

DEPARTMENT OF POLITICAL SCIENCE

GRADUATE HANDBOOK

THE UNIVERSITY OF BRITISH COLUMBIA

Revised: August 2016

Mission Statement

The Department of Political Science is committed to:

- *scholarly excellence*, the pursuit of knowledge being our core function
- *high quality undergraduate education*, with an emphasis on the development of critical thinking and oral and written communication skills
- *high quality graduate education*, with an emphasis on scholarship and the preparation of future professionals and academics
- *collegiality*, particularly in terms of professional interactions and intellectual community
- *diversity and openness*, in that the pursuit of knowledge entails an examination of competing perspectives in an atmosphere of trust, respect, and professional courtesy
- *community service*, in actively providing a source of expertise for the media and the public.

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I. GENERAL PROVISIONS

A. Introduction

This handbook provides a consolidated statement of the policies and practices relating to the M.A. and Ph.D programs of the Department of Political Science. The handbook is intended to be a guide to members of the faculty and to graduate students. The basic policies of the Faculty of Graduate and Postdoctoral Studies (G+PS), are contained in the UBC Calendar and the G+PS Policies and Procedures manual. In case of a conflict between Departmental and Faculty policies, the latter will prevail. For additional information on relevant policies, please consult the Department's Director of Graduate Studies. Information on policies of the Faculty of Graduate and Postdoctoral Studies may also be obtained from the administrative staff of that Faculty. This handbook is produced periodically, and thus may not reflect changes adopted between editions. An effort will be made to keep the World Wide Web edition of the Handbook as up to date as feasible. [<http://www.politics.ubc.ca>]

Note: Official policies of the Faculty of Graduate and Postdoctoral Studies contained in the University Calendar or in policy memos of the Faculty of Graduate and Postdoctoral Studies are *italicized* in this handbook.

B. Faculty Statement of Principles (As adopted April 16, 1996)

1. Preamble

- 1.1 The Faculty of the Department of Political Science is committed to upholding the highest professional standards in its research, teaching, and service activities. The purpose of this Statement is to advance the goals of the Department, as described in its Mission Statement of 28 June 1995. Many of the matters mentioned in this Statement are addressed in university policies and collective agreements, to which this Statement is necessarily supplementary. Of particular relevance are the University's statement on Academic Freedom and the University's policies on Discrimination and Harassment and on Conflict of Interest.
- 1.2 For the purpose of this Statement, the term "faculty" applies to all regularly-appointed faculty of the Department, as well as to any visiting faculty (resident for research or teaching purposes) or sessional or part-time instructors of political science courses.
- 1.3 This Statement of Principles is to be reviewed and reaffirmed on a regular basis. New members of the faculty, as well as any visiting faculty or sessional instructors, will be made aware of the Statement and their responsibility to uphold its principles. This Statement shall be reproduced in the Department's annual Undergraduate and Graduate Handbooks.

2. Principles

- 2.1 Faculty members shall treat students, staff, and faculty with fairness, civility, and respect.
- 2.2 Faculty members have an obligation to defend their rights and the rights of their colleagues and students to academic freedom. It is thus incumbent on the faculty, individually and collectively, to maintain working and learning environments that are conducive to the free and open exchange of ideas and scholarly debate.
- 2.3 Faculty shall act, individually and collectively, to promote working and learning environments that are free from discrimination and harassment.
- 2.4 Faculty members shall seek to discharge their instructional responsibilities with academic integrity, scholarly competence, and pedagogical effectiveness. Faculty members shall be conscientious in their attention to their classes and students. Expectations, requirements, and standards of evaluation should be clearly communicated in a timely manner and should be upheld and applied equitably and consistently regarding all students.
- 2.5 Faculty shall strive to be fair, objective, and balanced in their evaluation of students and colleagues. Oral and written evaluations, e.g. letters of recommendation or assessments of course assignments or examinations, shall be provided in a professional manner and shall contain and be based only on information relevant to their intended purposes.
- 2.6 Faculty members shall respect and protect the confidentiality of information about colleagues, staff, or students as mandated by university policies, government regulations, and general standards of professional conduct.

- 2.7 Faculty members shall seek to avoid any potential conflicts of interest that might arise involving the possibility of their personal material gain or involving their relationships with students, other faculty or university employees. Perceiving the possibility of a conflict of interest, a faculty member should declare this and seek guidance from the Head or appropriate university official as to the appropriate action.
- 2.8 Faculty members have the responsibility to acknowledge appropriately their academic or intellectual debts to colleagues and students.
- 2.9 Faculty, individually and collectively, have a responsibility to be informed of relevant university policies, to participate in establishing and implementing effective departmental policies, and to support members of the department, especially the Head, in carrying out their duties on behalf of the Department.
- 2.10 The Department shall facilitate timely, responsible, and constructive dealing with student complaints and appeals. Faculty shall support and participate in complaints and appeals processes in good faith and shall not engage in retaliation against any persons who participate in such processes.

C. Administrative Structures

1. The Faculty of Graduate and Postdoctoral Studies is the basic policy-making body.
2. The Department of Political Science is given significant policy-making authority by the Faculty of Graduate and Postdoctoral Studies. However, Departmental must not conflict with Faculty policies.
3. The Graduate Program Committee consists of the Director of Graduate Studies who chairs the Committee, at least two faculty members, and three students. Students will be selected by the Political Science Graduate Student Association. Normally, there will be two Ph.D candidates and one M.A. candidate.

Tasks of the Graduate Program Committee are:

- 1) To discuss and review all aspects of the graduate program, including, but not confined to:
 - a. curriculum
 - b. comprehensive examination procedures and format
 - c. student facilities
 - d. entrance requirements
 - e. general policy on fellowships and scholarships
 - f. general policy on teaching assistantships (aspects not covered by union agreements)
 - g. mentoring and supervision
 - h. professional development
 - i. social occasions
- 2) To make recommendations on these policies and areas to the Department.
- 3) The graduate Program Committee is a forum for consideration of programmatic issues, not complaints about individuals. In the event of disagreements with professors or supervisors, graduate students shall, in accordance with the FOGS Guidelines, seek to resolve disputes as close as possible to the source, by first discussing the problem frankly with the professor in question. If the problem is not resolved, the appropriate course of action is to approach, in order, the Director of Graduate Studies, the Head of the Department, and finally the Dean of Graduate Studies. Assistance may be obtained from the Departmental Advisor on Policy and Procedures and from relevant University offices.
4. The Graduate Admissions and Awards Committee consists of faculty members chosen to ensure field representation. The Committee makes decisions on applicants for admission, ranks students for financial awards, and reviews requests for accommodation outlined in Section IV. The Committee is responsible for publishing a list of factors used in rankings.

5. The Director of Graduate Studies is responsible for the Administration of the graduate program of the Department. The Director of Graduate Studies chairs the Graduate Program Committee and is an ex-officio member of the Department Executive Committee; and coordinates the recruitment and admissions process, including the preparation of relevant materials; designates initial academic advisors and facilitates the matching of students with supervisors; ensures that faculty supervising or teaching graduate students are aware of and adhere to applicable policies and procedures; coordinates ranking of graduate students for fellowships; allocates Teaching Assistantships; coordinates the periodic review of academic progress of graduate students; and coordinates the administration of comprehensive examinations. The Director of Graduate Studies is also a source of advice and informal appeal in the event of problems involving graduate courses, relations with advisors or supervisors, relations between TAs and course instructors, or fellow graduate students.
6. Department Head. As the formal "administrative head of unit", the Department Head has extensive responsibilities. Regarding the Graduate Program, the Head is responsible for assigning teaching responsibilities to faculty (including graduate students as sessional instructors), and adjudicating formal appeals of grades or other complaints involving faculty -- including issues of professional conduct, equity and harassment matters -- and the decisions of the Director of Graduate Studies or the Graduate Program Committee.
7. Executive Committee. While having no direct line relation to the Graduate Program, the Executive Committee advises the Head on a wide range of matters. It consists of three faculty members elected by the Department and the Director Graduate Studies and Undergraduate Studies as ex-officio members.
8. Initial Academic Advisor. Upon entering the Department, each student is appointed an initial academic advisor to provide an additional source (beyond the Director of Graduate Studies) of advice about courses, fellowship applications, thesis supervision, and other academic matters. While we attempt to match students and faculty on the basis of their academic specialization, these designations should be considered interim arrangements only and are not intended to create any expectations for either party about subsequent thesis supervision. Students should speak to the Director of Graduate Studies if they wish to change academic advisors, and when they are ready to choose a thesis supervisor.
9. Thesis Supervisor for M.A. Students. Each student is provided with a Thesis Supervisor when an acceptable topic has been outlined. The Thesis Supervisor is selected by the student in consultation with the Director of Graduate Studies and the Department member involved. The Supervisor will be a person with special interest and competence in the field of research being undertaken.
10. M.A. Thesis Examination Committee. A two-member committee, composed of the Thesis Supervisor and one other faculty member, chosen by the Director of Graduate Studies in consultation with the student and the Supervisor, decides on the acceptability of the thesis. Academically qualified persons from outside the Department may serve as committee members.
11. Ph.D Field Committees. Committees for each comprehensive examination field consist of all faculty members in a particular field, and, where possible, have one graduate student representative who has already passed the comprehensive examination in that field. The committees are intended to ensure a diverse curriculum and create an on-going structural forum for faculty and students to discuss curriculum issues.

Terms of reference:

- (a) annual re-examination and discussion of curriculum issues in field;
 - (b) review of comprehensive exams and comprehensive exam reading lists (faculty alone will be responsible for the administration of exams);
 - (c) identification of areas of field weakness, and determination of future hiring priorities of the field.
12. Ph.D Dissertation Supervisor and Dissertation Committee. Students should identify their Dissertation Supervisor and form a Dissertation Committee when the student has completed all course work. The Dissertation Committee will be agreed upon by the faculty in consultation with the student. The Dissertation Supervisor will serve as a member of the student's oral comprehensive examination committee. The Dissertation Committee is the one referred to in the Calendar as the "Candidate's Committee." The Committee, consisting of the Dissertation Supervisor and two other members, is responsible for approving the thesis proposal, for subsequent supervision of preparation and writing, and, after being convinced of the acceptability of the dissertation, for recommending its submission to the University Dissertation Examining Committee. The Dissertation Supervisor and the other committee members must hold the rank of at least Assistant Professor and the Dissertation Supervisor should have experience on doctoral committees (see Faculty Regulations in

section III. D) At least two of the three members of the Thesis Committee should be at the rank of Associate Professor or Professor.

13. The University Dissertation Examining Committee is a committee consisting of the three members of the candidate's Dissertation Committee, the Chairperson, who will be either the Dean or his/her nominee, and several additional members, at least one of whom is drawn from another department and one from another university. This committee is responsible for deciding whether the candidate's dissertation is acceptable for the Ph.D degree.
14. Department Advisors on Policies and Procedures (DAPPs). See Section IV. E.
15. Equity and Academic Freedom Advisory Committee. See Section IV. F.

D. Criteria for Admission to the Graduate Program

Faculty and Department criteria relevant to the M.A. and Ph.D programs are discussed in the appropriate sections of this handbook. As a general statement of policy, the Department wishes to make clear that no student has an automatic right to admission as a graduate student, even though he/she meets all minimum requirements. His/her application must be approved by the Graduate Admission and Awards Committee of the Department. This committee will be guided by Department policy on the size of the graduate student population which can be handled successfully.

E. Department Procedures for Deciding on Applications

1. Admission applicants are adjudicated by the Graduate Admissions and Awards Committee. An applicant's file must include relevant transcripts, at least three letters of academic reference, an application form, and a TOEFL score for all applicants with a first university degree from a university other than Australia, Botswana, Canada, Ireland, Kenya, New Zealand, South Africa, United Kingdom, United States and the English speaking countries of the West Indies. Where applicable, the Department requires a TOEFL score of 580 for the paper-based exam, 237 for the computer-based exam, and a 5.0 on the Test of Written English (TWE). GRE scores are highly recommended from all our applicants to our Ph.D program. The Department also requires GRE scores from all applicants to our Ph.D program whose prior degrees are from non-Canadian universities. Upon completion of the file, the committee has three courses of action open to it:
 - a) It can recommend admission. (Note: Admission is often conditional on the completion of some course of action on which the applicant is then engaged, such as pursuit of a B.A. or M.A. degree.)
 - b) It can recommend rejection.
 - c) It can delay its decision, and inform the applicant accordingly, until additional information is received. This often happens when the applicant appears marginal, but there is a possibility that his/her academic record for that year might improve his/her chances of admission. In such cases the decision is delayed until final academic transcripts are received. It is the applicant's responsibility to ensure that such transcripts are sent to the Department by the issuing institution. When the additional information is received, the applicant is either admitted or rejected.

The Committee's recommendation is normally accepted by The Faculty of Graduate and Postdoctoral Studies, provided Faculty criteria have been met.

2. The deadline for application is **January 7**.
3. Detailed information on annual Registration Procedures is provided by the Registrar's Office to all applicants who have been accepted into the Graduate Program. In the case of students from outside North America, this material will be sent directly to the Department where it will be kept until the student has arrived.

F. Graduate Awards

The Department will be guided by the principles of merit, openness, fairness, and equality of opportunity in the awarding of fellowships, teaching assistantships, research assistantships, grants to attend conferences, invitations to participate in conferences, etc. Openings will normally be posted with a clear statement of the background and qualifications required for each position.

UBC financial support for graduate students is of five main sorts:

1. Funding packages and Admission Fellowships. For PhD students, the **Four Year Doctoral Fellowship (4YF)** program provides funding for UBC's best incoming PhD students of up to \$18,200 per year plus tuition. Other roughly comparable funding packages for incoming PhD students are provided through the **Graduate Support Initiative** (GSI) of the Faculty of Graduate and Postdoctoral Studies. The Department also has limited funding to offer Graduate Entrance Scholarships to top applicants. A few such fellowships may be offered to top new MA students as our GSI resources permit. The allocation of Graduate Entrance Scholarships will be at the discretion of the department's Admissions Committee in consultation with the Director of Graduate Studies.
2. Merit Awards Administered by the UBC Faculty of Graduate and Postdoctoral Studies. For continuing PhD students, SSHRC and Affiliated Fellowships are the main awards in this category. The value of the awards is revised annually; for 2016-17 these awards range from \$17,500 to \$35,000. The awards cover a twelve-month period beginning September 1 and are in some cases renewable for a second year. These are fellowships open to all PhD students in the Department in their second or later years of study regardless of citizenship or visa status. However, UBC MA students transferring to our PhD program are eligible in their first year of doctoral study. As required by the Faculty of Graduate and Postdoctoral Studies, all students who are eligible for Social Sciences and Humanities Research Council doctoral fellowships, that is Canadian citizens or permanent residents, must apply for SSHRC fellowships in order to be eligible for Affiliated Fellowships.. The SSHRC application will then be used in the Affiliated Fellowship competition as well. Non-residents must complete an Affiliated Fellowship application available from the department or the Faculty of Graduate and Postdoctoral Studies. The Political Science Department will review and rank the applications they receive (our internal deadline will be around **September 30, 2016**), and forward their top applicants to the Faculty of Graduate and Postdoctoral Studies. Nominations must be submitted by graduate programs to the Faculty of Graduate and Postdoctoral Studies by 4:00pm on **October 14, 2016**. Other available fellowships are the prestigious Trudeau, Vanier, and Aboriginal Graduate Fellowships. For information, see <https://www.grad.ubc.ca/awards/affiliated-fellowships>.
3. Teaching Assistantships Administered by the Department. A full TAship covers an average of 12 hours work per week in preparation, tutorials, office hours, and/or marking assistance for the September to April academic year. Pay rates are set by collective bargaining between the University and the Teaching Assistants' Union. No teaching assistantships are available for the period from May to August.

In allocating TAships, the department is guided by several principles. This first is compliance with the collective agreement, which requires that preference be given to continuing TAs who are Ph.D. students for four consecutive years. Because we have a one-year M.A. program, the "normal" expectation that M.A. students get preference for two years in the union contract has been ruled not to apply to our Department. As a result, TAships are rarely awarded for a second year to M.A. students. Second, TAship assignments are made on the basis of a student's preparedness to perform the tasks required of a teaching assistant in a particular course. As such, there may be times when particular field competence (e.g., knowledge of statistics) outweighs ranking based on degree and year. Third, we normally give priority to PhD students over MA students.

TAships may be awarded to outstanding students holding major awards. In other cases, TAships will be allocated according to the following priorities.

- 1) Ph.D students without substantial grant funding in their first four years
 - 2) Outstanding first-year M.A. students without substantial grant funding
 - 3) Fifth-year Ph.D students without substantial grantfunding
 - 4) Other first-year MA students without substantial grant funding
 - 5) Sixth-year Ph.D students without substantial grant funding
 - 6) Second-year and beyond M.A. students
4. Research Assistantships. A number of faculty members have research programs that provide employment for students. Allocation of research assistantships funded by individual research grants is at the discretion of individual faculty members. RAships offers may be made to incoming students. In other cases, it is expected that all positions will be posted with a clear statement of the qualifications required.
 5. Need-Based Awards. Loans and bursaries are administered by the Awards and Financial Aid office.
 6. Awards by External Agencies and Individuals.

Information on Social Sciences and Humanities Research Council fellowships and other forms of financial aid can be found on the Faculty of Graduate and Postdoctoral Studies' web site. Information on SSHRC fellowships also will be distributed each Fall by the Department.

G. Graduate Student Status

Definition of "Full-Time;" "Part-Time;" and "On-Leave" status are given in the Calendar

H. Approval of Student's Course Selection

Students do not require the approval of the Department before registering for Department graduate courses. However, students should discuss their program with the Director of Graduate Studies and their initial academic advisor during the first two weeks of September. Courses outside the Department's graduate program do require the approval of the Director of Graduate Studies.

I. Graduate Courses.

One purpose of courses collectively is to introduce students to a wide variety of ideas, theories, and methodologies in political science. Course outlines should be made available by the first day of class. All course outlines should provide a clear written statement of purpose, course requirements, mark breakdown, and a discussion of the criteria the professor will use to evaluate student performance. When there is more than one component to the grade, students should be informed of their performance on each component.

J. Student Teaching Evaluations

The Department will ensure that student teaching evaluations are conducted for all graduate courses and that summaries of teaching evaluations from past years will be made available in a timely manner to incoming and continuing graduate students. For small courses (less than eight students), evaluations will be read only by the Head and Director of Graduate Studies to protect the confidentiality of student responses, and a cumulative multi-year summary will be provided to students and faculty.

II. THE M.A. PROGRAM

A. Criteria for Admission

1. Faculty Criteria

Canadian applicants for the Master's degree must hold an Honours or Bachelor's degree requiring at least four years of study with a minimum overall average in the B+ grade range (76% at UBC) in third and fourth year-level courses prescribed by the Department concerned as prerequisite to the Master's program. Applicants from other countries should consult requirements posted on the Faculty of Graduate and Postdoctoral Studies website (www.grad.ubc.ca)

2. Department Criteria

- a) A Superior and Relatively Recent Undergraduate Record. The marking practices of universities differ greatly, and UBC considers each application for graduate studies on an individual basis. As a general rule, successful applicants will have minimum first class standing (80% or higher at UBC or equivalent) in each of the last two years of undergraduate study, in accordance with the criteria for graduate funding in the Faculty of Graduate and Postdoctoral Studies. No student with an overall average of less than 75% or its equivalent in his/her final two years should consider graduate studies in this Department. Students from American colleges and universities which use letter grades should have at least a B+ average. Where a graduate point system is used, students should have a grade point average of 3.3 or better on a 4-point scale in their final 2 years. In the case of students from British universities, an Upper Second Class (or Class II, Division I) is normally acceptable for full standing in the M.A. program if the student is well recommended. In the case of students from Asian universities, we normally require clear first class standing. A Master's degree from Indian and Pakistani universities is usually regarded as the equivalent of an honours B.A. if the student is well recommended. The Department does not have enough experience with continental European, African, and Latin American universities to have established grade equivalents. Assistance in determining grade equivalents for foreign universities is provided by the Registrar's Office. The Department generally requires further preparatory undergraduate course work by students more than five years away from their most recent undergraduate training. Exceptions will be made to this rule only in unusual circumstances, and, in most cases, only after a personal interview.
- b) A Considerable Amount of Undergraduate Work in Political Science. For admission to full standing, students should have the equivalent of at least 5 full year courses in Political Science in the last two years of their undergraduate program. Two one semester-term courses, or three quarter-term courses are regarded as equivalent to one full year course. Students not meeting these criteria, but with superior undergraduate records in other social science disciplines are encouraged to apply for graduate study in political science, although they may have to make up deficiencies in the discipline and thus extend the period required to complete a graduate degree.
- c) Background which Prepares Students for Political Science at UBC. The interests of Department members are eclectic, and students are not required to conform to any particular orientation or "school" in the discipline. To aid the Department in evaluating the work of students from outside Canada, the United States and the United Kingdom, such students may be required to provide an example of their work in English. This will preferably be a term paper or other piece of political analysis.
- d) A Serious Commitment to the Study of Political Science. The graduate program is heavy and concentrated. While many M.A. students will not continue academic work beyond the M.A., they should recognize that the graduate program is designed to involve students in the development of the discipline of Political Science.
- e) Economic Circumstance in Admissions. Students' economic circumstances will not be considered in the admissions process. The department will ensure that students offered admission to the graduate program receive our best estimates of the costs of graduate education and of living within Vancouver and the degree of support that the department can offer.
- f) Equity in Admissions. In making admissions decisions with respect to applicants with comparable academic records, the department encourages the faculty members of the Graduate Admissions and Awards Committee to consider diversity of the incoming class. In considering applications for admission, the Graduate Admissions and Awards Committee will look beyond the formal academic transcripts and consider work or personal experience of the applicant that may be relevant to the

proposed program of studies.

The Department strongly encourages applications from women, visible minorities, persons with disabilities, and aboriginal persons.

3. English Language Requirements for the M.A. Program

a) Faculty Policy:

There must be clear evidence that the applicant is competent to pursue studies in the English language. Applicants whose degrees are from a country other than Australia, Botswana, Canada, Ireland, Kenya, New Zealand, South Africa, United Kingdom, United States and the English speaking countries of the West Indies are required to submit a satisfactory TOEFL score of at least 550 (some departments may require higher scores) before any offer of admission is made. Score reports more than two years old will not be accepted. TOEFL may be waived if the applicant has already passed the GCE A- level English examination with a minimum grade of "B".

b) Department Policy:

Unless the first university degree is from a university in Australia, Botswana, Canada, Ireland, Kenya, New Zealand, South Africa, United Kingdom, United States and the English speaking countries of the West Indies, we require a TOEFL score of 580 (237 computer -based) and a Test of Written English (TWE) score of 5. We cannot consider the application until we have the official test report. UBC is an English language institution and as such deficiencies in English language skills will affect academic performance. Satisfactory TOEFL and TWE scores do not guarantee that student are adequately prepared for graduate study in English. Such proficiency ultimately is the responsibility of the student. Students with special needs can make special arrangements with the Educational Testing Service, which administers the GRE and TOEFL tests, or alternatively, apply to the graduate admissions committee to waive either requirement.

In evaluations of student performance, the Political Science Graduate Program makes no allowances for students who lack fluency in English. Academically oriented English language instruction is offered, for a fee by both the English Language Institute (ELI) and the Writing Centre on campus. If a problem is identified, individuals may wish to defer commencement of their graduate studies to pursue language instruction, or proceed part-time while taking language courses simultaneously.

B. Categories of Students in the M.A. Program

1. According to Faculty regulations, admission to the M.A. program will be in one of the following two categories:

- a) *FULL STANDING. Granted to applicants who hold the Bachelor's degree with the required academic standing appropriate to the field of the proposed Master's program.*
- b) *PROVISIONAL STANDING. Granted to students with deficiencies in standing, or who do not have the necessary prerequisites. Prerequisite courses normally are taken in the first year concurrently with courses on the graduate program, but are not counted as credit toward the Master's degree.*

As the number of fully prepared applicants exceeds the number who can be accepted, the Department is normally unwilling to accept provisional students. Exceptions to this generally restrictive policy are most likely to be made for candidates who are deficient in Political Science courses, but who have an unusually good undergraduate record, and who can present a strong case for their likely success in political science. Exceptions may also be made in the case of students who are more than 5 years away from their undergraduate training, but who otherwise meet the admissions criteria of the Department.

2. QUALIFYING YEAR. Faculty regulations read as follows:

Upon recommendation of the department, students with a Bachelor's degree who lack prerequisites for a chosen field of graduate study may be permitted to register as Qualifying students for no more than one year. Satisfactory completion of a Qualifying year does not guarantee admission to a graduate program. Up to 12 credits of eligible courses may be applied to the graduate degree program provided prior permission to register in these courses was obtained from the Department and the Dean of Graduate Studies. Qualifying status is granted only to those students who are recommended for such status by the Departments concerned. Such students may only take graduate courses with the special permission of the Graduate Admissions and Awards Committee and the Faculty member in charge of the graduate course. Our experience with qualifying

year students has been generally unfavourable. As a result, we do not encourage students in this category, nor do we normally allow graduate credit for courses taken in the qualifying year. A student wishing to do a qualifying year must convince the Graduate Admissions and Awards Committee that there are cogent reasons why he/she should be admitted to this classification. If the Committee is convinced, a program of studies will be drawn up in consultation with the student and submitted to the Faculty of Graduate and Postdoctoral Studies for additional scrutiny and decision. Occasionally, the Graduate Admissions and Awards Committee will be asked to approve a course of study for a qualifying year student who has no aspirations for graduate studies. Such cases will be considered on their individual merits.

C. Requirements for the M.A. Program

1. Faculty Requirements for the M.A. Program

- a) *If the degree is not awarded within a period of five years from initial registration, the student's candidacy will be terminated and the student will be required to withdraw from the program. Extension of candidacy will be granted under exceptional circumstances.*
- b) *The progress of all students studying for a Master's degree will be reviewed from time to time and at least once a year in the spring by the department concerned and the Dean of the Faculty of Graduate and Postdoctoral Studies. A candidate may be required to withdraw if progress has not been satisfactory as shown by course work that does not meet the requirements, an excessive number of credits below 68% or courses with incomplete standing, unsatisfactory progress on the thesis or graduating essay, or failure to satisfy additional requirements of the Department or Faculty of Graduate and Postdoctoral Studies.*

2. Department Requirements

- a) The requirements for the M.A. degree in political science are:
 - 1) Thesis: 12 credits
 - 2) Courses: 18 credits. At least 12 credits of graduate course work must be taken within the Department. With the approval of the Director of Graduate Studies, up to 6 credits may be taken in another department or at the senior undergraduate level. Because graduate courses are designed to be one of three courses in a term, rather than the one of five courses for undergraduate courses, graduate students enrolling in undergraduate courses are required to do additional work that, in the view of the course instructor, brings the work requirements up to that of a graduate course. If the student prefers to receive graduate credit for the course, they may register for a directed reading (POLI 580).
 - 3) TOTAL: 30 credits
- b) Department policy requires Faculty members to submit grades for all students in graduate seminars by January 1st for courses ending in December and by May 1st for courses ending in April. Students who do not submit all material in time for these deadlines, and do not have medical or similar reasons for not doing so, will receive no credit for the late material. In cases of courses being taken outside the Department's graduate program, it is the student's responsibility to ensure that no extension take place past the dates stated above.
- c) The Department does not offer an M.A. program without thesis.
- d) There are no general or comprehensive examinations for the M.A. in Political Science. However, there is an oral examination in which the student defends his/her M.A. thesis before faculty and fellow graduate students.
- e) A student with no deficiencies is expected to complete the regular requirements for the M.A. in one calendar year. The 18 credits of course work will be taken during the winter session from September to April and the thesis written in the succeeding spring and summer. Students with deficiencies may continue their course work in the subsequent year.

D. **M.A. Thesis: Selection and Approval of Topics; Examination**

1. The subject matter and orientation of the thesis must be within the generally recognized boundaries of Political Science. In practical terms, any topic for which a Thesis Supervisor within the department can be obtained will be acceptable. It is the student's responsibility to ensure that the necessary source materials are available. Students should feel free to consult Department members for suggestions as to possible thesis topics.
2. See Sections I.C (9) and (10) above for information concerning selection of Thesis Supervisor and selection and composition of M.A. Thesis Examination Committee. The student must identify and secure agreement from an appropriate faculty member to serve as supervisor of the thesis, and my consult with the Graduate Director to identify the appropriate supervisor.
3. The M.A. thesis will consist of a research paper which has as its model an article for submission for publication (normally between 8,000 and 12,000 words in length, including notes). The thesis will typically originate as a research paper in a graduate seminar and undergo revision under the direction of a Political Science faculty member (normally the seminar instructor).
4. If the thesis does not originate as a research paper in a seminar, the student should prepare a thesis prospectus by the end of April which indicates the nature of the topic he/she plans to investigate, the specific research methods and plans to be followed in the study, and the body of literature, relevant materials, etc. to be used. The approval of the prospectus rests with the Thesis Supervisor.
5. After the thesis topic is approved, and until the final evaluation of the finished thesis, the student's primary contact will be with his/her Supervisor. The candidate must keep in frequent touch in order to receive advice and to report on the progress of the research. If his/her research does not permit him/her to be in Vancouver, such reports can be submitted by mail or email.
6. In the progress of their research students will inevitably make slight changes in their topics. Major changes, however, can be made only with the approval of the Thesis Supervisor.
7. Once the thesis is nearing completion, the student should consult with their supervisor and/or the Director of Graduate Studies to identify a second reader and seek that person's agreement to serve as the second member of the two-person thesis examination committee. The student should consult with the supervisor and second reader to ensure that both will be available for projected possible dates for an oral examination.
8. While the Supervisor should be an important source of advice and aid to the student, he/she is not responsible for the final quality of the thesis, or for its final disposition by the Thesis Examination Committee. The fact that the Supervisor allows a thesis to go before the Examination Committee for evaluation does not guarantee that the committee will accept the thesis. If, however, a thesis that the Supervisor considers unacceptable is being placed before the Committee for final disposition, the fact that the Supervisor considers it unacceptable must be made known to the student.
9. Students must be aware of the technical requirements for the preparation of a thesis contained in the brochure of the Faculty of Graduate and Postdoctoral Studies, Instructions for the Preparation of Graduate Theses. As far as style is concerned, students may use any of the widely accepted formats in Political Science, such as the Turabian (Chicago) or MLA styles. The UBC Library website provides citation style guides for your reference. Proofreading and extensive editing for style and grammar are not among the tasks the Supervisor and Second Reader are expected to perform.
10. When the thesis has been approved by the supervisor, a copy will go to the second reader. A thesis may be accepted as presented, accepted on condition of revisions being made, or rejected. A successful thesis must be approved by both the supervisor and second reader. In case of rejection, the student will be required to withdraw from the M.A. program.
11. The grade assigned to a successful thesis will jointly be determined by the thesis supervisor and the second reader. The supervisor must complete a thesis report and assign the grade on the *MA Thesis and Examination Report* form, and both Examination Committee members must sign the form and return it to the Director of Graduate Studies.
12. When the thesis has been accepted, the student must submit the thesis to the Faculty of Graduate and Postdoctoral Studies as required according to their procedures, including submitting the Faculty of Graduate and Postdoctoral Studies MA thesis and Program Completion form with required signatures.
13. It is customary for the successful candidate to provide one copy of his/her thesis to the Political Science Reading Room, and one copy to his/her supervisor.

E. Review of the Progress of M.A. Students

1. Faculty regulations stipulate that "*a candidate may be required to withdraw if progress has not been satisfactory.*"
2. Department Policy
 - a) The basic procedure of the Department is an annual review of each student's progress, conducted in May. The review is carried out by the Director of Graduate Studies, who will receive written reports from faculty who have taught or supervised graduate students, and chair a faculty meeting to discuss individual students' progress. The Director of Graduate Studies will then send a letter, which should be made as concrete and specific as possible, to each student currently in the program, summarizing the student's performance and evaluations by faculty.
 - b) Students whose performance is unsatisfactory will either: (1) be asked to withdraw from the program, or (2) be allowed to remain in the program for a probationary period. In the latter case, the student will be informed of the specific criteria the Department will apply in reviewing his/her performance during the probationary period.
 - c) A request that a student withdraw will be made only after thorough discussion by the Department in a formal meeting, and only after every effort has been made to verify the doubts which exist as to the student's performance, and only after the student has been given an opportunity to present his/her case to the Director of Graduate Studies and to the Department.

III. THE PH.D PROGRAM

A. Criteria for Admission

1. For Faculty of Graduate and Postdoctoral Studies admissions requirements, see Calendar.
2. Department Criteria
 - a) For general information, see the Department requirements for admission to the M.A. program (Sections II. A. (2), (a-d) of this handbook).
 - b) Candidates are generally expected to have completed a Master's level program in Political Science before proceeding with the Ph.D., though exceptional students may be accepted directly into the Ph.D. from a B.A. degree or its equivalent. In all cases the Admissions Committee may stipulate conditions for admission (such as completion of ongoing coursework and/or other degree requirements). If such conditions are not completed by registration time, admission may be revoked (but see section 3 below).
 - c) The Department does not admit candidates to the Ph.D program on a provisional basis.
 - d) Students who have obtained both a B.A. and M.A. from UBC are strongly encouraged to do their doctoral work elsewhere.
 - e) In general, admission to the Ph.D program is based upon:
 - 1) high academic achievement as evidenced by the student's undergraduate and graduate records;
 - 2) the compatibility of the student's academic and research interests with the academic interests and strength of the Department;
 - 3) strong letters of reference indicating a significant likelihood that the student will be able to contribute to the discipline;
 - 4) a broad preparation in the discipline; and
 - 5) relatively recent contact with the discipline.
3. Application to the Ph.D. program from the M.A. program. A student who enrolls initially for the M.A. degree and subsequently applies for the Ph.D. program may be offered admission to the Ph.D. program without being required to complete the M.A. thesis. The student will have the option of completing the thesis and receiving the M.A. degree or proceeding directly to the Ph.D. program (and not receiving an M.A. degree) as long as all other requirements and conditions are met.
4. English Language Requirements for the Ph.D Program
 - a) Faculty Policy
There must be clear evidence that the student is competent to pursue studies in the English language.
 - b) Department Policy
All students must be competent in the English language. However, if their thesis committee approves, they may write their thesis in French instead of English.

B. Requirements for the Ph.D Program

1. For Faculty Requirements see the Calendar.
2. General Department Requirements
 - a) To obtain the Ph.D degree the candidate must:
 - 1) Complete 36 credits of course work, normally within the first two years;

- 2) Pass their Ph.D. comprehensive examinations, consisting of a written exam in each of their major and minor fields, and a single oral exam. These normally take place in November of the year following the completion of coursework.
- 3) Have a dissertation proposal approved and present it to the Political Science 649 seminar.
- 4) Submit an acceptable dissertation.

3. Course Requirements

- a) Candidates normally enroll in 18 credits of courses (six graduate courses, three per semester) in the first year of their program. The minimum pass mark for Ph.D students is 68%.
- b) Previous graduate level coursework: Previous graduate level coursework up to a maximum of 18 credits may be accepted for Ph.D. program credit to the extent that it fulfills UBC Political Science Ph.D. course requirements. This will allow MA students in Political Science to enter our Ph.D. program without having to repeat coursework and to reduce their coursework requirements from the two years normally required of our Ph.D. students. Credit for previous graduate courses are generally for political science courses, normally taken as part of a political science MA program. Other courses may be allowed, but the presumption is that they are functionally equivalent to political science courses, provide students with preparation essential for success in the discipline of Political Science, and fit with the student's overall program of study, all of which will be determined by the Graduate Director.

Students are encouraged to consult with their incoming supervisors/advisors as well as the Director of Graduate Studies to see whether courses taken elsewhere might be counted toward fulfilling PhD coursework requirements. Students cannot get credit for the core subfield seminars of our graduate program. To apply to have previous coursework count as credit towards for program credit (up to 18 credits). Students must submit the following to the Director of Graduate Studies:

- 1) a letter which requests the specific courses to be accepted as fulfilling UBC PhD coursework requirements, and which identifies the Political Science Ph.D. program requirements that are to be satisfied; and
- 2) a syllabus of each course for which credit is requested.

The Director of Graduate Studies will seek the guidance of the appropriate field chairs for advice on what will be accepted for credit in a given application before making a final determination.

- c) Methodology Requirement: Ph.D. students are required to fulfill the methodology requirement, which includes 1) any graduate seminar in political theory; and 2) a set of at least two graduate research methods courses. Please check the specific and exact methods requirements for each subfield in the descriptions provided below in III B.4.e. Departmental research methods courses include: Poli 571: Qualitative Methods, Poli 572A: Quantitative Techniques of Political Analysis, Poli 572B: Quantitative Techniques of Political Analysis, 574: Quantitative Techniques – Maximum Likelihood Estimation, and Poli 547: Interpretation and Criticism in Political Inquiry (which also counts as a political theory course). PhD students majoring in *American Politics*, *Canadian Politics*, *Comparative Politics*, and *International Relations* are required to take at least the first two of the quantitative methods courses (Poli 572A & 572B) However, students in these subfields may apply for a partial exemption for the quantitative methods course requirement, based on their particular course of study, with the support of their supervisor. Any such exemptions must be approved by the Graduate Advisor. If you have any questions about these requirements, consult with the Graduate Advisor.
- d) Major and Minor Field Requirements: To major in a subfield, the student must take the core course in that subfield, plus 3 other courses within the subfield. To minor in a subfield, the student must take the core course and one other course within the subfield.
- e) Field seminars, which are constructed among other things with Ph.D. exam preparation in mind, are mandatory for all examinees in a given field. Field seminars should provide students with a broad understanding of approaches, issues, and debates in the field. Where possible, a field seminar should be offered in each of the subfields every year. The syllabus for the field seminar may be a matter for subfield committee input.

Field seminars are designed to perform several purposes. No student should be permitted to sit an examination in the field without taking a course central to the field. Field seminars are also designed to build academic community by providing a given cohort of students a common seminar experience. In addition, the seminars are designed to expose students to the diversity of approaches in the field. And finally, they are intended to contribute to exam preparation for the students. By no means, however, are field seminars designed to be sufficient for exam preparation. Preparation for comprehensive

examinations is meant to go well beyond the field seminar, to include other department seminars and most of the student's time between the end of coursework and November of the following term when students normally complete their exams.

- f) Students are required to take no fewer than eight graduate seminars in political science. Additional credits may consist of graduate course work in another Department or of fourth year undergraduate courses in Political Science, but only with the approval of the Director of Graduate Studies. Normally students are expected to take only graduate courses; undergraduate courses will be approved by the Director of Graduate Studies only in cases where the student is seeking to supplement the course with substantial work at the graduate level (in which case, students usually register for a 580 Directed Studies course).
- g) Ph.D students must, **in their first term**, receive at least 80% in 1/3 of their graduate course credits or have an average of 77% in their graduate course grades. A student who does not meet this standard **will be warned** that his/her performance does not fulfill minimum Department requirements.
- h) Ph.D students must, **in their first full year**, receive at least 80% in 1/3 of their graduate course credits or have an average of 77% in their graduate course grades. **A student failing to meet this standard will be asked to withdraw** from the program unless the Department finds special and compelling reasons for keeping the student in the program.
- i) Department policy requires Faculty members to submit grades for all students in graduate seminars by January 1st for courses ending in December and by May 1st for courses ending in April. Students who do not submit all material in time for these deadlines, and do not have medical or similar reasons for not doing so, will receive no credit for the late material. In cases of courses being taken outside the Department's graduate program, it is the student's responsibility to ensure that no extension take place past the dates stated above.
- j) Auditing of Courses: With the permission of the instructor, any properly registered graduate student may audit any graduate course in the Department. Such courses will be recorded as Audit on the student's transcript.
- k) Political Science 580 -- Directed Studies: Students are expected to make use of the regular courses in designing their program. POLI 580, however, is available for use in *exceptional* circumstances. POLI 580 is an open-ended course inserted in the Calendar to provide flexibility for those students whose academic needs cannot be satisfied by the regular courses. A student seeking Directed Studies in a particular field must find a Faculty member willing to direct his/her readings. Since the normal graduate seminar offerings cover the basic fields in Political Science, and since Faculty members have full teaching loads, there can be no assurance that every request will be met. If an arrangement is made, the decisions on readings, on the frequency of meetings, essay requirements, etc., will be decided on by the student and professor concerned. In all cases, students must complete the *Political Science 580 Directed Studies Course* information and application form (available from the Department) and obtain the approval of the Director of Graduate Studies.
- l) The department normally does not offer graduate courses in the summer.
- m) Marks and Grading in the Graduate Program: Each graduate course is worth 3 credits and marked out of 100 points. The first class range is 80-100; the second-class range is 68-79. Students must obtain at least 68% to receive credit for a course (M.A. students, however, are allowed one mark as low as 60%). The following categories are unofficial but would seem to represent the perception of most Faculty members.

Outstanding	86 and above
Excellent	83 - 85
Very Good	80 - 82
Good	76 - 79
Fair	72 - 75
Poor	below 71

4. Comprehensive Examination: Policies and Procedures

a) Fields Offered, Purpose:

Each Ph.D candidate must pass a comprehensive examination involving two written exams—a major and a minor field—followed by a single oral examination.

The purpose of comprehensive examinations is to provide all students receiving a UBC Ph.D with a broad understanding of literature and issues in the discipline. This prepares students to enter the community of political scientists, so that they can communicate with colleagues who do not work in the same specialized field as themselves. It also exposes students to concepts in a different area of the discipline, so that they may see the relevance of those concepts for their own specialty. The examinations are thus generalist in orientation, in contrast with the specialist emphasis of the Ph.D dissertation, of reading courses, and of certain graduate seminars.

Successful exams will provide evidence that the student has developed strong analytical, theoretical, problem-solving and critical thinking abilities; the required breadth and in-depth knowledge of the discipline; the background for the specific doctoral research to follow; the potential ability to conduct independent and original research; and the ability to communicate knowledge of the discipline.

The department offers examinations in five major fields of political science:

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

Three of these: *international relations*, *comparative politics*, and *political theory* -- are core fields at every major department in the world. The fourth: *Canadian politics* -- reflects our commitment to understanding the politics of the country in which we live and work. It also reflects the fact that the study of Canadian politics has long been one of the department's special strengths. The fifth, *US politics*, was added in 2005 to reflect the growing strength of the Department in this area.

b) Timing:

Ph.D. comprehensive exams shall be offered in the fall of each year, normally at the end of September or beginning of October, and will also be offered as required by students in the spring, normally in March. The oral exam should follow the written exams within a week. If the student fails an exam, the student will have the choice of retaking the failed exam within two weeks or in the following term. If the student fails the first exam and its retake, the student must leave the program. Students must complete both exams and the oral no later than the third year in the program except in exceptional circumstances as approved by the Director of Graduate Studies.

c) Examination Procedures

- 1) The written examination will involve two parts, the major field and the minor field. These will be written on separate days but preferably within a few weeks. The minor exam should demonstrate depth of knowledge but is not expected to demonstrate the same breadth of knowledge as the major field exam. Each major written exam will consist of a sit-down five hour exam; each minor exam will consist of a sit-down four hour exam.
- 2) The oral exam should normally be held within a week of the sitting of the second written exam.
- 3) The major and minor written exams and the oral exam will be evaluated by the members of the oral examination committee, who will be chosen by the field chairs in consultation with the student's supervisor. The examination committee will normally consist of three members: two from the student's major field including the student's supervisor and the major field chair who will chair the exam, and one from the minor field. Both written exams will be provided to all members of the examination committee. The committee will assess the overall performance of the written and oral exams in the major field as a Pass or Fail, and will assess the overall performance of the written and oral exams in the minor field as a Pass or Fail. If a student is deemed to have failed an exam in one but not both of the subfields, they will only be required to re-take the written exam in the failed subfield, followed by an oral examination of that field. Assessments are preferably reached by consensus; if the committee is unable to reach a consensus, votes will be taken with a Pass determination requiring a majority vote of the committee. The committee will indicate their determinations to the student upon the conclusion of the oral examination.
- 4) In each field all students wishing to be examined will take the exam at the same time unless there are extenuating circumstances as approved by the Director of Graduate Studies (such

as a request for accommodations by the Disability Resources Centre or previously approved amendments to a student's program).

d) Reading List Development

1) Faculty field chairs must decide the available subfields for examination and the content of the reading lists no later than the end of May for exams held in the fall, and the end of October for exams held in the spring of the following academic year. The Director of Graduate Studies will announce the dates of written exams for each field by those same deadlines for each examination period. Before the May deadline, the chair of each examination field must meet with all students presenting themselves for examination in the field for the following year to hear student representations on the reading list.

2) The length of the reading list should be realistic in relation both to the time available for covering it and exams' generalist purpose. A book should not be placed on the list if no faculty member can imagine a question involving it. The Director of Graduate Studies should attempt to ensure that there is rough parity in the workload requirements for the different comprehensive examinations.

3) Field committees should consider student nominations for reading outside faculty members' basic list. Pursuant to this, a field committee may, if necessary, invite non-political science faculty to set and read one question on the exam.

e) Descriptions of Examination Fields

1) **Canadian Politics**

Students majoring in **Canadian Politics** are required to take Poli 571 along with Poli 572A and 572B. Some students will also be expected to take Poli 574, our most advanced course in quantitative methods, if it is needed for their research programs. Credit for functionally equivalent courses requires the permission of both the Director of Graduate Studies and the course instructor.

One component of the Canadian Comprehensive Reading List will be the Core Reading List, containing approximately 30 books or the equivalent.

The other components of the Canadian Comprehensive Reading List will be six subfield lists, each containing approximately 20 books or the equivalent:

- Federalism and Regionalism (including Quebec politics)
- Parties and Elections (see note in (6) below)
- Public Policy and Political Economy
- Canadian Political Culture and Political Thought
- Charter and Courts
- Parliament

One section of the Comprehensive Exam (major or minor) will consist of broad conceptual questions based on the core reading list. Each Candidate must answer two such questions, each of equal value. Students should choose questions that demonstrate their breadth of knowledge in Canadian Politics.

Students undertaking a major in Canadian Politics will choose two subfields from the list of six above. The written component of the Comprehensive Examination will include one section corresponding to each of the subfields chosen by each candidate. Each candidate must answer one question from each of these two sections. The questions will be of equal value and the two answers will comprise half of the exam's value, with the two questions on the core list comprising the other half.

Students undertaking a minor field in Canadian Politics will choose one subfield from the list above in addition to the core reading list. Students are encouraged to choose a subfield that will broaden their foundation in political science beyond their major field. In any case, the Chair of the Canadian field committee will consult with the Chair of the major field committee to ensure that there is no overlap between the two reading lists. The written component of the minor comprehensive examination will include one section of questions on this subfield, from which the candidate must answer one question. The written minor examination thus will consist of three questions -- two from the core and one from

the subfield specialization, each of equal value.

Each candidate will be consulted for minor revisions to the relevant two category lists in the spring term prior to the comprehensive, and the Committee will be attentive to candidate concerns and interests in revising the reading lists. The reading lists for subfields not chosen in a particular year will not necessarily be revised in that year.

Students are encouraged to meet with faculty in the subfield, either individually or as a group, during their preparation period to discuss their reading. All members of the subfield welcome you to take the opportunity to discuss themes and developments in the literature before the examination.

2) **Political Theory**

To fulfill their departmental methods requirements and their own scholarly potential, Ph.D. students majoring in Political Theory are required to take *at least two* methods courses and are encouraged to talk with their supervisors/advisors and/or PT field chair about their selection of methods courses. They may select courses from the array of methodological courses offered by the political science department (e.g., Poli 547A, Poli 571, Poli 572A & 572B) *as well as* from suitable graduate methods courses offered outside of the department. These might include the cross-cutting areas of interpretation, criticism, feminist methods, Indigenous studies methods, archival methods, small-“n” interview methods, other qualitative methods, etc. In selecting such courses outside of political science, political theory students should consult with their supervisors and with the political theory field chair.

The goal of the doctoral comprehensive examination in political theory is to ensure that the student has a sense of political theory as a general undertaking, and also, amid the enormous breadth of the field, has gained particular expertise in some chosen areas.

For a student for whom political theory is the major field of study, the examination is composed of three sections:

- (a) approaches to political theory (three questions will be asked and the student must answer one);
- (b) two leading thinkers (three questions will be asked about each thinker and the student must answer one on each thinker); and
- (c) a special topic (three questions will be asked and the student must answer one).

That is, the student is required to answer four questions over all.

For a student for whom political theory is the minor field of study, the examination is composed of three sections:

- a) approaches to political theory (three questions will be asked and the student must answer one);
- b) one leading thinker (three questions will be asked and the student must answer one); and
- (c) a special topic (three questions will be asked and the student must answer one).

That is, for the minor field exam, the student answers three questions over all.

For both major and minor examinations, the reading list is a result of a consultative process between examining faculty and each student. The list will include readings for each section of the exam, and each of these sections will include approximately ten to twelve major texts (articles, selections from books and/or books).

3) **Comparative Politics**

Students majoring in **Comparative Politics** are required to take Poli 571 along with Poli 572A and 572B. Students are also encouraged to take Poli 574, our most advanced course in quantitative methods, if it is needed for their research programs. Credit for functionally equivalent courses requires the permission of both the Director of Graduate Studies and the course instructor.

For the Major field written examination, each section will have 2 questions to choose from. For the Minor field examination, each section will have 2 questions to choose from.

The written CP comprehensive examination is divided into three parts for Majors and two parts for Minors. Majors must answer one question from the Core Theory section, one question from each of their subfield/regional specializations. Minors must answer one question from the Core Theory section and one question from their subfield/regional specialization.

Core: Theory and Methods

This section covers major theoretical approaches and methodological approaches in comparative politics. POLI 511 is intended as the core or field seminar for comparative theory and methodology, and it should be taken by all students intending to take the CP comprehensive exam. The first question of the comparative comprehensive exam will cover the core literature and debates.

Subfield/regional specialization

Students must also demonstrate specialized knowledge of particular thematic subfields or geographic regions. Students have substantial latitude in choosing their specializations. Majors must choose at least one thematic subfield, while Minors may choose either a thematic subfield or a region. Students should declare their subfields and committee (to the graduate adviser and comparative field chair) within a few weeks of receiving the updated comprehensive exam reading list (i.e., May for Fall exams, November for Spring exams). Students are expected to meet at least 2 times with relevant faculty for each subfield (first meeting before the summer).

Students may choose from the currently approved thematic subfields or regions, which are a function of both the structure of the field and current faculty expertise. The availability of a given subfield or region for a given exam is contingent upon faculty availability. Before finalizing their subfield choice, students need to confirm with the Comparative Politics Field Chair that a given subfield will be offered for examination. Where possible, students should have taken a graduate seminar in the thematic area or region in which they will be examined (i.e., if such a course is offered). In all cases, preparation should be guided by consultation with a faculty member in the subfield.

The currently approved thematic subfields are:

- Comparative Public Policy
- Comparative Political Economy (OECD)
- Political Economy of Development
- Democratization
- Comparative Parties and Political Institutions
- The State
- Political Behaviour (see note in (6) below)
- Ethnicity and Social Movements

Currently approved regional specializations are:

- China
- Japan
- Former Soviet Union
- Latin America
- South Asia
- European Union Politics

4) **International Relations**

Students majoring in **International Relations** are required to take Poli 571 along with Poli 572A and 572B. Some students will also be expected to take Poli 574, our most advanced course in quantitative methods, if it is needed for their research program. Credit for functionally equivalent courses requires the permission of both the Director of Graduate Studies and the course instructor.

The Ph.D. comprehensive examination in International Relations is designed to test the candidate's knowledge of the field. The exam consists of three questions for both major and minor exams, with one question from a core section. Students with IR as a *major field* will write two remaining questions from two topic areas chosen in consultation with their supervisor. Student with IR as a *minor field* can choose to answer their third question from the core section or their one topic area. This IR comprehensive examination format takes effect for the fall 2016 exams. Students who entered the program before this new format was determined may choose to be grandfathered under the previous IR exam format in case they have been preparing under the prior system.

Core: Theory and Methods

This section covers major theoretical and methodological approaches and debates in International Relations. POLI 561 is the core field seminar for International Relations, and should be taken by all students intending to take the IR comprehensive exam; the syllabus for this course constitutes the reading guide for this section of the exam. The first question of the IR comprehensive exam will cover the core literature and debates.

Subfield specialization

Students must also demonstrate specialized knowledge of particular thematic subfields, topics and/or research programs. In consultation with their supervisor and IR Field Chair, majors must identify two such subfield areas of specialization, while minors must identify one. For both major and minor examinations, the reading list is to be developed by the student and the supervisor, in consultation with other subfield faculty members as deemed appropriate by the supervisor who will coordinate the process. It is expected that the first draft of the reading list be developed by the student. Students and supervisors should identify the subfield areas and confirm with the IR field chair no later than May 1 for Fall exams, and November 1 for Spring exams, and should have the reading lists confirmed by the end of May and November respectively.

Each candidate must make her/his other sections known in advance to the chair of the IR Comp committee.

Each section contains 4 questions. Your answers should, at a minimum, demonstrate breadth and depth of knowledge of the relevant literature and familiarity with the main perspectives and debates in each area. Answers should avoid unnecessary repetition with respect to content and literature.

5) **United States Politics**

Students majoring in **United States Politics** are required to take Poli 571 along with Poli 572A and 572B. Some students will also be expected to take Poli 574, our most advanced course in quantitative methods, if it is needed for their research program. Credit for functionally equivalent courses requires the permission of both the Director of Graduate Studies and the course instructor.

The US Politics examination field provides students with expertise in US politics, comparable to that offered in leading U.S. universities. It puts special emphasis on understanding US politics in comparative perspective. It prepares students to write dissertations, with or without a comparative focus, in a variety of subfields of US Politics.

The US Politics Reading List comprises a Core Reading List, which contains the equivalent in books, chapters, and articles of about 30 complete books, and twelve separate subfield lists, each of which contains the equivalent of about 20 books. The list of subfields is as follows:

- Congress

- The Presidency
- Political Behaviour (see note in (6) below)
- Bureaucracy
- Public Policy
- Political Parties
- Interest Groups
- Constitutional Law and Judicial Politics
- Political Thought
- Federalism
- Political Development
- Foreign Policy

Depending on faculty availability, however, some subfields may not be offered for Comprehensive Examinations, or may not be supported for dissertation research, in a given period.

The Comprehensive Exam will include, for a major or a minor, a Core section dealing broadly with the literature and major themes of US politics. The Core section will be based heavily on a Field Seminar in US Politics. Students will answer two of four questions. The other section of the Exam will deal with, for a major, two subfields, with students answering one of two questions for each subfield; or for a minor, one subfield, with students answering one of two questions. In total, then, a major answers four questions (two of four from the Core; and one of two from each of two subfields); a minor answers three questions (two of four from the Core; and one of two from one subfield).

Students are expected to consult with faculty in choosing their subfields. Majors should choose a combination of subfields that complement each other substantively and that support dissertation projects for which appropriate faculty supervision is available.

Students planning to take a US Politics Comprehensive Exam should discuss their plans with the US Politics Field Chair during the second semester of the preceding year. Subfield reading lists will be prepared in consultation with students who are planning to take examinations each year. Students are encouraged to meet with appropriate faculty to discuss issues in the field and review their preparations during the summer and early fall leading up to the exam.

6) **Note on Political Behaviour as a Subfield Choice**

Each of the Comparative, Canadian, and U.S. fields includes a subfield dealing with political behaviour (in the Canadian field, the relevant subfield is "Parties and Elections"). For each field, the reading list is comprised of two parts: 1) a 'behaviour-core' reading list that includes foundational literature relevant to all three fields, and 2) a field specific supplementary list that includes material most relevant to a given field. For the Canadian field, the supplementary list includes work on political parties. The behaviour core list is approximately 13 books or equivalent and the supplementary lists are around 7 books or equivalent (i.e. 20 books/equivalent in total). For students who choose to write the behaviour subfield as part of two field exams (e.g. Comparative and Canadian), additional supplementary lists will be provided for each field such that the total number of books or equivalent will be 40 (e.g. approximately 13 'behaviour-core'; 14 comparative behaviour supplementary; 14 Canadian behaviour supplementary).

5. Second-Language Requirements

There is no second language requirement as such. The necessity for competence in a second and/or third language depends on the candidate's field of interest and the nature of the dissertation he/she proposes. The candidate in consultation with his/her committee will decide what work he/she will do in languages when he/she enrolls in the Ph.D program. For example, the field of Canadian Government and Politics necessarily requires a reading ability in the French language. In similar fashion, a candidate wishing to do thesis research in a particular country whose working language is other than English will necessarily have to have the appropriate language competence.

C. **Ph.D Dissertation: Selection and Approval of Topics; Examination**

1. See Section II.D.(1) of this handbook for some general comments on the selection of dissertation topics.
2. See Section I.B.(7) above regarding Dissertation Supervisor and Dissertation Committee.

3. Students are reminded that Faculty of Graduate and Postdoctoral Studies policy stipulates that “A student who is not admitted to candidacy within 36 months from date of initial registration must withdraw from the program.” “Candidacy” in Political Science is conferred by completion of course requirements and approval of the dissertation prospectus and presentation to the Poli 649 seminar.

Within 36 months of their date of entry into the program, Ph.D. students must be admitted to candidacy, which means completion of all coursework requirements and approval of the thesis proposal. Students should work closely with their thesis supervisor and committee to develop a thesis proposal (typically about 25 pages double-spaced), which usually includes the following: a statement of the question or nature of the problem; the existing state of knowledge on the topic, which includes a concise survey of the bodies of relevant literature; the expected contribution of the thesis; the specific research methods to be employed in the study; and a projected chapter outline. Once the thesis committee approves the prospectus, the student must fill out the [Doctoral Dissertation Proposal Approval form](#) and submit it to the Director of Graduate Studies. Upon approval by the Director of Graduate Studies, the student must then present the proposal to the Political Science 649 seminar, the scheduling of which the student will coordinate with their committee and the Graduate Secretary.

All faculty and graduate students are invited to attend the 649 seminars. Committee members are expected to attend, as are all Ph.D. students in residence.

4. The task of giving approval to a dissertation topic is not undertaken lightly. It is important to bear in mind that the student may spend the equivalent of two or more years on research and writing. The initial discussions on the dissertation proposal should explore, therefore, all conceivable problems, which may arise in the subsequent research so that questions can be raised at a stage in the research when modifications can be made with least cost to the candidate. Approval of a dissertation proposal should not be given without the assurance that the candidate has the necessary language competence to undertake his/her dissertation research.
5. After the Poli 649 seminar, a copy of the dissertation prospectus, amended where necessary, should be placed in the student's file along with the 649 approval form.
6. The candidate is expected to maintain frequent contact with his/her Supervisor and Dissertation Committee in order to receive advice and to report on the progress of the research. If the candidate's research does not permit him/her to be in Vancouver, such reports can be submitted by mail or email. Reports may be requested of the candidate by his/her Committee. (Students should consult the FOGS publications, "Guidelines for the Various Parties Involved in Graduate Student Dissertation Research" for a description of general norms.)
7. It is expected that, in the progress of their research, candidates may slightly change the nature of their topics. Major changes, however, can be made only with the approval of the Dissertation Committee. A major change, moreover, may require the formation of a new Committee for the candidate.
8. While the Dissertation Committee should be an important source of advice and aid to the student, it is not responsible for the final quality of the dissertation, nor for its final disposition by the Committee which examines the dissertation. Its responsibility is to see that the student does the best job of which he/she is capable within a reasonable period of time, and then to decide, after discussion with the student, whether or not the dissertation should be placed before a committee for evaluation. The Dissertation Committee must be convinced of the quality and acceptability of the dissertation before approving its submission for public examination to the University Dissertation Examining Committee.
9. The final examination of the dissertation by the University Dissertation Examining Committee is not a formality. Candidates may be asked to undertake revisions, or their theses may be rejected at this stage. Nevertheless, if the candidate's Dissertation Supervisor and his/her Dissertation Committee have done their supervision and evaluation of the dissertation effectively, rejection at this final stage should be infrequent.
10. To be accepted, the Ph.D dissertation must be a significant contribution to the discipline of Political Science. It must be stressed that the dissertation will be judged on its scholarly quality rather than length. So far as length is concerned, the dissertation will normally be of the proportions of a monograph rather than a book, and generally will not exceed 250-300 pages.
11. The candidate should be aware of the technical requirements for the preparation of the dissertation contained in the handbook of the Faculty of Graduate and Postdoctoral Studies, [Instructions For The Preparation of Graduate Theses](#). As far as style is concerned, students may use any of the widely accepted formats in Political Science, such as the Turabian (Chicago) or MLA styles. The UBC Library website provides citation style guides for your reference.
12. [Examination of the Ph.D Dissertation](#)

For Faculty requirements and details of scheduling of the oral examination and defence of the Ph.D dissertation, see the section of the Calendar entitled "Examinations and Thesis," and the "Guide to Procedures on the Completion of Ph.D, Ed., and D.M.A. Degrees."

D. Supervisory Committees for Doctoral Students

Faculty Regulations

The doctoral student's supervisory committee is responsible for guiding the student in selecting any required courses, planning the research and preparing the dissertation. The committee should be established as early in the student's program as possible.

1. Chair of the Supervisory Committee

The student will obtain the agreement of a full-time, full member of the Faculty of Graduate and Postdoctoral Studies to chair the supervisory committee. Normally, the supervisor chairs the committee, and has had experience on doctoral committees. The chair of the supervisory committee is responsible for determining the composition of the committee, subject to the regulations of the Faculty of Graduate and Postdoctoral Studies.

If the Chair leaves the University but the dissertation is close to completion the chair may, with the permission of the Dean of Graduate Studies, continue. In this case, a co-chair who is a full-time, full member of the Faculty of Graduate and Postdoctoral Studies will be appointed. If the Chair is on study leave or any other leave exceeding 2 months, it is highly recommended that an interim co-chair who is a full member of the Faculty of Graduate and Postdoctoral Studies be appointed.

2. Supervisor's Roles and Responsibilities

The principal role of the supervisor is to help students achieve their scholastic potential and to chair the student's Supervisory Committee. The Supervisor will provide reasonable commitment, accessibility, professionalism, stimulation, guidance, respect and consistent encouragement to the student.

The supervisor should consult with prospective supervisory committee members about any proposed coursework before the dissertation topic has been decided.

Clinical assistant professors, associate professors and professors actively engaged in research programs at UBC and experienced with graduate education may apply to their Head, Director or Dean who, in turn, may recommend to the Dean of the Faculty of Graduate and Postdoctoral Studies that they be approved to act as sole supervisors.

If an approved Adjunct Professor acts as the co-supervisor (research), a full member of the Faculty of Graduate and Postdoctoral Studies is required as co-supervisor (academic) who chairs the committee.

3. Members of the Supervisory Committee

The committee must include at least two additional members, normally faculty members at least at the rank of Assistant Professor, who may be from other graduate programs.

The supervisory committee membership may include senior instructors, professors emeriti, honorary faculty, adjunct faculty, off campus professionals as well as faculty members from other universities. A request for approval for these members submitted to the Dean of the Faculty of Graduate and Postdoctoral Studies must include a copy of the individual's curriculum vitae and a letter from the Director of Graduate Studies.

A committee may contain more than three members but the majority of the committee must be from UBC.

4. Supervisory Committee Roles and Responsibilities

The supervisory committee members are to be available for help at every stage of the student's program, from selection of course work to formulation of the dissertation research proposal by establishing the methodology and discussing the results, to presentation and publication of the dissertation.

It is the responsibility of the supervisory committee to provide constructive criticism and assessment of the student's ideas as the program develops, thereby broadening and deepening the range of expertise and experience of the graduate student.

The supervisory committee must meet at least once a year, preferably twice a year to monitor the student's progress. Generally, it is the graduate student's responsibility to organize the committee meetings.

E. Ph.D Student Funding, Employment

1. For descriptions of the different types of funding available, see section I.F.
2. It is general practice of the Department not to admit Ph.D students without some form of funding, such as Teaching Assistantships.
3. Candidates will not be recommended for University financial support other than TAships for more than four years in the Ph.D program.
4. Department policy is that no student will be encouraged to take, or be recommended for, employment before he/she has devoted at least one calendar year exclusively to his/her dissertation. Exceptions to this rule may occur, of course, but candidates should recognize that premature commitment to teaching or other employment significantly reduces the likelihood of finishing the dissertation.
5. Eligibility of UBC Ph.D Students as UBC Instructors. A Ph.D student may be considered for sessional employment in the Department. The only restrictions placed on this by the university are that the student must have been "admitted to candidacy" (i.e., has completed course work, passed comprehensive examinations, and has received approval of dissertation prospectus by supervisory committee), teach no more than one course per term and have the written approval of the Dean of Graduate Studies. Moreover, during the period of appointment, the student "shall receive no remuneration which is contingent upon full-time status" such as TAships. The same restrictions apply to other fellowship holders, such as SSHRC and Affiliated doctoral fellows. Within these constraints set by the university, the Department has adopted the following guidelines.
 - a) *Eligibility:* students who meet university requirements for appointment, have spent a minimum of 3 years in the Ph.D program and have made substantial progress towards completing dissertation requirements as determined by their supervisors.
 - b) *Restrictions:* normally no more than 6 credits per year, for a maximum of two years. Graduate students are not eligible to teach course sections that require supervision of teaching assistants.
 - c) *Priority:* Students will be considered for extra-sessional appointments, particularly in the summer term. In the case of appointments to teach courses in the winter terms, priority will be given to Sessional Lecturers in accordance with the Collective Bargaining Agreement.
 - d) *Procedures:* Eligible students will be informed of teaching opportunities as they arise. They may also propose to the Head courses for recommendation to extra-sessional studies for funding. This will normally be in September and October for summer session courses. The Head will make course and appointment recommendations after consultation with permanent faculty.

F. Review of the Progress of Ph.D Students

1. Faculty Regulations

The progress of all students working for the Ph.D, D.M.A., and Ed.D. degrees will be reviewed from time to time and at least once a year by the home Department and by the Dean of the Faculty of Graduate and Postdoctoral Studies. A candidate may be required to withdraw if progress has not been satisfactory as shown by course work, the comprehensive examination, progress on the dissertation, or other requirements of the Department or the Faculty.

2. Department Policy

The process of review of each Ph.D candidate is similar to the procedures for M.A. candidates (see Section II.E of this handbook) except that:

- a) The review at the end of course work in the Ph.D program will be of special importance. It will allow the Department to identify candidates whose performance is inadequate. In such cases, the candidate will either be allowed a further probationary period, or will be asked to withdraw from the program.
- b) Students whose performance is unsatisfactory will either be: (1) be asked to withdraw from the program, or (2) be allowed to remain in the program for a probationary period. In the latter case, the student will be informed of the specific criteria the Department will apply in reviewing his/her performance during the probationary period.
- c) A request that a student withdraw will be made only after thorough discussion by the Department in a formal meeting, and only after every effort has been made to verify the doubts which exists as to the student's performance, and only after the student has been given an opportunity to present his/her case to the Director of Graduate Studies and to the Department.

IV. EQUITY AND ACADEMIC FREEDOM: POLICIES AND PROCEDURES

A. Respectful University Environment and Educational Equity

- 1. The department is committed to promoting the principles described in the UBC Statement on Respectful Environment:

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment.

- 2. Evaluation of students' performance on written and oral assignments and examinations should be based solely on students' performance and academic potential.

B. "Reasonable Accommodation"

- 1. Accommodation of Academic Requirements

- a) As in the past, accommodation of academic requirements will be considered in response to students' special circumstances arising from illness, disability, and religious observance.
- b) It is primarily the student's responsibility to pay his/her own tuition and living expenses. However, accommodation of academic requirements will be considered in cases of unanticipated economic constraints.
- c) Accommodation will be considered in the event of special circumstances associated with parenthood and other family responsibilities. The department will be especially flexible toward either parent during the period of several months after a child is born.
- d) While additional faculty advising may be provided, deadlines for assignments or comprehensive exams will not be extended because a student is having academic difficulty.

- 2. Faculty members should be explicit at the outset of a course about their expectations concerning course requirements and their philosophies in grading, and, whenever possible, create opportunities for interim feedback prior to assigning a final grade for a course. Faculty members should be reasonably available for consultation with students, and should be willing to accommodate students' request for additional assistance within reason.

- 3. Requests for accommodation of departmental program requirements will be evaluated by the Graduate Advisor, in consultation as needed with the student's supervisor and the Graduate Program Committee. The Graduate Advisor will retain written records of each request and decision. Requests for accommodation of individual course requirements will be evaluated in the first instance by the faculty member teaching the course. Students' requests for

accommodation should be in writing whenever possible, as should the Department response.

C. Supportive Learning Environment

1. The department will invite staff from the Equity Office to our graduate program orientation each year.
2. The department will facilitate occasional gatherings among interested women students and women faculty. It shall stress the importance of all faculty and students considering themselves members of a single academic community.
3. An effort should be made to schedule academic meetings at times that do not preclude participation by faculty or students with family responsibilities. Whenever possible, the department should try to avoid scheduling graduate courses after 5:00 to accommodate common day care arrangements.
4. Through discussion and the dissemination of statistics, the department will endeavour to promote comparable grading standards and workloads. Accordingly, the graduate and undergraduate advisors should distribute to faculty on an annual basis relevant summary statistics.
5. The department will make a greater effort to prepare international graduate students for academic life at UBC through correspondence prior to their arrival. Advice will be solicited by the Graduate Program Committee from current faculty and graduate students with firsthand experience about the kinds of information that would be most useful to ease international students' adjustments to Canadian academic life.
6. ESL graduate students will be informed that the English Language Institute is willing to work with them upon their arrival to assess their writing and speaking skills. If a problem is identified, individuals may wish to defer their graduate studies to pursue language instruction, or proceed part-time while taking language course simultaneously.

D. Department Advisors on Policies and Procedures

1. Three persons are designated Department Advisors on Policy and Procedures (DAPPs) -- one graduate student, one undergraduate student in the major or honours program, and one faculty member. These individuals are to be chosen, respectively, by the PSGSA and the PSSA and by the Head to serve one-year terms.
2. The function of the department advisors on Policy and Procedures will be to provide students and faculty with information and advice regarding concerns about matters including equity related issues, discrimination, harassment, academic freedom, grades, or classroom conduct or course management. Students and faculty are to be informed about departmental and university policies and mechanisms, and if they have potential complaints, about the courses of action open to them. DAPPS are not to express any opinions on the merits of potential complaints.
3. The DAPPs, individually or collectively, are to have no investigative role.
4. The DAPPs are to operate under conditions of strict confidentiality. They are to function separately with regard to the individuals seeking their counsel. They may consult together with the Head concerning general policy matters. They are to keep minimal records of their activities, sufficient only for the purpose of producing the annual report of the Equity and Academic Freedom Advisory Committee.
5. That the three Advisors on Policy and Procedures should receive training from the Equity Office and/or other relevant university offices.
6. Once the first set of DAPPs are chosen, they are to meet as a committee with the Head and the Graduate and Undergraduate Advisors to establish procedures for the operation of the DAPP service. Each year thereafter a similarly constituted group should meet to review these procedures, introducing changes as necessary.

V. MISCELLANEOUS INFORMATION

A. Faculty-Graduate Seminars

The Department holds faculty-graduate seminars on a regular basis and encourages the various sub-fields to organize seminars, lectures, workshops, and/or discussions of the literature that are open to all interested students and faculty. Consult the department website regularly for announcements for these events.

B. Faculty-Graduate Discussion of the Program

At least once a year, usually in May, there is a general discussion of the operation of the Graduate Program to which all faculty and graduate students are invited.

C. Application for Graduation

Every candidate for a degree is responsible for making their own formal and timely application for graduation. Please consult the Faculty of Graduate and Postdoctoral Studies website for further information.

D. Graduate Student Publications

The department encourages graduate students to publish their research, and will assist wherever possible. Assistance may include: informing new graduate students (in seminar courses and other for) that publication of research papers is a realistic option; discussing publication possibilities when helping graduate students to conceptualize their arguments for papers, and when providing feedback on papers; and circulating 'calls for submissions' to journals, conferences, or edited volumes among graduate students who are conducting relevant research. The department will cover photocopying and mailing costs for materials submitted by graduate students to journals, publishers, or conferences. The Head of the department will circulate news of graduate student publications, via special memo if necessary, and will keep a file of published graduate student work when graduate students are willing to provide copies.

E. Graduate Students Travel Fund

Graduate students are eligible for the Graduate Student Travel Fund from the Faculty of Graduate and Postdoctoral Studies only once per degree program. The Travel Fund provides one-time travel support to a maximum of \$500 per graduate student who presents a paper or poster at an official conference or symposium (student workshops are ineligible). Travel expenses may be reimbursed directly to students or to faculty supervisors if they advanced funds for their students' travel. Any eligible travel expenses incurred while enrolled full-time in a degree program are eligible for the Travel Fund and may be submitted at any time to the Faculty of Graduate and Postdoctoral Studies.

Reimbursements will only be made after travel is completed. It is important that the application includes confirmation that the paper has been accepted at the time of submission, whenever possible. No payments can be released without proof of acceptance. Eligible expenses are: travel - economy airfare prices, accommodation, conference registration, meals (per diem rate of \$40/day or actual receipts). Original receipts are required for reimbursement.

Senior doctoral students are also eligible for travel grants from the Canadian Political Science Association (CPSA) to present papers at the annual meeting of the Association. However, to be eligible, students must have been members of CPSA for two years prior to application. Doctoral students should thus consider joining the Association early in their studies.

Please note that no funds are available retroactively for a previously attended conference.

Travel assistance may also be available from the Department for graduate students presenting work at professional conferences. Details each year on how to apply will be provided to students.

F. Annual Statistics

The Department will make available annual statistics on the number of applications, acceptances, funding rates, attrition, and average time in the program for MA and Ph.D. programs. It will provide a breakdown by gender to the extent that so doing is consistent with maintaining student anonymity. (Otherwise, multi-year trends will be reported.)

G. Professional Development Workshops and Teaching Instruction

Each year the Department offers professional development workshops for graduate students on areas such as Teaching Assistantships, finishing the M.A. in one year, field research, grant applications, and job market strategies. Announcements will be made in advance of each event, and students should consult the Department website.

Graduate students are also encouraged to take part in the teaching instruction and resources provided by the Center for Teaching Learning and Technology. Students are also encouraged to consult the Faculty of Graduate and Postdoctoral Studies website for information on workshops.

H. Supervision and Mentoring

Faculty should strive for the highest professional standards of fairness, accessibility, responsiveness, consistency, etc. in all graduate supervision and mentoring. To this end, the faculty has a responsibility to be familiar with the key publications pertaining to graduate supervision. These include the Departmental Graduate Handbook and publications of the Faculty of Graduate and Postdoctoral Studies.

The Department adheres to Policy 85 on Scholarly Integrity, which states:

The University is committed to providing an environment that supports the best research and scholarly practices and that fosters UBC Persons' abilities to act honestly, accountably, openly and fairly in the search for and dissemination of knowledge. The University community has always recognized the necessity for and importance of maintaining the highest ethical standards in the conduct of Scholarly Activities, and all UBC Persons are expected to uphold these standards. UBC Persons are personally and directly responsible for the intellectual and ethical quality of their work.

I. Appeal of Grades

According to University procedure, appeals of grades must be made within four weeks after the announcement of final results. The Head should select a qualified member of the faculty to review the grade. The identity of the reviewer should be confidential to both the instructor whose grade is being appealed and the student. If possible, the identity of the student should be protected from the reviewer. To facilitate a fair review, the reviewer must have access to relevant course materials and the instructor's comments, and be appraised in writing of the basis for the student's disagreement with the grade. The reviewer should not be appraised of the instructor's original grade. Based on the reviewer's assessment, and, if appropriate, after separate consultation with student and the instructor, the Head shall make a determination to raise, lower, or leave unchanged the grade.

J. Plagiarism

Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. This applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental.

According to Faculty of Graduate and Postdoctoral Studies procedures, plagiarism by graduate students will be reported to the Faculty of Graduate and Postdoctoral Studies. For complete details on the process and disciplinary procedures, download the document [Dealing with Plagiarism by Graduate Students](#), or go to [Dealing with Plagiarism](#) in the Policies and Procedures section of the Faculty of Graduate and Postdoctoral Studies website.

You are responsible for understanding what constitutes plagiarism, and for ensuring that you do not commit any act of plagiarism under any circumstances.