Normally, these Examination Periods will be scheduled such that students write their Major Field 1 exam in August of their first year, followed by the Major Field 2 exam in early December of their second year. The fields to be examined at each of these Examinations 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 1:**

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 1:**

International Relations - within this major subfield 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 examinations will be in the form of a take-home exam (5 working days, for Major Field 1 exam and 4 working days for Major Field 2 exam) with a maximum number of words indicated in 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 in May in their examination year.

The examining committee for Major Field 1 will consist of the convenor or his/her delegate, and one other member of the faculty, who would normally be the student's supervisor. The examining committee for Major Field 2 (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 members will rest with the appropriate field convenor 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- (A minus) or better from each committee. When a set of exams 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 program.

### 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 a 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.

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 of 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.**

### 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.

### 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 50 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 Supervisor Committee for approval. Following this, the student will give a short oral presentation based on their thesis proposal and answer questions.

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 Supervisor 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 of 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://research.mcmaster.ca/ethics/mcmaster-research-ethics-board-mreb/>

### Thesis

The [Ph.D. thesis](#) is to be no more than 60,000 words of text. The thesis must not exceed 300 pages double-spaced 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 examinations.
5. Graduate Committee annually reviews the progress of Ph.D. students.
6. Graduate Committee ranks students for external scholarships such as the Ontario Graduate Scholarships (OGS) and the Social Sciences and Humanities Research Council of Canada Scholarships (SSRHC).
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.

## Graduate Course Offerings

### Political Science

The complete list of Political Science graduate courses is available in the [School of Graduate Studies Calendar](#). Political Science grad courses being offered for the 2022-2023 academic year are listed on the [Department of Political Science website](#) and through the [class search](#) function in Mosaic.

## School of Graduate Studies

### Required Supplementary Courses for ALL Graduate Students

All graduate students, including part-time students, exchange students and visiting students must complete and pass the course SGS 101 Academic Research Integrity and Ethics and SGS 201 Accessibility for Ontarians with Disabilities Act (AODA) within the first month of their first term after their admission to graduate studies at McMaster. All students are required to take and pass SGS 101 and SGS 201 in order to graduate. Students may not graduate or register in subsequent academic years without having successfully completed this course.

#### **SGS 101 (1) Academic Research Integrity and Ethics**

This course will introduce incoming graduate students to the standards of academic integrity expected at McMaster. It will provide examples of acceptable and unacceptable practices and will clarify the responsibility and expectations of graduate students with respect to academic integrity. Students will be exposed to the Academic Integrity Policy of McMaster and best practices will be described that will minimize the likelihood of incorrectly attributed work from appearing in their assignments and research records. Students may not graduate or register for subsequent years in a graduate program at McMaster unless they have received a passing grade in SGS #101.

You must enroll in this online course through Mosaic, and it will be available to you via [Avenue to Learn](#) to complete.

#### **SGS 201 (1) Accessibility for Ontarians with Disabilities Act (AODA)**

All graduate students are required to complete appropriate training required to complete their research and studies (health and safety training, ethics training, biosafety training, etc.), as determined by their home Department or Program. All graduate students also are required to complete training on the Accessibility for Ontarians with Disabilities Act (AODA), which can be completed on-line [[avenue.mcmaster.ca](#)]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions. Students may not graduate or register for subsequent years in their program until they have completed their required training.

You must enroll in this online course through Mosaic, and it will be available to you as well in [Avenue to Learn](#).

Students may not graduate or register in subsequent academic years without having successfully completed this course.

## **School of Graduate Studies / McMaster University (mandatory requirements)**

### **Health and Safety Training**

McMaster's [Health and Safety Training Program](#) is designed to provide mandatory and site-specific safety training for all employees, grad students, volunteers and visitors working at McMaster.

Self-registration for training courses offered by EOHSS, the [Faculty of Health Sciences Safety Office](#) (FHS Safety Office), the [Biosafety Office](#) and the [AODA Office](#) is available through the self-service functionality in [Mosaic](#).

As a [graduate student at McMaster you are required to complete the following](#) Core 8: 1) Asbestos Awareness, 2) COVID-19 Awareness, 3) Ergonomics, 4) Fire Safety, 5) Health & Safety Orientation, 6) Slips, Trips & Falls, 7) Violence & Harassment Prevention, and 8) WHMIS 2015. The training material is available in [Avenue to Learn](#) 1 business day after registering in Mosaic.

### **Mandatory TA/RA in Lieu Training (Anti-Oppression and Pedagogy)**

In accordance with the CUPE Local 3906, Unit 1 collective agreement, the [Mandatory TA Training](#) was established to provide an institution wide or Faculty specific training program for Unit 1 members. This training is understood to be a program of professional education and will include instruction on topics in pedagogy and anti-oppression.

[Self-registration for training courses](#) is available through the regulatory training tile in Mosaic. Once registered, the training will be available in Avenue to Learn approximately 15 minutes after registration (between 7am and 9pm). For additional information please review the [frequently asked questions document](#).

### **University Regulations**

For complete listing of [Regulations for PhD Degree](#), students are advised to consult the current edition of the [School of Graduate Studies Calendar](#).

### **Other Administrative Information**

#### **Personal Information**

Students are responsible for keeping the personal contact information, such as addresses and phone numbers up to date. Additions and changes must be completed through your Student Center in Mosaic.



## Transportation

All full-time graduate students hold a 12-month, unlimited ride bus pass with the Hamilton Street Railway (HSR). The HSR bus pass remains valid from September through August each year. More information about this can be found on the [Graduate Student Association website](#).

## CUPE

Canadian Union of Public Employees (CUPE), [Local 3906](#), Unit 1, represents all individuals employed as teaching assistants (TAs) and Research Assistants in lieu (RAs in lieu), demonstrators, tutors & super tutors, and markers. If you are a TA or an RA in lieu of a TA, you are a member of CUPE. Union dues are deducted when you receive TA/RA payments. The [Union office](#) is in KTH-B111.

## Dental Plan

All full-time graduate students who are receiving a TA and/or RA in lieu of a TA of 130 hours or greater will have Dental Plan premiums deducted each month for the full year, September to August). Provisions for opting out of the [Dental Plan](#) or for obtaining family coverage can be found online through the CUPE Local 3906 website.

Full-time and part-time graduate students in September or January paying McMaster fees are automatically covered by the [GSA Health & Dental Plan](#).

Graduate students that aren't covered by the CUPE 3906 Dental Plan as of September 1 are also automatically covered by the GSA Dental Plan.

See [Graduate Students Association](#) website for more information on support and services offered by the GSA.

## Employment Regulations

Full-time students who are participating in McMaster-based paid employment should work no more than an average of 20 hours a week to a maximum of 1005 hours in the academic year. Normally students who exceed this limit are asked drop down to part-time status, to stop working or reduce their hours of work. Changing student status from full-time to part-time will affect a student's scholarship funding, OSAP, and student visa. For international students with study permits, changing to part-time status may also impact their ability to fulfil the conditions of their study permit and eligibility for the post-graduate work permit.

No exceptions totaling 1005 hours or more per academic year (September-August) will be approved. For more detailed information, refer to [Section 2.5.3 McMaster University's Regulations for Full- and Part-time Status](#) in the [SGS Academic Calendar](#).

## Full-time Status

Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Any student who is away from campus for longer than one week, which is not part of the student's vacation entitlement, requires their supervisor's approval in writing. If this period of time exceeds two weeks, the approval of the department chair is also required. Students who will be away from campus for more than four weeks require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a Request to be Full Time Off Campus.



Note that this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office.

Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be [“full-time off-campus”](#) for periods of up to a year. Students will also be required to complete the [Risk Management Manual \(RMM\) 801 forms](#) and gain approval through EOHSS. In cases of unauthorized absence, the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made.

In order to receive a degree, the student must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. Students who have outstanding financial accounts at the end of the academic year will not receive their academic results, diplomas, or transcripts.

### **Student Vacations**

Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in [Section 1.3](#). In addition to statutory holidays (see [Sessional Dates](#)) and the closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor. An exception to this allotment requires approval from the supervisor or in the supervisor’s absence a member of the supervisory committee.

Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.

### **Teaching Assistantships/RA in lieu of TA**

Some full-time graduate students are offered a TA (or RA in lieu) as part of their funding package. Duties vary according to department/course requirements but will normally consist of leading tutorials, meeting with students, email communication, marking, and other duties as discussed with the course instructor. It is important to note that TA positions will be distributed in the first or second week of September.

### **Transcripts**

Unofficial transcripts are available through Mosaic. Access is available to view and print on demand through the My Academics tab. You can also request an official transcript through Mosaic with options to include official paper transcript via mail, rush official paper transcript and official e-transcript through Parchment ordering services, in-person pick-up (GH-108) or mail. For rush, courier or fax requests processing charges will apply. More information can be found through the [Office of the Registrar](#).

### **University Health Insurance Plan (UHIP) for International Students**

The [University Health Insurance Plan](#) (UHIP) is a mandatory plan for ALL international students (and their eligible dependents: spouse and children) at McMaster University who hold a valid study permit issued by Citizenship and Immigration Canada and who are FULLY enrolled in a degree seeking program. Students who are fully enrolled and who have a status of Visa will

automatically be enrolled and charged for UHIP. You must enrol your accompanying dependents within 30 days of their arrival date in Canada. If you enroll your family members more than 30 days after they arrive in Canada, you must pay a late application fee of \$500.00 PLUS the monthly premium retroactive to the first of the month in which your dependents arrived in Canada.

For more information, please visit the Health Care portal through McMaster's [International Student Services website](#). More detailed information and what you need to know is listed on this site.

## Contacts and Facilities

### Graduate Committee 2022-2023

Chair: Dr. Peter Nyers

MA Advisor: Dr. Katherine Boothe

Professional Development & Placement Advisor: Dr. Nathan Andrews

Member: Dr. Stephen McBride,

Member: Dr. James Ingram (Fall 2022)

Member: Dr. Netina Tan (Winter 2023)

PhD Graduate Student Representative: TBA

MA Graduate Student Representative: TBA

### Area Convenors

Canadian Politics: Dr. Adrienne Davidson

Comparative Politics: Dr. Nivaldo Galleguillos (Fall 2022), Dr. Netina Tan (Winter 2023)

International Relations: Dr. Robert O'Brien

Political Theory: Dr. James Ingram

Public Policy: Dr. Shafiqul Huque

### Administrative Assistant

Manuela Dozzi

Email: [dozzim@mcmaster.ca](mailto:dozzim@mcmaster.ca)

Office: Kenneth Taylor Hall, Room 527 (KTH-527)

Tel: (905) 525-9140 extension 24742

Please feel free to visit the [Political Science website](#) to view faculty profiles and contact information.

### Graduate Student Computer Lab

At present, graduate students in Political Science have access to a small computer lab located on the 5<sup>th</sup> floor of Kenneth Taylor Hall in KTH-501. The access code to this room will be given to all MA students after the Orientation Session.

### Photocopying/Printing

A network photocopier is available for students to use and is in KTH-501. The service is available at a cost of \$0.10/printed per side (not per page) for black and white printing only. Individual photocopier codes will be given to each student in September.

### **Mail Services**

Each graduate student will have their own mailbox located in KTH-526. This room can be accessed at any time, and we ask that you regularly check your mailbox. The access code for this room will be given to all MA students after the Orientation Session.

### **Department Checkout Requirements**

Upon completion of all degree requirements, students will be required to empty their mailboxes, return any keys (if applicable) and to make sure that their contact information in Mosaic is current and up to date. Any mail collected will be forwarded to you for up to three months.

### **Departmental website**

More information about the department, courses, news, research, people, and contacts can be found on the [Department of Political Science](#) website.

## 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.
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 Theory/State of the Field, 2 in Global Political Economy, and 3 in Globalization, Governance and Security). For 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 selection will be simple majority. In the event of a tie, the student's supervisor casts the tie-breaking vote.
5. For Major Field 1 exam, the student picks up or will receive the exam at 9:00 a.m. on day 1 and must return the completed exam by 4:00 p.m., 5 days later, no more than 103 hours after picking up the exam. For the Major Field 2 exam, the student picks up or will receive the exam at 9:00 a.m. on day 1 and must return the completed exam by 4:00 p.m., 4 days later, no more than 79 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.

### Marking the Comprehensive Examinations

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 Administrative Assistant distributes the completed exam and grade sheets to the markers. Exams with grades and comments are returned to the Graduate Administrative Assistant 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 (P+)", "Pass" (P), or "Fail" (F) and returns exams to the Graduate Administrative Assistant. 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 the major exam and the teaching field. The Graduate

Chair informs the Graduate School of the results. This milestone will be added to the student's record.

4. In case of "Pass" or "Pass with Distinction" the comments from the grade sheets are given to the supervisor who verbally provides feedback to the student.
5. In case of a "Fail" 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 from 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.

### **Appendix II Review of Applicants for Scholarships**

The review 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.