

DEPARTMENT OF POLITICAL SCIENCE
Political Science Graduate Student Handbook
2018-2019



Graduate Regulations are available on the School of Graduate and Postdoctoral Studies' site:
<http://grad.uwo.ca/>

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MA Program

General Requirements

- The MA is three full-time semesters (Fall, Winter and Summer)
- There are two options:
 - MA Research Paper option: 3 courses in Fall, 3 courses in Winter, MA Research Paper in the Summer Term.
 - Thesis option: 3 courses in the Fall term, 1 course and begin work on thesis in the Winter term, thesis and oral defense in the Summer term.
- To be eligible for the thesis option, students must achieve a Fall term average of at least 83% - there are absolutely no exceptions to this minimum requirement
- We strongly encourage the MA Research Paper option
- To remain in the program and progress, MA students must achieve an overall course average of 75% assessed at the end of the Winter term. They must also have no individual course grade below 70%. If a student receives an individual course grade below 70%, they may be allowed to repeat the course at the Graduate Chair's discretion.

MA Research Paper and Thesis Supervisors

- Each faculty member normally only takes on 2 MA students per year
- Students should approach potential supervisors early in the Fall semester
- Students must inform their faculty supervisor if they plan to undertake the thesis option
- A list of faculty and their research interests are available on the Department website

MA Research Paper Option Requirements and Timeline

Fall Term

Students will take 3 courses:

ONE Graduate course - Scope and Methods in Political Science

TWO Graduate courses (only one special topic in total can be applied toward degree)

- **September:** See Western Academic Calendar for specific date classes begin
- **Mid-October:** SSHRC scholarship applications due for those considering a PhD

Winter Term

Students will take 3 courses and begin work on their MA Research Paper:

THREE Graduate courses (cannot take a special topic if one was taken in Fall term)

- **15 February:** Email Teresa McLauchlan to confirm the name of your supervisor and provide the topic of your MA Research Paper
- **30 April:** Give your supervisor a 1 page outline of your MA Research Paper

Summer Term

The summer term is a full-time term used for the completion of the MA Research Paper

- **15 May:** Give your supervisor a detailed bibliography
- **Mid/late-June:** First draft of MA Research Paper due to supervisor
- **Last Tuesday in July:** Submit final version of MA Research Paper *
- **Last Tuesday in July:** MA students in the GTA offices (SSC 4110) must vacate

*If final MA Research Paper not submitted on last Tuesday of July, an additional term of registration and an additional term of tuition **may** be required (Fall term). At least two weeks of marking time and one week to adjudicate and process a completion is needed before last day of a term.

MA Research Paper - Content and Grading

The MA Research Paper is a large essay or literature review of approx. **50-55 pages of text**. This is a significant undertaking and students must begin working on it during the Winter term.

- The precise format will be determined in consultation with the supervisor
- It will be graded by the supervisor and by a second reader
- The grade will be the average of the supervisor's and the second reader's grades
- Examples of recent MA Research Papers are available from Teresa McLauchlan and students are encouraged to consult them to better understand the content and format requirements
- The MA Research Paper is intended to give the student an opportunity to spend an extended period of time researching, reflecting critically upon, and writing about an important question, issue, or idea and a related body of academic literature. It involves working in a one-to-one relationship with a supervising faculty member, within specific project boundaries that are compatible with the time constraints of a one-year graduate program. The aim is to advance the student's competence at research and enhance their skills at critical analysis, laying the foundation for

significant research work within or beyond academia.

- The MA Research Paper is not intended to be a shorter *version* of an MA Thesis. The Paper should be a critical review of a body of literature in political science. This involves, first, identifying an area of study. The best way to proceed is by framing a question, and then organizing the Paper as an extended exploration of this question. There is no expectation that the student then proceed to state a position and defend it systematically over the course of the document, or develop hypotheses and subject them to testing. The question should set out an area of study to be addressed on the following terms:
 1. The student should develop a thorough bibliography and read extensively in order to establish a high level of competence in the area;
 2. Identify the intellectual stakes in the identified area of study, and organize the literature;
 3. Attempt a critical appraisal, distinguishing among different general approaches and/or methods, contrasting the conclusions that various individual scholars or schools of thought have reached, showing how and why they are vulnerable to criticism, and offering an assessment of the literature in terms of its ability to contribute to the guiding question;
 4. The student may complete the MA Research Paper by providing either a statement of preference or position, or by developing a series of thoughts as to how work within this field may best proceed.
- The MA Research Paper should: establish a question of significance, establish and examine a broad and well-selected bibliography that sheds light on the question, gives shape to this body of literature by identifying crucial themes and points of disagreement, and engages in a careful critical consideration of the literature in both specific and general terms.
- In cases where a somewhat different approach to the MRP seems particularly appropriate either to the area of focus or to the student's needs, the MRP can be adjusted accordingly. This altered arrangement requires a brief written statement of the changes to the MRP template, to be agreed upon and signed by the student and the faculty supervisor.
- Papers not submitted on the Last Tuesday in July will be assigned an "INC". Continued Fall term registration will be activated. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. **If a grade is not submitted by this deadline, the School of Graduate and Postdoctoral Studies regulations mandate that the INC becomes a Failure.**

MA Thesis Option Requirements and Timeline

Fall Term

Students will take 3 courses:

ONE Graduate Course - Scope and Methods in Political Science
TWO Graduate courses (no special topic courses can be taken)

- **September:** See Western Academic Calendar for specific date classes begin
- **Mid-October:** SSHRC scholarship applications due for those considering a PhD
- **15 October:** Students considering the MA Thesis Option must have a supervisor in place and must inform the Graduate Chair of their intent by email
- **1 December:** Deadline for submitting thesis application and initial proposal to the Graduate Chair.

Winter Term

Students will take 1 course and work on their thesis:

ONE Graduate course (no special topic courses can be taken)

- **30 January:** Deadline for submitting detailed thesis proposal to the Graduate Chair. The detailed proposal format (available at the end of this handbook and on the Department's graduate webpage) must be completed by the student and signed by the supervisor.

Summer Term

The summer term is a full-time term used for the completion of the thesis and the oral examination.

- **Early June:** First draft of thesis due to supervisor (this should be a complete draft with bibliography and notes completed)
- **Last Tuesday in July:** MA students in the GTA offices (SSC 4110) must vacate
- **1 August (latest):** Final draft of thesis is submitted for preliminary examination. For submission instructions, please see <http://grad.uwo.ca>. Your supervisor-approved, draft must be submitted 3 weeks prior to the oral examination: 1 August being the last possible date to allow for an oral exam before the end of the summer term. If the student misses this deadline, they will have to register for the Fall term and pay the tuition.
- **24 August (latest):** Oral examination completed by this date

Thesis Content

- The MA thesis is a significant scholarly work of **approximately 100 pages of text**.
- However, MA theses vary greatly in scope, length, approach and method and the precise format will be determined in consultation with the supervisor. A thesis of less than 50 pages is unlikely to provide sufficient evidence of research to be successful, while one greatly in excess of 100 pages is likely to reflect either poor organization or an inappropriate choice of topic.
- Examples of recent MA theses are available from Teresa McLauchlan and students are encouraged to consult them to better understand the content and format requirements.
- The thesis could be an analysis of an event, an institution or a concept; a case study in the operation of government; a critical discussion of a body of literature in Political Science; a statistical analysis; an examination of a particular theorist; a comparison of theories, cases or institutions; or a discussion of a proposed institutional reform.
- The important thing is to define a topic clearly, to ensure that it is manageable and to avoid the temptation to stray from the subject. MA theses do not need to make an original contribution to theory but students must provide some element of their own above a mere review of the literature.
- You are strongly urged to select a thesis topic related to one or more of your course work areas. While a thesis which is merely a compilation of term papers would be unacceptable, you are encouraged to build the thesis on one of your term papers.

Thesis Format and Regulations

- See the School of Graduate and Postdoctoral Studies (SGPS) website at: http://grad.uwo.ca/current_students/regulations/8.html

Thesis Grading and Thesis Examination

- The MA thesis is graded on a pass/fail basis.
- The thesis must first be approved for examination by the thesis supervisor.
- The supervisor will then organize an Examination Board consisting of:
 - 2 other faculty members of the Department of Political Science
 - 1 other faculty member from another Department or Faculty (it cannot be another member of the Political Science Department who is also cross-listed with another Department)
 - All examiners must be members of the School of Graduate and Postdoctoral Studies – generally all full-time faculty)
- The supervisor must determine and confirm the members of the Examination Board, schedule the oral examination and submit the names and date to the Graduate Chair by 31 March
- The final, supervisor-approved, draft must be submitted 3 weeks prior to the oral examination
- The oral exam is normally 1.5-2 hours and generally proceeds as follows:
 - The chair will introduce everyone and ask the student to leave so that the

- examiners can determine the order of questioning
- The student can make a short 5-10 minute presentation on the thesis. This can combine summary, process, strengths and weaknesses as determined by the supervisor.
 - There will be a first round of questions and answers where each of the 3 examiners has 10-15 minutes of Q & A time. There will then be a second round of questions where each of the 3 examiners has 5-10 minutes of Q & A time. The precise number of rounds and Q & A time can vary and will be determined by the examiners at the start of the examination board.
 - The student will then be asked to leave the room while the examiners discuss the thesis and the oral defense. They will then vote to determine a pass or fail and if any revisions are required. The thesis and the oral exam are considered together (i.e. the student cannot pass one and fail the other).
 - A signed original Certificate of Examination must be completed at the end of the exam. If revisions are required, only the supervisor withholds a signature.

Final Submission of the Thesis After Successful Examination

- Do the required revisions, obtain the final approval from your Supervisor and have your Certificate of Examination signed
- Upload your final thesis to Scholarship@Western. Ensure to upload to your existing ETD file as a revised thesis. DO NOT create a new submission
- Drop off to SGPS your signed Certificate of Examination
- Your thesis will be checked electronically. If revisions need to be made an email will be sent outlining the corrections needed and you will upload your thesis again.
- Common Errors:
 - Title page: should read The School of Graduate and Postdoctoral Studies
 - Certificate of Examination: NO LONGER APPEARS IN THE THESIS
 - List preliminary pages on Table of Contents
 - Text begins as Page 1
 - Appendices: DO NOT include any signatures, email address, phone numbers, addresses.
 - CV – DO NOT include any contact information
 - If you have any questions please contact Krystyna Locke X83914 or klocke2@uwo.ca

PhD Program

General Requirements

- The PhD is a 4 year program where the student must successfully complete the following requirements:
 - 3 courses per term in both the Fall and Winter terms of Year 1 including:
 - 2 courses in a first field
 - 2 courses in a second field
 - 1 Scope & Methods in Political Science
 - 1 elective course
 - 2 PhD Comprehensive Exams
 - 1 exam in a first field
 - 1 exam in a second field
 - Cognate Skill
 - second language course or proficiency test (i.e. French for Canadian Politics or relevant regional language for Comparative Politics or IR) **or**
 - 1 course – Quantitative Methods in Political Science (relevant prerequisites may be required by the instructor prior to taking this course – ie Special Topics - Methodology)
 - Thesis
 - Thesis proposal - orally defend proposal to your committee
 - Doctoral Thesis: an approximate book length original scholarly work
 - PhD Thesis – Public Lecture
 - Oral examination of thesis before your Examination Board

Course Requirements and Timeline

Annual

- **30 September:** Fall Progress Report due for all students who have completed comps
- **Mid-October:** SSHRC scholarship applications are due
- **February 1st** OGS scholarship applications are due
- **31 March:** Winter Progress Report for all students who have completed comps

Year 1 - Fall Term

Students will take 3 courses:

1. Scope & Methods in Political Science
2. Course in a first field: Canadian Politics, Comparative Politics, International Relations, Political Theory or Urban Politics
3. Course in a second field: Canadian Politics, Comparative Politics, International Relations, Political Theory or Urban Politics

Year 1 - Winter Term

4. Course in a first field: Canadian Politics, Comparative Politics, International Relations, Political Theory or Urban Politics
5. Course in a second field: Canadian Politics, Comparative Politics, International Relations, Political Theory or Urban Politics
6. Elective Course

- Confirm one comp exam supervisor for each field by the end of March.
- Meet with both of your comp supervisors to discuss the study schedule and preparation requirements. In May, the exact dates of your comps will be set. The written comps occur between September 1-30 and you will orally defend your comps prior to October 15.

Year 1 - Summer Term

- The summer term is a full-time term used to prepare for the comprehensive exams and to begin initial work on your thesis proposal
- Preparation for the comprehensive exams is similar to conducting 3 full reading courses

Year 2 – Fall Term

- Write comprehensive exams (September 1-30 for written exams)
- Complete comprehensive oral exam by 15 October
- Continue working on the thesis proposal
- If needed, complete the Special Topics – Methodology Graduate course

Year 2 – Winter, Summer, Year 3 - Fall Term, Winter Term

- Complete PS9591B – Quantitative Methods – cognate skill
- **31 March:** Progress Report
- **30 April:** thesis proposal – submit/present final thesis proposal
- **30 September:** Progress Report

Additional Terms

- Complete ethics review for field research (if necessary)
- Submit Fall and Winter Progress reports to Teresa McLauchlan each year
- Complete doctoral thesis by giving a public lecture and orally defending thesis to your Examination Board

Progression Requirements

To remain in the program, and unless granted a formal extension by the Graduate Chair, all PhD students must meet the following criteria:

Year 1 - Coursework

To remain in the program and progress to the comprehensive exam phase, PhD students must achieve an overall course average of 80% assessed at the end of the Winter term in Year 1. They must also have no individual course grade below 70%. If a student receives an individual course grade below 70%, they may be allowed to repeat the course at the Graduate Chair's discretion.

Year 2 – Comprehensive Exams and Thesis Proposal

- Successful completion of the 2 Comprehensive Exams, including orally defending by 15 October.
- Complete first Progress Report by March 31 – **advise on plan to complete cognate skill if not registered for PS 9591 – Quantitative Methods**
- Submit draft thesis proposal to thesis supervisor and dissertation committee members who should read, and comment on and signal readiness to present (example format available at the end of this handbook)
- Submit final thesis proposal to supervisor and dissertation committee by 30 April

Year 3+

- Successfully completed cognate skill
- Satisfactory progress on the thesis as determined by the supervisor

Fall and Winter Progress Reports

All PhD students past their comprehensive exams must submit a PhD Progress Report in the Fall and Spring of each academic year using the standardized template form (available at the end of this handbook). The reports are due the last day of September and March each year.

If a student has made unsatisfactory progress during any reporting period, without good reason, they may be required to meet/communicate with the Graduate Chair and/or members of the Graduate Committee to determine a work plan, with specific deliverables, for the next reporting period. The Graduate Chair will provide the student with a written assessment of their progress and any expectations and deliverables required for the next reporting period. If the student makes unsatisfactory progress, without good reason and as determined by the supervisor, for a second reporting period, the student will be withdrawn from the program.

Comprehensive Exams

The purpose of the comprehensive exams is to ensure that students obtain a broad and deep understanding of two specific fields within the discipline of political science. The direct aim is neither merely to review the literature in preparation for the dissertation stage of the degree, nor simply to ensure teaching competence in the relevant subfield. However, a well-directed course of readings and study is likely to achieve both goals.

Required Coursework and Field Specialization

All coursework must be completed before comprehensive examinations are taken. In order to take a comprehensive examination in two fields, the student must take the courses offered by the department. The two fields are to be selected from the following list:

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

The Examinations

- Each student obtains two comprehensive exam supervisors.
- No later than May 15th of the first year, the supervisors will convene a meeting with the student to organize the preparation for the comprehensive examination. The written exams normally take place before September 30. The oral examination normally will be held no later than October 15th of Year 2.
- The written portion of the exams will be “closed-book.” Students will be allowed to bring in one double sided sheet of prepared notes for use during the written field exams. The proctored examinations will take place in a seminar room during the department’s office hours from 8:30 am to 2:30 pm.
- Each of the two examinations will be six hours and have three sections. Students will write 3 essay answers. Faculty members from each field have established a list of common comprehensive exam questions. The first section of the exam will include one common question for all students writing that field exam at that time. The first question will be chosen by the Graduate Chair from the common field list and will be approved by the Graduate Committee. There will be no choice. The second section will include three essay questions as selected by the student’s exam supervisor. These questions will come from the established list of common comprehensive exam questions for that field. The student will write on one question. The last section will be composed of three questions as determined by the exam supervisor and may relate to the 20% of specific readings prepared by the student. The student will write on one question. Students will not receive questions in advance of the examinations.

- The examining board will consist of the supervisors and an additional faculty member from each field (called the 'examiners'). The additional faculty member will be appointed by the Graduate Chair and approved by the Graduate Committee. At the oral examination, the examiners may call upon the candidate to clarify, defend, or elaborate upon the written answers, or to respond to other questions falling within the scope of the requirements set.

The Oral Exam

The oral exam is normally 1.5-2 hours and generally proceeds as follows:

- The chair will introduce everyone and ask the student to leave so that the examiners can determine the order of questioning
- There will be a first round of questions and answers where each of the examiners have 10-15 minutes of Q & A time. There will then be a second round of questions where each of the examiners will have 5-10 minutes of Q & A time. The precise number of rounds and Q & A time can vary and will be determined by the examiners at the start of the examination.
- The student will then be asked to leave the room while the examiners discuss both the written and the oral portions of the examinations.
- If the examiners are satisfied with both the written and the oral portions of the examination, the candidate shall be declared to have passed, and the chair of the examining board will so advise the Graduate Chair.
- Students are permitted to have a copy of their written comprehensive exam answers. No additional aids will be permitted.

Procedures for Exam Evaluation and Failure in the Exams

- If one or both examiners in a field do not pass the student, the student fails the exam. The student will be given one opportunity to re-write the failed field exam and defend that exam in an oral exam. An additional member of the field or related field will be appointed by the Graduate Chair, approved by the Graduate Committee, to serve on the examining board. The decision to pass or fail will be determined by the majority.
- Failure on the second attempt will result in removal from the PhD program.
- In the situation where both exams are failed on the first attempt, the oral exam for the second attempt will proceed whereby the fields are examined separately but on the same day.

Exam Preparation

Preparation for the comprehensive examinations is intended to be a self-directed process to work through the field reading lists, during which the faculty supervisor provides advice about the material covered. Each supervisor will provide the student with a 1-2 page document outlining expectations and the reading list. Students and supervisors are expected to agree upon the topics that the student will be examined on by May 15th of the student's first year, following the guidelines set out above. Students should consider their preparation time (18 weeks from May 1st to August 30th) to be the

equivalent of three *full year* courses, and to dedicate their time accordingly. As there are no research papers or similar assignments required of the students, the workload for preparation for each of the two examinations should approximate a full-time course load during these months.

As the student proceeds with the reading, the supervisors will provide feedback about the student's progress after either written or oral communication (the details of which should be mutually agreed to by the student and supervisor). It is strongly recommended that, as part of their preparation for the examinations, students should write short critical summaries of the readings. Supervisors should evaluate these critical summaries (by reading or discussion) to ensure satisfactory progress during the summer term. Students and supervisors should agree on the number of required summaries to be done during the period from May 1st through August 30th. This ensures a common general practice for all examiners and students, and provides evidence that the student is prepared to go ahead with the examinations at the start of the fall term of the second year.

Each field has common reading lists. Please request the common list for the relevant fields from Teresa McLauchlan. The lists are expected to comprise about 80% of the reading required in preparation for the comprehensive exams. The remaining 20% will be developed by the student in consultation with the exam supervisor for that field and should normally reflect the student's specific interests in that field.

Cognate Skill

PhD candidates must complete one cognate skill. The supervisor will decide if a language or methods skill is more appropriate. PhD candidates will complete one of the following options:

- Demonstrate proficiency in a second language (i.e. French for Canadian Politics or a relevant regional language for Comparative Politics or IR). This can be demonstrated either by passing (or having previously passed) an undergraduate level course in the relevant language or by completing a proficiency exam (consisting of a translation of 2 pages of text with the assistance of a dictionary and where a pass requires reasonable grammar and verb form).
- Demonstrate proficiency in methodology. This can be demonstrated either by passing (or having previously passed) an additional graduate-level methodology course (beyond the required scope and methods course) such as PS9591 Quantitative Methods in Political Science or a course in Qualitative Methods offered in another Social Sciences Department (with the approval of the Graduate Chair).

Dissertation Supervisor, Committee and Examination Board

The dissertation supervisory committee, which assists in the preparation of the dissertation, includes:

- 1 supervisor: who must be a full-time faculty member of the Department of Political Science and a member of SGPs
- 1 member: who must be a full-time faculty member of the Department of

- 1 optional member: Political Science and a member of SGPS who must be full-time faculty at UWO and a member of SGPS

The supervisor and mandatory member of the dissertation committee cannot serve on the examination board. The optional member of the dissertation committee can serve on the examining board (as a program examiner) only if they have not had significant involvement in the preparation of the dissertation (i.e. they cannot have read more than 2 chapters). Students and supervisors should consider this regulation, and the need to have 2 program examiners from Political Science, when deciding whether and whom to have as an optional member to avoid 'using up' potential examiners.

The examination board, which examines and passes or fails the dissertation, includes:

- 1 chair: appointed by SGPS to oversee the examination (usually from another Faculty)
- 2 program examiners: who must be full-time faculty members of the Department of Political Science, a member of SGPS and only one of whom can have had any involvement as a member of the dissertation supervisory committee (with only minimal involvement as above)
- 1 university examiner: who must be full-time faculty not from or cross-listed with Political Science and a member of SGPS
- 1 external examiner: who must be an expert in the dissertation's subject matter from another university

Dissertation Proposal

PhD students will be required to write a 20-25 double-spaced page (exclusive of bibliography) thesis proposal. The proposal is orally defended before the dissertation supervisory committee. The thesis supervisor and committee member(s) should read, comment on and signal readiness of the thesis proposal to proceed to an oral presentation. The proposal will be adjudicated on a Pass/Fail basis and all members of the committee must 'Pass' the proposal for the student to proceed. The thesis proposal must be completed by the end of the Winter term in a PhD student's second year. Permission from the Graduate Chair is required for extensions.

Should the student not receive approval of their proposal, an opportunity will be provided for the student to revise their proposal to address the faculty member's concerns. An additional oral presentation is not required. All the faculty members on the committee, upon being satisfied with the revisions, must provide written approval of the revised proposal to both the thesis supervisor and Graduate Chair. This revision process should normally be completed within two months. Permission from the Graduate Chair is required for extensions.

Students and supervisors are strongly encouraged to combine the orally defending the

proposal to the dissertation supervisory committee with a presentation of the thesis proposal in a Departmental PhD seminar to obtain feedback from others in the Department. This has proved highly beneficial in terms of getting advice on methodology, theory, contacts for field research and in identifying potential program examiners. At the conclusion of the presentation, the dissertation supervisory committee members will meet with the student to formally approve/fail the proposal (bearing in mind that all committee members have already indicated the readiness of the proposal to proceed to the presentation).

Ethics Review

All students conducting field research that involves any human participants (i.e. survey respondents, interviews, those being observed) must complete an ethics review and have it approved by the university Non-Medical Ethics Review Board (NMERB) before the start of any field research. For details see:

http://www.uwo.ca/research/services/ethics/nonmedical_reb/index.html

Note: the NMREB only meets once a month and many applications require revisions. Students should start preparing their ethics reviews in conjunction with their dissertation proposals and submit them as early as possible before scheduling field research.

The Dissertation (PhD Thesis)

General

- The dissertation is a significant and original scholarly work of approximately 250 pages of text.
- However, PhD dissertations vary greatly in scope, length, approach and method and the precise format will be determined in consultation with the supervisor
- Examples of recent PhD dissertations are available from Teresa McLaughlan and students are encouraged to consult them to better understand the content and format requirements.
- Students are strongly urged to begin selecting a dissertation topic, and conducting a literature review for it, during and/or as part of their coursework.

Dissertation Format and Regulations

- Go to the School of Graduate and Postdoctoral Studies (SGPS) website at: http://grad.uwo.ca/current_students/regulations/8.html

Completion of the Dissertation

- Students should not expect to defend their dissertation shortly after a first draft is submitted. Most dissertations go through two drafts until acceptable standard.
- The dissertation should be first approved for examination by the thesis supervisor and committee before an examination board is requested (however SGPS regulations do allow the supervisor or student to request an examination board on their own).

- An examination board must be requested at least 7 weeks before the scheduled oral exam. The final approved draft of the dissertation should be completed before the examination board is requested and should be uploaded to the Scholarship@Western at least 6 weeks before the scheduled oral exam.
- The supervisor is responsible for organizing the Examination Board (including the 2 Programs Examiners, the University Examiner and the External Examiner) as well as the oral exam date.
- Prior to the oral exam, each examiner will decide whether the dissertation is ready to go to defense or not

The Public Lecture and Oral Exam

- Effective May 2012, all students are now required to complete a public lecture based on the dissertation
- The public lecture should normally occur within 24 hours before the oral exam and ideally on the same day to best facilitate attendance by the examiners.
- The public lecture should be similar to a seminar series or job talk presentation where the candidate presents their work for approximately 30 minutes followed by approximately 30 minutes of Q & A.
- The supervisor should attend and chair the lecture to introduce the candidate and their work.
- The examiners normally attend but generally do not ask questions during the Q & A.
- The public lecture is open to the public and will be advertised on the SGPS website, in the Department of Political Science and in Western News.
- The oral exam is normally 2 hours and generally proceeds as follows:
 - The chair will introduce everyone and ask the student to leave so that the examiners can determine the order of questioning
 - The student can make a short 10-20 minute presentation on the thesis. This can combine summary, process, strengths and weaknesses as determined by the supervisor.
 - There will be a first round of questions and answers where each of the 3 examiners has 15-20 minutes of Q & A time. There will then be a second round of questions where each of the 3 examiners has 5-10 minutes of Q & A time. The precise number of rounds and Q & A time can vary and will be determined by the examiners at the start of the examination board.
 - The student will then be asked to leave the room while the examiners discuss the thesis and the oral defense. They will then vote to determine a pass or fail and if any revisions are required.
- The oral exam is closed to the public unless an open exam is requested by the candidate.

Pass/Fail/Revisions and Final Submission

- For details on the pass, fail and revisions options, as well as final submission procedures, go to the School of Graduate and Postdoctoral Studies (SGPS) website at: http://grad.uwo.ca/current_students/regulations/8.html

Fall Registration and Department Regulations and Policies

Course Registration

- You will receive an email regarding self-registration through the student centre. Teresa McLauchlan can also register students into courses each term if assistance is required.
- For Graduate students taking undergraduate courses or audits, department approval must be obtained. Forms are available at: http://grad.uwo.ca/current_students/course_enrollment/index.html
- To take graduate courses outside of the department or a reading course, approval must be granted by the Graduate Chair. **(no more than one allowed)**

Payment of Fees

- WGRS recipients are paid in two ways. For MA students, payment is made in two installments, (September and January), and is applied **DIRECTLY TOWARD YOUR FEES**. PhD students are paid in three installments. The current policy – which is in line with most universities – is that, when a student wins a major award such as a CGS, OGS, or SSHRC, the university reduces the internal funding package by \$5,500 (CGS-M), 5,000 (OGS), \$8,000 (SSHRC-D), \$17,000 (CGS-D). This reduction of WGRS will normally be in two equal instalments during the Fall and Winter term. For CGS-D, this reduction of WGRS will be in three equal instalments during the Fall, Winter and Summer term and a reduction of the TA assignment. Credit balances are forwarded to the student in the week after tuition payments are due.
- All fees must be paid as indicated in your Student Center. Fees are expected to be paid by the deadline. There are three registration periods each year: **Fall** (September 1), **Winter** (January 1) and **Summer** (May 1).

Fall Orientation

- You will be sent an email regarding the date of an orientation session with the Graduate Chair.

Graduate Teaching Assistantships (GTA)

- An email is sent to both the graduate student and their supervisor regarding the TA assignment, normally late August. Communications between the student and supervisor can then begin regarding meetings.
- All GTAs are required to read the following guide “Teaching Students with Disabilities” <http://www.uwo.ca/tsc/resources/pdf/AODA-FacultyGuide.pdf>

- The University's Collective Agreement with the Teaching Assistants' union, the Public Service Alliance of Canada, sets out both rights and responsibilities for teaching assistants. Each year, the Department offers guidance of a more detailed kind at an orientation meeting held in early September; specific assignments of tasks will be made by supervisor and agreed to in a Duties Specification Letter completed before the third week of the term and again at the mid-point.
- As part of your workload, you are required to **proctor exams as needed** for Political Science classes in addition to those for the course you TA for. If you cannot complete your assignment, it is your responsibility to find an alternate or switch assignments with another graduate student.

UWO Student Card

- Obtain your Western One photo ID card from the Student Central – Room 1120 in the Western Student Services building (WSS).

Office Space

- Shared office space is provided to all Teaching Assistants.
- MA graduate students are assigned offices in SSC 4110 to be vacated in July.
- 1st Year PhD students (who are TAs) are given space in SSC 4110.
- 2nd – 4th Year PhD students (who are TAs) will be assigned shared offices. After the completion of final TA assignment, office space must be vacated.
- For individual space, students may apply for a study carrel in DB Weldon Library. Information on the Policy for Assignment of Study Space is at the Reference Desk, DB Weldon Library.

Email

- Department communications are sent to a listserv of graduate student email addresses:
 - polisci-grad@uwo.ca - all Political Science graduate students
 - polisci-grad-phd@uwo.ca – all Doctoral Political Science graduate students

Payroll

- Teaching Assistants are paid monthly (September to April) on the **2nd last BANKING day of the month**. Payment is made by "direct deposit" into the student's account at the bank, credit union or trust company of their choice. To set up your direct deposit, go to <http://www.uwo.ca/hr/>
- T4s are mailed to the address listed in your HR account. Your HR address should be updated before leaving UWO (a parental address) to ensure receipt of a T4 in February after you finish.

Graduate Reading Courses

Student may only have one graduate level reading course on their student record. In order to take a reading course approval from the Graduate Chair **must** be obtained. Students may develop reading courses with faculty members in subject areas that are not offered as regular courses for graduate students. The total amount of reading assigned should be as close as possible to that of equivalent half- or full-year graduate seminars, and that the course grade should be assigned largely, if not exclusively, on the basis of a major paper (25 to 30 pages). In most instances, the written requirements for a reading course will be in the form of a draft chapter of the student's thesis. The written requirements for reading half-courses should not be less than one essay of at least 15 pages or the equivalent. Flexibility in these requirements is acceptable, within reason, but it is imperative that the grades for reading courses be based substantially on students' written work. Once approval is obtained, the Graduate Advisor can register you into the reading course.

Graduate Grades

Grades are obtained in your Student Centre. MA Students cannot receive any grade below 70% and must maintain an overall coursework average of 75%. A grade that is lower than 70% is grounds for removal from the program, but the final decision is at the discretion of the Graduate Chair and/or the Graduate Committee. PhD Students cannot receive any grade below 70% and must maintain an overall coursework average of at least 80% (determined after second term) to remain in the program.

Grades of "Incomplete" will not be assigned without the instructor setting a deadline for the outstanding work to be completed. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is NOT submitted by this deadline, the School of Graduate and Postdoctoral Studies' regulations mandate that the INC becomes a Failure. The student would then be withdrawn from the program.

Grade Appeals

- All appeals must be initiated with the appropriate course instructor. This means you **must** speak to the instructor about the mark.
- The Request/Consent Form for Appeals, with the procedure is posted in SSC 4110 and copies can be obtained from Teresa McLauchlan. Note - Appeals are deadline sensitive.

UWO Guidelines for Research Involving Human Subjects

- All MA students must receive formal approval from the Department's Sub-Research Ethics Board for research involving human subjects.
- All PhD students must receive formal approval from Western's Office of Research Ethics for research involving human subjects. If the research will include interviews or surveys involving human subjects, approval must be given by the relevant REB **before** these can take place.
- Federal regulations and university policy require that all research studies involving human participants receive approval from a research ethics board prior to the start of the study. Please see Western's Office of Research Ethics

<http://www.uwo.ca/research/ethics/education.html> - to determine when is ethics approval required? Which board do I submit to? What is the protocol submission and letters of information?

- This process takes time, so make sure to begin well in advance.

Graduate Program Advisor:
Graduate Chair:

Teresa McLauchlan, SSC 4150
Professor Cameron Anderson, SSC 4217

Appendices

1. MA Thesis Application and Initial Proposal Template
2. MA Thesis Detailed Proposal Format
3. Example Format of a PhD Dissertation Proposal
4. PhD Progress Report Template
5. Academic Handbook, Rights and Responsibilities, Scholastic Discipline for Graduate Students

MA Thesis Option:

Application and Initial Proposal

This application and initial proposal for the MA thesis option must be completed, signed by your supervisor and emailed to the Graduate Chair by 1 December. If the Graduate Chair believes the proposal lacks sufficient detail, it will be returned to you for revisions. To be approved for the MA thesis option, you must achieve a Fall term minimum average of 83% (no exceptions) and have a proposal that demonstrates you have a clear and specific research question, main argument/initial hypotheses, theoretical approach, methodology and basic literature review. If approved, you will be required to submit a more detailed thesis proposal by 30 January to your supervisor and the Grad Chair. The points outlined below represent your initial proposal and it is recognized that they may evolve over time. You can leave some sections blank if deemed not applicable by your supervisor.

Student Name

Student Signature

Supervisor Name

Supervisor Signature

Initial Thesis Title

Initial Research Question

Main Argument/Initial Hypotheses

Theoretical Approach

Provide a one paragraph statement of your theoretical approach and how it relates to your main argument/hypotheses.

Methodology

Provide a one paragraph statement of your methodology. For example, if you are using cases, mention which specific cases you are using, not using and why.

Literature Review

Provide a one or two paragraph outline of some of the literature related to your research question followed by a bibliography of no less than 10 sources.

MA Thesis Option:

Detailed Proposal Format

General:

The detailed MA thesis proposal is due to your supervisor and the Graduate Chair on 30 January. It is meant to build on your initial proposal to create a more detailed outline of your thesis as well as a research plan for completing it. Your job is to provide your supervisor and the Graduate Committee with enough information that they can be confident you are undertaking a feasible project that meets the standards required for an MA thesis. You are strongly encouraged to examine MA theses from previous years to get a sense of the format and standards that are required for the overall thesis. Follow the format outlined below. The page lengths listed are only an approximation and you can leave some sections blank if deemed not applicable by your supervisor.

Format:

1. Cover Page (1 page)

- Same as for an essay: title, your name and student number, date, who it is for (list your supervisor and the Graduate Chair)

2. Introduction (0.5-1 page)

- Similar format to an essay introduction
- Start with some quick background on the issue and identify the debate or gap in the literature that your project will seek to address
- State the purpose of your project in terms of your key research question:
 - the research question is key
 - you should decide whether your question is explanatory or normative i.e. are you seeking to explain why a decision or event occurred or are you seeking to make a case for or against a particular policy or set of policies
- State your key hypothesis/argument
- Provide a brief outline of the thesis

3. Literature Review (4-5 pages)

- Your initial literature review should go through what has been written academically on the topic you are examining, with a particular focus on those works, if any, that focus on your specific research question. A literature review is not a review of the literature related to your own broader theoretical approach. This material will be in the 'Theoretical Approach' section.
- The literature review needs to synthesize material and not simply summarize author by author. Better is to group existing work into theoretical camps. (Many authors are not explicit about their theoretical approach and part of the value added provided by your literature review is to determine what their approach is based on its underlying assumptions).
- For example, if your research question was to explain why the international climate negotiations have failed, you would review everything that has been written on why it has failed and then group these works according to what variables the author thought was most important. Thus realists say it failed because it went against the national interests of the great powers. Institutionalists say it failed because the specific institutional procedures related to the negotiations were flawed. Class theorists say it failed because it went against

the interests of business. Etc. Overall, you are trying to outline how different theoretical approaches (other than your own) have answered your question. You are also, ideally, trying to find actual authors and not simply say “An institutionalist would argue...”.

- That said, if little has been written about your specific question, you can ‘zoom out’ a bit and review the slightly more general literature. Thus, if little or nothing had been written on why international climate negotiations have failed, you could look at what other theoretical approaches say about why international negotiations in general often fail or why negotiations in another area (i.e. trade) have failed and then use it to show what these approaches would say about why international climate negotiations failed.
- The purpose of the literature review is to demonstrate where your thesis fits in terms of the existing literature on the specific empirical topic and the final paragraph of your literature review should address this explicitly. Thus, in the above example, you should briefly state what your approach is and what it might add to the existing literature. For example, possibly you will take a postcolonial approach and argue that the failure of climate negotiations is mostly about North-South conflict.
- The above example is for an explanatory research question. If you were doing a normative question on a similar topic, your question might be: Is a global agreement on climate change a good idea? Here you would review the more normative literature from different theoretical/ideological perspectives. Thus free market theory might say governments should intervene. Interventionist theory might say they should and that a global agreement is necessary to overcome collective action problems. Your approach might then, from a postcolonial normative position, argue that a global deal is needed but that the existing approach is flawed as it places too great a burn on developing countries.

4. Theoretical Approach and Key Hypotheses (3-4 pages)

- This section outlines the key assumptions of the theoretical approach you are using (or approaches you are synthesizing).
- You should basically provide a quick outline/summary of the approach mentioning key authors and works, the approach’s key assumptions and how it explains (which variables it views as most important) or what it advocates.
- Where applicable, explain how your theoretical approach informs your main argument or hypotheses.
- Using the previous example, you would state that your postcolonial approach assumes that north-south conflict is a key feature of international relations and thus you hypothesize that it will also be a key variable in international climate negotiations and the likely cause of their failure.

5. Methodology (2-3 pages)

- Your hypothesis leads directly to your methodology. Your hypothesis is your answer to your research question and it must be tested against how other theoretical approaches have or might answer that question.
- Determining your methodology means figuring how you will test your argument and demonstrate that you are either right or wrong (or at least more right or wrong than hypotheses from other theoretical approaches).
- You should then outline your general methodology and cite sources on it from a methodology text. For example, you might explain the general method you are using such

as a comparative case study, process tracing or genealogy. You then need to explain how you are specifically applying the methodology to your research question. For example, if you are using cases, you need to explain the specific cases you have selected and why you selected them and not other possible cases.

6. Initial Chapter Outline (2-3 pages):

- Approximately one short paragraph per chapter outlining the chapter’s key purpose and how it relates to your overall argument.

7. Bibliography

- 30 sources minimum

Reminder of MA Thesis Timeline

30 January	Detailed proposal to Graduate Chair
Early June	Complete a first draft submitted to supervisor
1 August (latest)	Final draft submitted to Department
24 August (latest)	Oral defense complete (after this date you will have to pay Fall tuition)

General:

The dissertation proposal is meant to be the overall plan that guides your dissertation project. When putting it together, your job is to create an actual research plan rather than simply completing an abstract exercise. Your job is to provide your supervisory committee with enough information that they can be confident you are undertaking an original and feasible project and that you have a solid plan for how you will conduct the research, organization and writing. As a result, the page lengths listed are only an approximation.

Format:

1. Cover Page (1 page)

- Same as for an essay: title, your name and student number, date, who it is for (list your committee members)

2. Introduction (1 page)

- Similar format to an essay introduction
- Start with some quick background on the issue and identify the debate or gap in the literature that your project will seek to address
- State the purpose of your project in terms of your key research question:
 - the research question is key and you should decide whether your question is explanatory or normative i.e. are you seeking to explain why a decision or event occurred or are you seeking to make a case for or against a particular policy or set of policies - in general, explanatory are better
- State your key hypothesis/argument to be tested
- Provide a brief outline of the dissertation

3. Literature Review (3-4 pages)

- Your initial literature review should go through what has been written academically on the specific empirical topic you are examining with a particular focus on those works, if any, that examine your specific research question. A literature review is not a review of the literature related to your own broader theoretical approach. This material will be in the 'Theoretical Approach' section.
- The purpose of the literature review is to demonstrate why your dissertation will be original. Either you are examining a specific research question that hasn't been examined before (a gap in the literature) or you will look at a question that others have examined but whose views you will challenge with a different theoretical approach or new empirical evidence.
- The literature review needs to synthesize material and not simply summarize author by author. Better is to group existing work into theoretical camps. (Many authors are not explicit about their theoretical approach and part of the value added provided by your literature review is to determine what their approach is based on its underlying assumptions).
- For example, if your research question was to explain why the international climate negotiations have failed, you would review everything that has been written on why it has

failed and then group these works according to what variables the author thought was most important. Thus realists say it failed because it went against the national interests of the great powers. Institutionalists say it failed because the specific institutional procedures related to the negotiations were flawed. Class theorists say it failed because it went against the interests of business. Etc. Overall, you are trying to outline how different theoretical approaches (other than your own) have answered your question. You are also, ideally, trying to find actual authors and not simply say “An institutionalist would argue...”

- That said, if little has been written about your specific question, you can ‘zoom out’ a bit and review the slightly more general literature. Thus, if little or nothing had been written on why international climate negotiations have failed, you could look at what other theoretical approaches say about why international negotiations in general often fail or why negotiations in another area (i.e. trade) have failed and then use it to show what these approaches would say about why international climate negotiations failed.
- The above example is for an explanatory research question. If you were doing a normative question on a similar topic, your question might be: Is a global agreement on climate change a good idea? Here you would review the more normative literature from different theoretical/ideological perspectives. Thus free market theory might say governments should intervene. Interventionist theory might say they should and that a global agreement is necessary to overcome collective action problems. Your approach might then, from a post-colonial normative position, argue that a global deal is needed but that the existing approach is flawed as it places too great a burn on developing countries.
- The literature review also needs to explicitly explain why what you are doing is original based on a gap in the literature or a new argument or evidence and explain what debates you will contribute to either on your specific research question or on the larger empirical issue.
- You should therefore frame the literature review as an argument. Your argument should basically be what the gap in the literature is that you would like to address. This includes stating a clear question and thesis statement in the introduction to the literature review. For example: “The purpose of this section is to conduct a literature review on the question of: Do representations of the other play a significant role in perpetuating the Israeli-Palestinian conflict? In doing so, it will argue that a significant literature exists on this question and that it can be usefully categorized in terms of A, B and C. It will further argue that a gap in the literature exists related to X that will form the starting point for this dissertation.

4. Theoretical Approach and Key Hypotheses (1-2 pages)

- This section outlines the key assumptions of the theoretical approach you are using (or approaches you are synthesizing).
- You should basically provide a quick outline/summary of the approach mentioning key authors and works, the approach’s key assumptions and how it explains (which variables it views as important) or what it advocates.
- Your theoretical approach is what provides you with your key hypotheses. If you are addressing a gap in the literature, you want to think of how your theoretical approach would

answer your research question and how other theoretical approaches would answer it differently. The answer your theoretical approach gives is your key hypothesis or argument to be tested. If you are addressing a question that other theoretical approaches have looked at, your theoretical approach – and the new answer it gives to the research question – is your key hypothesis to be tested. Your key hypothesis may also involve a number of sub-hypotheses.

- Using the previous example, you would state that your post-colonial approach assumes that north-south conflict is a key feature of international relations and thus you hypothesize that it will also be a key variable in international climate negotiations and the likely cause of their failure.

5. Methodology and Data Collection (1-2 pages)

- Your hypothesis leads directly to your methodology. Your hypothesis is your answer to your research question and it must be tested against how other theoretical approaches have or might answer that question.
- Determining your methodology means figuring how you will test your argument and prove that you are either right or wrong (or at least more right or wrong than hypotheses from other theoretical approaches).
- You should then outline your general methodology and cite sources on it from a methodology text. For example, you might explain the general method you are using such as a comparative case study or process tracing. You then need to explain how you are specifically applying the methodology to your research question. For example, if you are using cases, you need to explain the specific cases you have selected and why you selected them and not other possible cases.
- In addition to your general methodology, you also need to outline your data collection method. For example, if you are doing case studies, what sources and data will you use such as primary documents (and from which institutions); interviews (with whom, from which organizations, types of questions you will ask or information you will seek); archives you might utilize and what information you would seek, etc. Your data collection method must be safe as well as feasible in terms of access, costs and time.
- If you are using interviews or other methods involving human subjects, you will need to complete a separate ethics review - this takes time so start it early.

6. Research Plan (1-2 pages)

- Outline a basic 2-3 year schedule of your general plan for research, including research trips (where, when, for what) and writing (which chapters, when).
- Explain how you plan or hope to fund any research trips.

7. Anticipated Contribution (1-2 pages)

- Explain why your project is original in terms of the gap in the existing literature or new approach as mentioned above.
- Explain the original contribution you anticipate making in terms of some or all of the following (as applicable): theoretical innovation; new empirical research/data; and/or

practical or policy relevant recommendations.

8. Initial Chapter Outline (2-3 pages):

- One short paragraph per chapter outlining the chapter's key purpose and how it relates to your overall argument.

9. Bibliography

30 sources minimum

All PhD students, in PhD Year 2 and above, must submit a PhD Progress Report in the Fall and Spring of each academic year using this standardized template. The reports are due to the Graduate Program Advisor by the last day of September and March each year. Please complete Part A and B. The Graduate Program Advisor will send your report to your Supervisor to complete Part C.

Date: _____

PART A (to be completed by student)

Name	
Month/Year PhD started	
Name of Supervisor	
Names of other committee members	
All courses completed (no/yes – and dates final courses were completed)	
Courses remaining (list)	
Comprehensive exams passed (no/yes – and date)	
Comprehensive exams remaining (list)	
Cognate skill completed (if no – specify how you will complete/if yes – date, specific skill completed and how fulfilled)	
Dissertation proposal submitted	
Dissertation proposal approved (no/yes – date approved)	
Dissertation topic or working title	
Ethics review (yes/no/not applicable)	
Number of chapters completed	
Percent of writing completed	
Frequency of meetings w/ supervisor	
List dissertation progress achieved in past year (i.e. research trips, writing, <u>not</u> conferences, teaching)	
Target date for submitting dissertation (only for those finished Comp exams)	

This information below is now being required by the Ministry and is for aggregate purposes only	
List of <u>all</u> publications not just for the last 6 months	
List of <u>all</u> conferences attended	
List of <u>all</u> exchanges, courses taken, etc. outside of Canada	

PART B Student Comments on Over Past 6 Months/Since Last Reporting Period

Please comment on your progress over the past 6 months including any reasons for slower progress.

PART C Supervisor Comments on Student Progress

Please check one and provide comments if desired.

_____ I am satisfied with the student's progress over the past 6 months

_____ I am NOT satisfied with the student's progress over the past 6 months

Comments:

SCHOLASTIC DISCIPLINE FOR GRADUATE STUDENTS

Effective July 1, 2008, the Faculty of Graduate Studies became the School of Graduate and Postdoctoral Studies, headed by the Vice-Provost (Graduate and Postdoctoral Studies) rather than a Dean. These references have been revised in the following document and all reference to the Vice-Provost are specific to the Vice-Provost (SGPS) unless otherwise stated. As well, references to the Graduate Program Chair have been changed to Graduate Chair.

SCHOLASTIC OFFENCES

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

DEFINITION

Scholastic Offences include, but are not limited to, the following examples:

- Plagiarism - the "act or an instance of copying or stealing another's words or ideas and attributing them as one's own." (Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, Graduate Chairs, or the School of Graduate and Postdoctoral Studies. Students also may consult style manuals held in the University's libraries. See <http://www.lib.uwo.ca/services/styleguides.html>
- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false or fraudulent research, assignments or credentials; or falsifying records, transcripts or other academic documents.
- Submitting a false medical or other such certificate under false pretences.
- Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
- Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- Intentionally interfering in any way with any person's scholastic work.
- Submitting for credit in any course or program of study, without the knowledge and written approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.

- Aiding or abetting any such offence. Evidence of wrongdoing may result in criminal prosecution in addition to any proceedings within the University.

PROCEDURES FOR SCHOLASTIC OFFENCES

When a student is suspected of cheating, plagiarism or other scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the University. The procedures that the University will follow are set out in this section. Note: Throughout these scholastic offence regulations, reference to "Vice-Provost" is to be interpreted "Vice-Provost (Graduate and Postdoctoral Studies) or his/her designate" (who is usually an Associate Vice-Provost) and reference to "Chair" is to be interpreted "Graduate Chair or his/her designate". If the matter has been designated by the Vice-Provost (Graduate and Postdoctoral Studies) or a Graduate Chair to another person(s), that person(s) is authorized to make the School's or Program's final decision on the matter. Academic Handbook, Rights and Responsibilities, Scholastic Discipline for Graduate Students Page 2 Last Revised: 2011 06

PART I: OFFENCES NOT RELATED TO A PROGRAM

- If an allegation of misconduct does not relate directly to the student's program (e.g., a course or thesis), the allegation will be referred to the Vice-Provost.
- If the Vice-Provost decides that there is evidence to support the allegation, the Vice-Provost will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her.
- The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Vice-Provost before a decision is made.
- If the Vice-Provost decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties.
- The Vice-Provost's decision, including the penalties, will be communicated to the student in writing, normally within three weeks after the Vice-Provost advised the student of the allegation. The letter will inform the student whether there will be a notation on the student's academic record and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision.

PART II: PROGRAM-RELATED OFFENCES

- If evidence of a possible scholastic offence is brought to the attention of, or discovered by, a course instructor or member of a student's thesis supervisory committee, normally he/she will meet with the student to discuss the allegation if practicable and appropriate in a given case.
- The relevant Chair will be notified if there is evidence of a scholastic offence.
- Decision by Graduate Chair
- If the Chair agrees that there is evidence to support the allegation he/she will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter was forwarded to him/her.
- The student will be given a reasonable opportunity to respond and submit evidence, and a

reasonable opportunity to meet with the Chair before a decision is made.

- If the Chair decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor or the student's supervisor, as appropriate.
- The Chair's decision, including any penalties and any recommended penalties, will be communicated to the student in writing with a copy to the Vice-Provost, normally within three weeks after the Chair advised the student of the allegation. The letter also will advise the student of his/her right to appeal the finding of misconduct and/or any penalties imposed by the Chair to the Vice-Provost, the time period by which the appeal must be filed, and will refer the student to the regulations governing Scholastic Offences in the Graduate Calendar.
- Appeal to Vice-Provost
- A student may appeal a Chair's finding of misconduct and/or penalties imposed by the Chair to the Vice-Provost. A completed appeal application
- https://grad.uwo.ca/doc/academic_services/appeal/appeal_SGPS_form.pdf together with all supporting documents must be submitted to the Office of the Vice-Provost within three weeks of the issuance of the Chair's decision.
- The Vice-Provost will review the evidence provided by both the student and the Chair and may investigate further. The Vice-Provost will give the student a reasonable opportunity to meet with him/her before making a decision.
- The Vice-Provost may affirm, vary or overturn any decision made by the Chair and may impose other penalties. If the Vice-Provost is considering imposing a penalty or penalties that were not imposed by the Chair, he or she shall notify the student and give the student a reasonable opportunity to file written submissions on the issue of penalty.
- The Vice-Provost's decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after receiving the student's appeal. The decision letter will also inform the student whether there will be a notation on the student's academic record, and will inform the student of his/her right to appeal a negative decision to the Senate Review Board Academic within six weeks of the date of the decision. Note: Legal representation is not permitted at any stage of the appeal process prior to the level of the Senate Review Board Academic. Academic Handbook, Rights and Responsibilities, Scholastic Discipline for Graduate Students Page 3 Last Revised: 2011 06
- Review by Vice-Provost
- If a student does not appeal a Chair's decision, the Vice-Provost will review the evidence presented and the penalties imposed by the Chair, if any, and may vary the Chair's penalties and/or impose other penalties.
- If the Vice-Provost is considering imposing a penalty or penalties that were not imposed by the Chair, he/she shall notify the student and give the student a reasonable opportunity to file written submissions on the issue of penalty.
- The Vice-Provost's decision will be communicated to the student in writing, with a copy to the Chair, normally within three weeks after the deadline for filing an appeal.
- The decision letter will also inform the student whether there will be a notation on the student's academic record, and will inform the student of his/her right to appeal the penalties imposed by the Vice-Provost to the Senate Review Board Academic within six weeks of the date of the decision. OFFENCE RECORD
- A student who commits a scholastic offence acquires an Offence Record. This record contains evidence collected during the investigation of the offence and copies of correspondence with the

student.

- The Offence Record is held in the Vice-Provost's Office and is kept separate from the student's academic counselling file. If a student subsequently is found not to have committed the offence in question, the record of that charge will be destroyed in accordance with Western's Records Retention and Disposal Schedules. The Student Affairs records retention and disposal schedule is at the following Web site:

http://www.lib.uwo.ca/archives/retention_schedules/05_student_affairs.shtml

- Apart from the student, no one outside the Vice-Provost's Office shall have access to an Offence Record, except in the event of an appeal by the student to SRBA against the decision or the penalty (or penalties) imposed or except as set out in "Release of Information Concerning Scholastic Offences" below.

- Release of Information Concerning Scholastic Offences

- The letters informing a student that he or she has been found to have committed a scholastic offence, and the penalty or penalties imposed are confidential documents. Copies will be sent only to involved parties.

- In the event that the penalties imposed are to be reflected in the student's academic record, either on the official transcript or the internal electronic record, a copy will be sent to the Registrar.

- If a student registers in another Faculty, or an Affiliated University College of this University, the Offence Record will be transferred to the Dean's Office of that Faculty or College.

- In addition, information may be released with the written permission of the student or if required pursuant to a contract, grant, scholarship, agreement, or a court order.

- Under all other circumstances, the information contained in a student's Offence Record shall be considered confidential and, unless the offence is to be recorded on the student's transcript, no information about the student's Offence Record shall be provided to any person or institution outside the University.

- Report to Senate

- The School of Graduate and Postdoctoral Studies prepares an annual summary of scholastic offences committed by students registered in the School. The summary sets out the nature of the offence and the penalties, with students' names removed. The Vice-Provost reports this information annually to the Senate Committee on Academic Policy and Awards, which will forward the report to Senate for information. **PENALTIES** The University will treat seriously any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and/or may result in suspension or expulsion from the University. A student guilty of a scholastic offence may be subject to one or more penalties, examples of which are:

1. Reprimand.

2. Requirement that the student repeat and resubmit the assignment.

3. A failing grade in the assignment.

4. A failing grade in the course in which the offence was committed. Academic Handbook, Rights and Responsibilities, Scholastic Discipline for Graduate Students Page 4 Last Revised: 2011 06

5. Withdrawal from the program.

6. Suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
7. Expulsion from the University.

Notes:

- A Graduate Chair may impose penalties 1 through 4.
- Only the Vice-Provost (Graduate and Postdoctoral Studies) may impose penalties 5, 6 and 7.
- A Graduate Chair also can recommend a more severe penalty (e.g., withdrawal, suspension, expulsion) to the Vice-Provost (Graduate and Postdoctoral Studies) in addition to penalty(ies) imposed at the program level.
- In determining what penalties are warranted in a given case, the Vice-Provost will consider the gravity of the offence, any Offence Record, any recommendations of the Graduate Chair, and the need for consistency in standards of discipline across the School.
- The Vice-Provost may require a notation of the scholastic offence (e.g., “Scholastic Offence recorded in...”) on a student's internal, electronic record for penalty 4. On the successful completion of the student’s program, the student may request that the notation be removed. The Vice-Provost, after consulting with the Graduate Chair, will decide whether to grant the request.
- The penalties of suspension and expulsion are recorded as notations on the student’s official transcript.*
- Appeals against the imposition of any penalty will be dealt with in accordance with the procedures set out in “Procedures for Scholastic Offences.”
- Students who have been suspended by the University as a result of a scholastic offence must apply for readmission subject to the same conditions that operate for students applying for “Readmission Following Unsatisfactory Performance.” * For the Senate regulation on removal of suspension and expulsion notations from academic transcripts, see “Transcript Notations” under “Academic Records and Student Transcripts”:
http://www.uwo.ca/univsec/pdf/academic_policies/general/records.pdf Issued: 2008 09 Rev. 2010 11 Rev. 2011 06 Related Policies and Notes: Transcript Notations:
http://www.uwo.ca/univsec/pdf/academic_policies/general/records.pdf