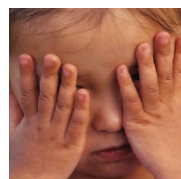
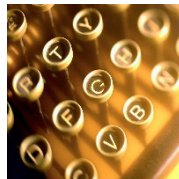
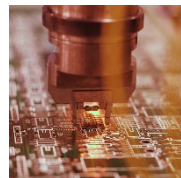
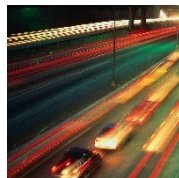
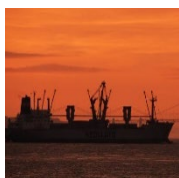
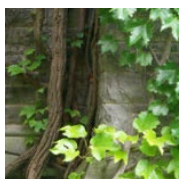




Institute on Globalization and the Human Condition



MA IN GLOBALIZATION STUDIES

Student Handbook

2023-2024



Institute on Globalization and the Human Condition
McMaster University
KTH 724
1280 Main Street West
Hamilton, Ontario
L8S 4K1

Phone: (905) 525-9140, Ext. 27556
Email: globalhc@mcmaster.ca
Web: <http://globalization.mcmaster.ca>
Facebook: @instituteonglobalization
Twitter: @McMaster_IGHC

[Meetings and materials are available in accessible formats on request](#)

Welcome!

McMaster's MA in Globalization Studies provides students with the opportunity to think creatively about cultural, political, social, and economic globalizing processes in the contemporary era. These processes, often accelerated by information and communication technologies, have redefined in unequal ways how individuals and communities experience and view the world. They also present new challenges to students, researchers and practitioners intent on understanding both the contemporary era and its historical antecedents.

Students in the program can take courses and conduct research on globalization in relation to a wide range of topics such as contemporary culture; diasporic, transnational and multicultural communities; global governance; international trade and finance; and social, environmental and labour issues.

Our faculty members work together in an interdisciplinary way. They come from departments across the Faculties of Humanities and Social Sciences including Anthropology; English and Cultural Studies; History; Labour Studies; Political Science; Religious Studies; and Social Work. The program fosters a strong sense of collegiality between program students and faculty from all participating departments.

Students should consult the general university regulations for an MA degree in the School of Graduate Studies Graduate Calendar, available at: <https://academiccalendars.romcmaster.ca/index.php>

It is particularly important that students be aware of the regulations governing such matters as full-time and part-time status, leaves of absence, deadlines for adding and dropping courses, and thesis supervision (Major Research Project).

Director, Graduate Advisor

Dr. Rachel Zhou
905-525-9140 X23787
zhoura@mcmaster.ca
KTH 228

Program Administrator

Leigh-Ann Sepe
905-525-9140 X27556
globalhc@mcmaster.ca
KTH 724

Please go to IGHC's website: <http://globalization.mcmaster.ca/people> to view faculty members' profiles and contact information.

2023-2024 Important Dates

Tuesday, September 5	First day of classes: Please check with your individual courses for the start date.
Thursday September 7	Graduate Student Welcome and Check-In (LRW 5012) 9:00-10:15
Friday September 8	Graduate Student TA orientation (McPherson TA/CUPE 10:30-12:30 LRW 1055 Graduate Student IGHC orientation and pizza lunch (LRW 5012) 13:00-14:30
Friday, September 22	Last day to add courses for Term 1
Tuesday, October 24	Major Research Paper Information Session, TBD.
Friday, November 10	Last day to drop courses for Term 1 (note: all courses on a student's record after this date will require a grade)
Thursday November 16	Your short-written draft Major Research Paper topic statement due at 17:00.
Tuesday, November 21	Major Research Paper Planning Session, TBD
Wednesday, December 6	Last Day of class for Term 1
December 8-21	Final Examination period
Monday, January 8	First day of classes for Term 2
Friday, January 19	Last day to add courses for Term 2
Friday, February 9	Major Research Paper Check-In Session, TBD
Monday, February 26	Deadline to submit final MRP proposal with supervisor's signature (supervisor may also email approval) to IGHC office
Friday, March 15	Last day to drop courses for Term 2
Wednesday, April 24	MRP Work-in-Progress Colloquium (10:00 am-4:00 pm)
Friday, May 17	First full MRP draft due to your supervisor
Friday, June 7	Expect to receive comments on your MRP draft from your supervisor
Friday, June 21	<u>Revised</u> second draft MRP draft submitted to your supervisor
Friday, July 12	Expect to receive comments on your revised draft from your supervisor
Friday, July 26	Deadline to submit final version of your MRP to your supervisor and second reader, by 4 pm
Friday, August 16	Deadline for supervisor and second readers' assessment of the MRP
Friday, August 23	A PDF file of the final MRP with minor corrections based on the supervisor and second reader assessment due to the IGHC office by 4PM

For more detailed information on Sessional Dates for graduate calendar, please see:

<https://academiccalendars.romcmaster.ca/index.php>

MA Program Information

Requirements and Duration of Study

The program consists of coursework and a Major Research Paper (MRP, [GLOBALST 708](#)) with a maximum length of 10,000 words, i.e., 35 to 40 pages. Completion time for the coursework and MRP will be twelve months of full-time study. In total, students take a total of six graduate half courses (or equivalent): two core courses, two other Globalization courses, at least one of which should be offered by IGHC, and two electives. During the fall term, each student will take the first required core course ([GLOBALST 710](#)) plus two other half courses. During the winter term, each student will take the second core course ([GLOBALST 709](#)) and an additional two half courses. Elective courses may be taken from any discipline (subject to obtaining permissions from course instructors or the offering departments) and may be concentrated in a single discipline, if students so choose. The program is designed to allow students to develop interdisciplinary skills while also fulfilling requirements for further discipline-based graduate work. By selecting discipline-based options and research paper topics, students maintain the option of pursuing doctoral work in a traditional discipline.

It is important to note that the University uses a letter grade system (A+, A, A-, B+, B, B-). A grade below B- in any graduate course is considered a failure. In the event a student receives a failing grade, the Institute reserves the authority to recommend that he or she withdraw from the program. Compulsory courses and training modules include the following:

GlobalSt 708, Major Research Paper (MRP)

- A year-long course created to administer the MRP. All three parts of the course: GlobalSt 708A (Fall), 708B (Winter), and 708C (Summer) need to be registered in Mosaic.
- Involves two MRP-focused sessions in term 1, an MRP check-in session in February, and the MRP work-in-progress colloquium in April. Further details on these sessions will be provided prior to each session.
- Final draft to be submitted to the supervisor and second reader for grading by **refer to important dates**. The MRP is graded as a Pass or a Fail.

GlobalSt 709, Designing Global Research: Approaches, Methods, and Techniques*

- This course will explore theoretical issues concerning interdisciplinary research methods related to globalization studies, and will provide students with practical examples of current faculty research projects in preparation for developing and undertaking their own research.
- To be taken during term 2

GlobalSt 710, Globalization: An Introduction*

- An introduction to major theories and debates in the field of globalization studies
- To be taken during term 1

SGS 101, Academic Research Integrity and Ethics

- Register in Mosaic
- Accessible via Avenue to Learn at <http://avenue.mcmaster.ca/>
- A minimum grade of 70% (14/20) is to be achieved with 3 attempts
- This should take around 1 hour
- Complete by the end of September

SGS 201, Accessibility for Ontarians with Disabilities Act (AODA)

- Register in Mosaic
- Accessible via Avenue to Learn at <http://avenue.mcmaster.ca/>
- A perfect grade (10/10) is to be achieved with unlimited attempts
- More information available at <https://accessibility.mcmaster.ca/training/aoda-and-human-rights-code-training/>
- This should take around 30 minutes
- Complete by the end of September

Environmental and Occupational Health Support Services (EOHSS) Trainings

- Accessible via Avenue to Learn after registering for the online sessions in Mosaic
 1. Health and Safety Orientation
 2. Asbestos Awareness
 3. Ergonomics
 4. Fire Safety
 5. Office Workplace Hazardous Materials Information System (WHMIS 2015)
 6. Slips, Trip and Falls
 7. Violence and Harassment Prevention in the Workplace
- More information available at <http://www.workingatmcmaster.ca/link.php?link=eohss:training>

Job Hazard Analysis (JHA)

- All **new** TAs or RA in lieu of TAs must complete a JHA form with their supervisors
- This is an online process available on the [HR wellness website](#)
- It takes approximately 15 minutes and can be part of the first meeting with your supervisors

The complete list of Globalization courses is available in the [School of Graduate Studies Calendar](#). The Globalization courses that are offered during 2023-2024 are listed on [IGHC's website](#).

Part-Time MA in Globalization Studies

The requirements for the part-time MA are the same as those for the full-time MA, but the degree is completed over a longer time period (typically three years). The School of Graduate Studies permits a part-time student to take up to three half courses per academic year.

Major Research Paper (MRP) Guidelines

Overview

The MRP must be no more than 10,000 words (35 to 40 pages, font 12, double spaced, 1.25 inch margins, footnote or endnote citation), not including the bibliography, and focus on a globalization-related topic. At the beginning of the winter term, each student will identify a potential supervisor and prepare a proposal for their research paper. Identifying and arranging a second reader is the responsibility of the student, with advice and approval from the student's supervisor. If no appropriate second reader has been found by May 1, IGHC will determine one.

Selecting a Topic

Students are responsible for selecting a topic for study or research. These choices must be approved by a supervisor and by the Director. The topic should be of a scope that is manageable within the time available and may develop an idea from an essay submitted for a course.

Selecting a Supervisor

Potential MRP supervisors are to be consulted as early as October. By the first week of January, students should have decided on the general area in which they wish to study and have chosen a manageable topic (which is likely to be redefined in discussion with the supervisor). Students who need help finding a supervisor should consult either with the Director or with an IGHC instructor.

Fall MRP Information Session

It will provide an overview of the MRP process, provide tips on how to select a feasible topic and discuss which types of research require formal research ethics clearance and what this involves. You should come prepared with an initial tentative topic idea (which can be changed at a later point) which you will present in the session and receive feedback on.

Fall MRP Planning Session

It will provide an opportunity to brainstorm with others about your topic and supervisor. You will be expected to prepare a brief written topic statement (400 words maximum) and submit it to the IGHC office via email. This will be circulated to all the students in the program as well as the IGHC Director and Associate Director for everyone to review prior to the planning session. This written topic statement should include the research question you will address in your MRP, why it is of benefit for the world for you to do this research (for instance what new contribution to knowledge will you be providing), and what types of sources of information you plan to use. At the session you will have an opportunity to speak about your MRP plan and receive feedback. You are free subsequently to choose a different topic for your MRP, but this session will provide practice in identifying a researchable topic.

Winter MRP Check-In Session

This session will provide an opportunity to check in with you and for you to receive advice on your progress on refining your topic and having it approved by your supervisor. You should have arranged a supervisor by this point.

Submitting a Proposal

Students must submit their supervisor-approved proposals to the IGHC office by **important dates**.

Obtaining Ethics Approval

A student whose work involves human subjects, including interviewees, will need to seek approval through the McMaster Research Ethics Board (MREB). Given the short timeline for MRPs, it is imperative to initiate the application process early. The [MREB website](#) is to be checked for drop-in dates as well as consultations and seminars on the application process. If there is doubt whether a paper will require an ethics review, a student is to consult with his or her supervisor and/or the Director.

Field Work and Other Distinctive Research Considerations

The timeline for completion and evaluation of the MRP may create challenges for MRPs that involve field work, research ethics approval, or some other type of research that involves unusual methods or forms of knowledge. For these MRPs students may request a different timeline for the completion and submission of the MRP. This request should be sent to the IGHC office as early in the process as possible.

Student/Supervisor Agreements

Supervisors and students are strongly advised to familiarize themselves with the Institute's "2023-2024 Important Dates" to ensure that work is submitted and returned on time. (For some, signing a contract is helpful.) Meetings should be in person wherever possible, though travel in the summer may make it necessary to communicate via email.

MRP Work-in-Progress Colloquium

Students must present an oral report of their work-in-progress to their peers at a colloquium on **Wednesday, April 24, 2024**. These presentations give students the opportunity to share their work and to receive feedback from an audience with different levels of familiarity with the area of research.

Final Submission

A first full draft MRP must be submitted to your supervisor no later than **the deadline**. You should expect comments and suggestions from your supervisor by **the deadline**. A revised second draft of your MRP is due to your supervisor by **the deadline**. You should expect comments on that draft from your supervisor

by **the deadline**. A final hard copy and/or electronic version of the MRP must be submitted to both the supervisor and the reader by 4 pm, **the deadline**, at which point the supervisor and the reader will evaluate the paper on a pass or fail basis and provide written commentary. It is important to note that the Program Administrator will not distribute MRP submissions to supervisors and readers; it is the responsibility of the student to ensure that hard and /or electronic copies of MRP are delivered to all parties by the due date. You may be expected to make some final corrections following this final assessment by the supervisor and second reader if they identify minor errors in your MRP. A PDF file of the final MRP, with these minor corrections (if any were identified) must be sent to globalhc@mcmaster.ca by **the deadline**. Students who fail to meet the submission deadlines may be required to register and pay fees for an additional term (or terms) in order to complete the degree.

Other Administrative information

Address Change

Students are responsible for keeping their personal contacts, such as addresses and phone numbers up to date. Ensure you provide the IGHC office with this information.

Bus Passes

All full-time graduate students are eligible for HSR U-Pass/Presto Card. Please see the Graduate Students Association link for more details: <https://gsa.mcmaster.ca/services/hsr-bus-pass/>

CUPE

The Canadian Union of Public Employees (CUPE), Local 3906, Unit 1, represents all individuals employed as teaching assistants, demonstrators, tutors, super tutors, markers, and research assistants who receive research assistantships in lieu of teaching assistantships. If you are receiving a Teaching Assistantship or a Research Assistantship in lieu of TA, you are a member of CUPE. Union dues are deducted when you receive TA/RA payment. The union office is located in KTH B111. <http://www.cupe3906.org/>

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 the first pay for the full year (Sept to Aug). Provisions for opting out of the Dental Plan or for obtaining family coverage are covered in a separate document which describes the CUPE Dental Plan. For more information, please visit <http://cupe3906.org/tas-unit-1/dental-plan/>

Fees and Payment

Information on tuition and supplementary fees for the MA Globalization program, as well as payment methods, can be found on the Office of the Registrar's website. <https://gs.mcmaster.ca/current-students/fees-and-payment/>

Full-time Status

Full-time students are expected to limit time spent on employment both inside and outside the University. Full-time students who are participating in McMaster-based paid employment should work no more than an average of 10 hours a week to a maximum of 505 hours in the academic year. Normally, students who exceed this limit are asked to 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.

Full-time off campus

Full-time students are obliged to be geographically available and visit the campus regularly for all three terms of the university year from September to August, except for vacation periods or authorized off-campus status. Students who absent themselves from campus for more than four weeks in any term, without permission from the Department and the appropriate Associate Dean of Graduate Studies, will be deemed to have withdrawn voluntarily from graduate study. 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. In cases of unauthorized absence, the student will have to petition for readmission. The appropriate Committee on Graduate Admissions and Study will rule on each request on a case-by-case basis. No guarantee of readmission or of renewal of financial arrangements can be made.

Graduate Student Vacations

In addition to statutory holidays and the weeklong closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor and the employment supervisor. An exception to this allotment requires approval from IGHC’s Graduate Advisor.

School of Graduate Studies (SGS)

All students are advised to familiarize themselves with the regulations in the [School of Graduate Studies Calendar](#). SGS is located in GH-212, ext. 23679, <https://graduate.mcmaster.ca/>

Teaching Assistantships/Research Assistantships in Lieu of Teaching Assistantships

Some full-time graduate students are offered a teaching assistantship (or research assistantship in lieu of a teaching assistantship) as part of their funding package. Duties involve an average of 10 hours of work a week, and will include some combination of leading tutorials, grading essays, meeting with students during regularly scheduled office hours, and other duties as discussed with the course instructor. It is important to note that assistantship assignments are confirmed in the first and second weeks of September. Every effort is made to match students with departments/courses/areas in which they have some experience. For information on payments for Teaching Assistantships, please visit:

<https://hr.mcmaster.ca/employees/payroll/teaching-assistants-payroll-information/>

Transcripts

Unofficial transcripts are available through MOSAIC. If you require an official transcript, please contact the Office of the Registrar directly.

For more information, please visit <https://registrar.mcmaster.ca/services/transcripts/request/>

University Health Insurance Plan (UHIP) for Visa Students

It is essential that all international students have proper medical insurance coverage while in Canada. Full details are available from the International Students’ Services (ISS) webpage, <https://studentsuccess.mcmaster.ca/international-students/>.

The University Health Insurance Plan (UHIP) is a comprehensive plan that is for international students only. The plan provides doctors' services, hospital ward accommodation, all maternity claims (even if pregnancy began before arrival in Ontario), and coverage for medical care outside of Ontario or Canada.

The plan is compulsory and students will not be permitted to register unless they purchase UHIP. Students may purchase additional coverage under UHIP if they intend to stay in Canada after completion of their studies or would like to travel outside of Canada. Please note that prescription drugs and dental work are

covered by the GSA and CUPE insurance plans not UHIP.

For more information about applying for UHIP, visit <https://studentsuccess.mcmaster.ca/international-students/health-insurance/>

Campus and Student Life Information

Athletics & Recreation

The Department of Athletics and Recreation provides opportunities for students to participate in inter-university athletics, clubs, intramurals, outdoor recreation, instructional programs, fitness and a variety of recreational activities, both formal and informal. For the online fall semester, they have virtual Recreation programs that students can participate in. For more information, visit the website linked below.

[Athletics and Recreation website](#)

Building: David Braley Athletic Centre and the Ivor Wynne Centre

Campus Emergencies

McMaster Security Office is responsible for overall security on campus. It is located in E. T. Clarke Room 201 and can be contacted at ext. 24281. In case of emergency call **88** from any university phone or call **905-522-4135**. Please refer to [McMaster Emergency Guidebook](#) for more information.

Security Office also provides [Lost and Found service](#) (ext. 27093). Any lost items will be held for 30 days.

Campus Store

The main store is located in Gilmour Hall Room B101. This is where you can purchase your textbooks. In addition, stationery, supplies, stamps, McMaster clothing and gifts, computer supplies, as well as Parking and ID services are available in store. For more information, check their website at <https://campusstore.mcmaster.ca/>

Chaplaincy Centre

The McMaster University Chaplaincy Centre has an open-door policy and offers responsive pastoral support to the whole community with personal counselling, bereavement support groups, public memorial services, and participation in McMaster University networks and programs. It is located in the McMaster University Student Centre (MUSC) in room 231. <http://www.mcmaster.ca/chaplain/>

Covid-19 Updates

McMaster University is planning and implementing all reasonable precautions in accordance with guidelines set by the Public Health Agency of Canada, Public Health Ontario, and Global Affairs Canada to ensure the health and safety of all students, staff, and faculty. For updates on campus activities and guidelines, please visit the university's Covid-19 [website](#) for all updates and developments.

Equity and Inclusion Office (EIO)

The services offered by EIO are available to the entire McMaster community – students, staff and faculty. The overall goal is to create an environment where everyone can learn, work, teach or live in an atmosphere free from all forms of violence, harassment and discrimination. For more information, visit <https://equity.mcmaster.ca/> office location University Hall Room 104.

Financial Aid & Scholarships

The Office of the Registrar can help students address the financial obligations associated with University study through Government Aid (i.e. OSAP), McMaster Aid, Bursaries, Work Programs, and Scholarships. It is located in GH-108, <https://registrar.mcmaster.ca/aid-awards/>

Graduate Students Association (GSA)

The mandate of the GSA is to promote the welfare and interests of the members through the provision of facilities and opportunities for social, athletic and intellectual activities, to represent the members before the duly elected and appointed authorities of McMaster University, and to promote communication and participation in all matters of common interest between the members of other student organizations, both at McMaster and in other educational institutions.

Website: <https://gsa.mcmaster.ca/>

Office location: Refectory Rathskeller Building East Tower, 2nd floor

Hospitality Services

[McMaster Hospitality Services](#) is dedicated to providing healthy, nutritious and flavourful food including vegetarian choices, international food menus, healthy options, as well as quick snacks and made-to-order entrees. Meal plans are available to suit both on-campus and off-campus students. Visit <http://mealcard.mcmaster.ca> for more information about Meal Plans and other on-campus dining.

Housing

There is no on-campus housing for Graduate Students. However, McMaster Off-Campus Resource Centre is available to all students who have off-campus housing related concerns. The office runs an on-line listing service if you are looking for a place to live, but also offers guidance and counseling when dealing with landlord or housemate issues throughout the year. Various resources are available on the website (<http://macoffcampus.mcmaster.ca/>) and in the McMaster Society of Off-Campus Students (SOCS) office, MUSC B112.

International Student Services (ISS)

A division of the Student Success Center (SSC), the International Student Services (ISS) (<https://studentsuccess.mcmaster.ca/international-students/>) provides support for international students and exchange students through activities geared to student success and development:

- Advise students on immigration, health insurance and academic matters
- Deliver workshops related to careers, employment, academic support and community involvement
- Implement exchange programs between McMaster University and partner universities
- Organize reception and orientation sessions for new international students
- Provide information on campus and community services
- Liaise with sponsoring agencies, foreign governments, consulates and embassies

Libraries

Mills Memorial Library is the Social Sciences and Humanities library. Graduate students may borrow materials for a period of one month. If another user has recalled a book that has been checked out, an email notification requesting the return of the book will be sent. Borrowers have 14 days from the original loan date or 5 days from the date of recall (whichever is longer) to return the book. If library materials are not returned on time, the library will suspend borrowing privileges and charge book replacement and administrative fees.

LibAccess <<https://libraryssl.lib.mcmaster.ca/libaccess/login.php?init>> permits access to the library's licensed e-resources (including e-journals), which can be viewed from off or on campus. Material not held in the collections of McMaster University Libraries, needed for study or research by faculty, staff or students, may be requested through [Interlibrary Loan \(ILL\) Services](#). ILL is free for books.

The Lyons Instructional Media Centre is home to a collection of audio visual and electronic materials. The new Centre has combined the McMaster University Video Library and the Visual Resources Centre/Slide Library into one area centrally located in Mills Library. The Institute has worked on populating this library with globalization related videos. Films and videos circulate to faculty for classroom use only. Students who wish to use AV material for class presentations must have permission to do so from a faculty member. Please consult <https://library.mcmaster.ca/spaces/lyons> for further information.

All libraries at McMaster University are closed indefinitely as of March 18, 2020. Please check the [library website](#) for updates throughout the year. Despite the closure, many of the library services are available remotely, including access to software found on campus computers and support for research. For more information, please visit their website.

Ombuds Office

The Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the University community. The Ombuds Office is located in MUSC 210 <http://www.mcmaster.ca/ombuds/>

Parking and transit services

There are a limited number of parking facilities on campus. Travel to and from the University on foot, by bicycle, by public transportation, and by carpool is encouraged. If you do require parking for an extended period, please contact the Parking Services, <http://parking.mcmaster.ca/index.html>

Student Wellness Centre

You can access health services on campus in the Campus Health Centre, which is located in the Peter George Centre for Living and Learning (PGCLL) 210/201 ext. 27700. They provide medical care similar to a family physician and health care is available throughout the year for all students. There is also a pharmacy located in the McMaster University Student Centre (MUSC). For more information on health care and wellness services and office hours, please visit: <http://wellness.mcmaster.ca/>

Student Success Centre

Student Success Centre is located in GH-110 and is designed to help students in all programs and faculties in establishing a more focused view of their academic and career options. They provide a full range of services for academic support, personal growth and professional development, including writing assistance, English Language Support, career counselling, job postings, resume and cover letter workshops, interview skills and job search workshops, personality and interest testing, educational planning, as well as mentoring and experiential education opportunities. Their services, including support for online learning, are available remotely for the fall semester. For more information, please visit their [website](#).

Student Accessibility Services (SAS)

SAS (<http://sas.mcmaster.ca/>) supports students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation.

Students with disabilities are strongly encouraged to contact SAS as early as possible in the year, before classes start in September, to allow ample time to arrange for appropriate accommodations.

University Plans, Policies, Procedures & Guidelines

University Plans, Policies, Procedures & Guidelines pertaining to Graduate Studies <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/> Office location: Gilmour Hall, room 210

University Technology Services (UTS)

UTS (<http://www.mcmaster.ca/uts/>) offers a variety of services to McMaster students. The services start with the activation of your MAC ID account and MAC ID enabled services. Your MAC ID provides authenticated access to a range of technology services including Email, Mosaic, Microsoft Office 365, Student Computing Labs, Fee for Service Printing (in the labs), Virtual Private Networking (VPN) etc. Many student related areas on campus have [wireless access](#).

IGHC Support and Resources

Office Space

The Institute is able to provide an open space (LRW 5012) with desks and chairs for graduate students.

There are shared lounge space as well as a microwave and fridge in the graduate student space (LRW 5012). The open study space is provided as a courtesy to students. It is students' shared responsibility to keep the room tidy.

As garbage is collected from offices once every week, please take any food garbage to the kitchen or the washrooms, where the bins are emptied daily.

Locker

Each graduate student is assigned a locker in the open space. You will need to provide your own lock for your locker.

Mail Services

Each graduate student will have his or her own mailbox located in the open space, LRW 5012. Mail can be sent using the following address:

Name
C/o Institute on Globalization and the Human Condition
McMaster University
KTH 724
1280 Main Street West
Hamilton, Ontario
L8S 4K1

Mail Services has free interdepartmental delivery across campus and also offers a free Inter-University Transit System (IUTS) to a number of universities and related organizations. Any mail other than IUTS or inter-departmental delivery must have a stamp or it will be returned to the student. For the list of universities that have the IUTS services, please visit the following link: <https://cou.ca/resources/inter-university-transit-system-iuts/>.

Photocopying/Printing

A network photocopier is available for students to use. The service is available on a cost-recovery basis at \$0.10/printed side (not per page) for black and white printing. Each student will be provided with an account number to use the network photocopier.

****The Program Administrator is to be contacted immediately if any problems are encountered with the photocopier.**

Funding for Future Graduate Study

Students planning to do further graduate studies after completing the MA in Globalization Studies are encouraged to apply for Social Sciences and Humanities Research Council (SSHRC) Doctoral Fellowship and Ontario Graduate Scholarship (OGS). For more information regarding SSHRC, visit <http://www.sshrc-crsh.gc.ca/>. Respective program offices are to be contacted directly for OGS information. Additional scholarship opportunities will be emailed through the distribution list.

Research Support Fund

Limited funding from the Institute's MA Research Support Fund is available for travel to conduct field research for the Major Research Paper. Other research activities (e.g. conference presentation) will also be considered, depending on available funds. Students are expected to pursue additional funds from other sources ([GSA travel assistance and other grants](#)). The deadline for the 2023-2024 competition **TBD**.

Departmental Check-Out Requirements

Upon completion of all degree requirements, the students will be required to empty their mailboxes and lockers, return the keys and leave a forwarding address with IGHC office. Mail will be forwarded for up to three months.