



# THE UNIVERSITY OF BRITISH COLUMBIA

## DEPARTMENT OF POLITICAL SCIENCE GRADUATE HANDBOOK 2018/19



Revised: September 2018

## 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 PhD 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 of Graduate Studies policies, the latter will prevail. For additional information on relevant policies, please consult the Department's Director of the Graduate Program. 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.

[<https://politics.ubc.ca/graduate/handbook/>]

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 the Graduate Program 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 PhD 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 G+PS 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 the Graduate Program, 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 the Graduate Program is responsible for the Administration of the graduate program of the Department. The Director of the Graduate Program 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 the Graduate Program 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 the Graduate Program 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. PhD 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.

#### D. Criteria for Admission to the Graduate Program

Faculty and Department criteria relevant to the M.A. and PhD 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

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) or 92 (internet exam, including at least 22 on Reading, 25 on writing, 22 on Listening, and 23 on Speaking). GRE scores are highly recommended from all our applicants to our PhD program. The Department also requires GRE scores from all applicants to our PhD 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.

The deadline for applications is **January 7** of each Academic Calendar year.

## F. Graduate Financial 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, and other forms of financial support. Openings will normally be posted with a clear statement of the background and qualifications required for each position.

UBC financial support for graduate students takes the following forms:

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 for up to four years of their doctoral studies. 4YF holders who are Canadian citizens or permanent residents are required to apply each year for Tri-Agency funding, if they are eligible. If they do not, they will forfeit their remaining 4YF funding.
2. 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 the Graduate Program.
3. 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.
4. Merit Awards Administered by the UBC Faculty of Graduate and Postdoctoral Studies.

For continuing PhD students, Social Sciences and Humanities Research Council (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 26, 2018**, 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 12, 2018**. Other available fellowships are the prestigious Trudeau Foundation Doctoral Scholarship, Vanier Canada Graduate Scholarship, and Aboriginal Graduate Fellowships.

5. 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 PhD 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) PhD students without substantial grant funding in their first four years
- 2) Outstanding first-year M.A. students without substantial grant funding
- 3) Fifth-year PhD students without substantial grant funding
- 4) Other first-year MA students without substantial grant funding
- 5) Sixth-year PhD students without substantial grant funding
- 6) Second-year and beyond M.A. students

6. 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.
7. Need-Based Awards. Loans and bursaries are administered by UBC's Awards and Financial Aid office.

## 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 the Graduate Program 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 the Graduate Program.

#### **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 the Graduate Program 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](http://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 for the entirety of their undergraduate degree program. 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 and the Faculty of Graduate Studies. 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 usually have had significant political science coursework in the last two years of their undergraduate program. Students not meeting this criterion, but with superior undergraduate records in other disciplines, are also encouraged to apply. The Department reserves the right to require admitted students with a weak background in the social sciences to make up deficiencies with some additional coursework.

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 rigorous 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 makes every effort to use the resources at its disposal to provide each student with sufficient financial support to meet the costs of graduate education and of living within Vancouver.
- f) Equity in Admissions. The Department strongly encourages applications from women, visible minorities, persons with disabilities, and aboriginal persons. 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 the diversity of the incoming class. In considering applications for admission, the Graduate Admissions and Awards Committee will also 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.

### 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:

A test of English proficiency is required for all applicants who do not have a prior degree from a Canadian institution or from a program in which English was the primary language of instruction. If your degree is from Canada or the primary language of instruction was English, you do not need to provide English-proficiency test scores. We accept either TOEFL or IELTS scores, with the minimum required scores as follows:

- a **TOEFL** score of 92 for the internet-based Test (iBT), with minimum scores for listening of 22, reading of 22, speaking of 23, and writing of 25. For the paper-based test (PBT), we also require the Test of Written English and require scores that are minimally equivalent to the internet-based minimum scores.

- an **IELTS** (academic component) score of 6.5 overall, with a minimum score of 6.0 in each of the four components (listening, reading, speaking, and writing)

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 students 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 the Graduate Program, 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 their Supervisor. The candidate must keep in frequent touch in order to receive advice and to report on the progress of the research. If their research does not permit them 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 the Graduate Program 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, they are 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 the Graduate Program.
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 their thesis to the Political Science Reading Room, and one copy to their 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 the Graduate Program, 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 the Graduate Program 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 the Graduate Program and to the Department.

#### **F. External Supervision of M.A. Students**

In exceptional circumstances, supervision by a non-political science faculty member may be allowed in the MA program.

- The student must make a case that the relevant supervisory expertise is not available in the Department,
- The student must make a case that the supervisor has sufficient expertise to supervise a thesis that will meet Political Science disciplinary expectations;
- Based on the above, the initial academic advisor and Grad Advisor both see this outside supervisor as appropriate and give their approval.

### III. THE PHD 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 PhD, though exceptional students may be accepted directly into the PhD from a B.A. degree or its equivalent. Students with superior academic records and Master's degrees in other disciplines are also encouraged to apply. 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 PhD program on a provisional basis.
  - d) We encourage students who have completed their B.A. and M.A. from UBC to do their doctoral work elsewhere as to increase their graduate program experience and exposure to other political science courses and faculty members.
  - e) In general, admission to the PhD 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 political science or related fields; and
    - 5) relatively recent contact with the discipline.
3. Application to the PhD program from the M.A. program. MA students in the Department are welcome to apply to the Department's PhD program either during or after their time in the MA program.

In general, Political Science coursework successfully and recently completed during the Department's MA program will count toward the Department's PhD course requirements, for students admitted to the PhD

In some cases, a UBC MA student who applies for the PhD program may be offered admission to the PhD program without being required to complete the M.A. thesis. The student will have the option of either (a) completing the thesis and receiving the M.A. degree, and thus starting the PhD program as a Year 1 PhD student or (b) proceeding directly to the PhD program, not receiving an M.A. degree, and starting as a Year 2 PhD student, as long as all other MA requirements and conditions are met.

#### 4. English Language Requirements for Entry into the PhD Program

English proficiency requirements for the PhD program are the same as those for the M.A. program. Please see section II.A.3 above.

If their supervisory committee approves, a student may write their PhD dissertation in French instead of English.

### **B. Requirements for the PhD Program**

1. For Faculty Requirements see the Calendar.

#### 2. General Department Requirements

a) To obtain the PhD degree the candidate must:

- 1) Complete 36 credits of course work, normally within the first two years;
- 2) Pass their PhD 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 fall of the year following the completion of coursework, though under certain circumstances be taken in the spring.
- 3) Have a dissertation proposal approved by their supervisory committee and present it to the Political Science 649 seminar.
- 4) Submit an acceptable dissertation and pass the doctoral examination.

#### 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 PhD students is 68%.

b) Previous graduate level coursework: Previous graduate level coursework up to a maximum of 18 credits may be accepted for PhD program credit to the extent that it fulfills UBC Political Science PhD course requirements. This will allow MA students in

Political Science to enter our PhD program without having to repeat coursework and to reduce their coursework requirements from the two years normally required of our PhD 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 graduate courses at UBC, 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 the Graduate Program to see whether courses taken elsewhere might be counted toward fulfilling PhD coursework requirements. Students cannot get transfer credit for the core (field) 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 the Graduate Program:

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

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

- c) Political Theory and Methodology Requirements: All PhD students are required to fulfill a political theory requirement and a set of methodology requirements

- Political Theory: All PhD students must take at least ONE graduate seminar in political theory.

- Methodology: All PhD students must take at least TWO graduate research methods courses. Please check the specific and exact methods requirements for each field in the descriptions provided in subsection (f) below.

Departmental research methods courses include:

POLI 571: Qualitative Methods

POLI 572A: Quantitative Techniques of Political Analysis (Part 1)

POLI 572B: Quantitative Techniques of Political Analysis (Part 2)

POLI 574: Quantitative Techniques – Maximum Likelihood Estimation

POLI 547: Interpretation and Criticism in Political Inquiry (which also counts as a political theory course).

- d) **Major and Minor Field Requirements:** Each student must choose major field and a minor field.

In the **major** field, the student must take the **core seminar** in that field, plus **three other courses within the field**.

In the **minor** field, the student must take the **core seminar** and **one other course within the field**.

Core seminars, which are constructed among other things with PhD exam preparation in mind, are mandatory for all examinees in a given field. Core seminars should provide students with a broad understanding of approaches, issues, and debates in the field. Core 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 core seminars designed to be sufficient for exam preparation. Preparation for the comprehensive examination is meant to go well beyond the core seminar, to include other department seminars and several months of studying following the end of coursework.

- f) **Field-specific course requirements:** Each major field has its own specific course requirements. It is the student's responsibility to ensure that these course requirements are met prior to the taking of the comprehensive exam in that field. Students in any field may apply for a partial exemption for the quantitative methods course requirements, based on their particular course of study, with the support of their supervisor. Any such exemptions must be approved by the Graduate Director.

**Political Theory:** To fulfill their departmental methods requirements and their own scholarly potential, PhD 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. Students may select methods courses from the array of methodological offerings in the political science department (e.g., POLI 547A, POLI 571, POLI 572A, POLI 572B, POLI 574) *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.

**Canadian Politics:** Students majoring in Canadian Politics are required to take:

- POLI 571
- POLI 572A
- POLI 572B.

Some students will also be expected to take POLI 574, the Department's 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 the Graduate Program and the course instructor.

**Comparative Politics:** Students majoring in Comparative Politics are required to take:

- POLI 571
- POLI 572A
- POLI 572B.

Students in Comparative Politics are also encouraged to take POLI 574, the Department's 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 the Graduate Program and the course instructor.

**International Relations:** Students majoring in International Relations are required to take:

- POLI 571
- POLI 572A
- POLI 572B.

Some students will also be expected to take POLI 574, the Department's 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 the Graduate Program and the course instructor.

**United States Politics:** Students majoring in United States Politics are required to take:

- POLI 571
- POLI 572A
- POLI 572B.

Some students will also be expected to take POLI 574, the Department's 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 the

Graduate Program and the course instructor.

- g) 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 student's advisor or supervisor and the Director of the Graduate Program. Undergraduate courses will be approved by the Director of the Graduate Program only with approval of the student's advisor/supervisor and in cases where the student makes an arrangement with the course instructor to supplement the course with substantial work at the graduate level (in which case, students usually register for a 580 Directed Studies course).
- h) PhD students must, **in their first term**, receive at least 80% in 1/3 of their graduate course credits or have an average grade of 77% in their graduate courses. A student who does not meet this standard **will be warned** that his/her performance does not fulfill minimum Department requirements.
- i) PhD 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 courses. **A student failing to meet this standard will be withdrawn** from the program unless the Department finds special and compelling reasons for keeping the student in the program.
- j) 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 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.
- k) 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 and will not count toward required course credits.
- l) 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 a generic course listing 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 any given request will be met. If an arrangement is made, the decisions on readings, on the frequency of meetings, essay requirements, etc., will be made by the Faculty member 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 the Graduate Program.

- m) The department normally does not offer graduate courses in the summer.
- n) 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%).

#### 4. Comprehensive Examination: Policies and Procedures

##### a) Purpose and Fields Offered:

Each PhD candidate must pass a comprehensive examination, which involves a written exam in a student's major field of study followed by an oral examination.

The purpose of comprehensive examinations is to provide all students receiving a UBC PhD with a broad understanding of literatures 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. The examinations are thus generalist in orientation, in contrast with the specialist emphasis of the PhD 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 as well as the fact that the study of Canadian politics has long been one of this Department's core strengths. The fifth, *US politics*, reflects the considerable concentration of expertise in this area among Department faculty as well as the important role that the study of US politics has played

in the development of the discipline in North America.

b) Timing:

Students must take their comprehensive exams within six months of the completion of their coursework. *Under exceptional circumstances students may petition the Director of the Graduate Program to extend this time limit.* Comprehensive exams will be offered in the fall of each year, normally in late September or early October. Comprehensive exams will also be offered as required by students in the spring of each year, with the written exam normally taking place in late April or early May.

The Director of the Graduate Program will announce the dates of written exams the end of May for the fall exam period and by the end of November for the spring exam period.

c) Examination Procedures

1. Comprehensive written exams consist of *three questions* asked in the student's major field.
2. PhD candidates will typically have the option of writing a *qualifying paper* (details below) in place of one of three exam questions. In this instance, the "sit down" exam would consist of just two questions, and the qualifying paper constitutes the third section of the exam. For practical reasons, the availability of the qualifying-paper option is contingent on whether appropriate faculty supervisors are able and willing to supervise such a paper (e.g., not on leave and unable or unwilling to do it).
3. For the *sit down* part of the exam, students will have *two hours per question*. Therefore, if a student does not write a qualifying paper, that student will have *6 hours* to answer *three questions*; if a student does write a qualifying paper, that student will have *4 hours* to answer *two questions* in the "sit down" portion of the comprehensive exam.
4. All students wishing to be examined in a given exam period will take the exam on the same day and at the same time unless there are extenuating circumstances as approved by the Director of the Graduate Program (such as a request for accommodations by the Disability Resources Centre or previously approved amendments to a student's program).
5. The oral examination will normally follow the written examination by approximately one week. At the oral examination, which is two hours in length, students will be asked questions relating to the questions that they answered during the sit-down examination; students may also be asked questions about their qualifying papers.

d) Qualifying Paper Guidelines

1. *Objective and requirements*

The qualifying paper is intended to enable students to begin to develop their own critical perspective on a literature that may be central to their dissertation research and, possibly, to identify fruitful avenues for research in that area. It is envisioned that, in most cases, writing a qualifying paper will contribute to the development of a student's dissertation prospectus.

The qualifying paper should consist of a critical review of key literatures on a specific topic. The topic is to be specified by the student in dialogue with the expected dissertation supervisor. The supervisor and student should also generate a starting reading list of key past contributions on the topic. Students may also seek initial guidance from other faculty members. Following initial consultations with their supervisors, students should write their qualifying papers on their own (as with the sit-down exam questions).

Qualifying papers are not intended to meet the standard of publishable essays. The standard for a successful (passing) paper is that the paper exhibits a level of theoretical knowledge, analytical rigor, and clarity of expression to indicate that the student is ready to undertake dissertation research. Specifically, a passing qualifying paper must, minimally:

- a) make significant contact with literatures relevant to the chosen topic.
- b) explain the importance of the topic and locate that topic within a broader field of inquiry (such as within the relevant subfield).
- c) clearly and accurately articulate key theoretical logics, arguments, and (where relevant) empirical findings in the relevant literatures.
- d) critically evaluate key theoretical approaches or empirical claims in the literature
- e) be clearly written.

Qualifying papers must be **4000-6000 words** in length, *including footnotes or endnotes but not including a list of references* at the end.

## 2. *Submission*

When a student writes a qualifying paper, the paper is **due before the start of the sit-down written exam**. Students should submit their qualifying papers via email BOTH to the current field chair of their major field and to the Graduate Secretary.

e) Assessment of Exam (with or without Qualifying Paper)

1. *Overall Exam Assessment*

The examination will be evaluated by the members of a two-person examination committee. The examination committee who will be chosen by the appropriate field chair in consultation with the student's supervisor. The examination committee will normally consist of two members from the student's major field, usually including the student's supervisor (unless she or he is on leave). Written exams will be provided to both members of the examination committee. The examination committee will also administer the oral exam.

The exam committee will assess the student's overall performance on the written components of the exam, including the qualifying paper (where one has been written), and in the oral exams. The exam committee thus makes a single evaluation of the entire exam as a "Pass" or a "Fail."

To receive a passing mark, an exam must, taken as a whole, 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.

Assessments are preferably reached by consensus. Where the two examination committee members are in agreement on the assessment, the student will be informed of the committee's decision at the conclusion of the exam. If the two committee members are unable to agree on whether a given exam is a Pass or a Fail, then the appropriate field chair will select a third faculty member (which could be the field chair) to join the examination committee. Where a third faculty member is added to the committee, the third faculty member will receive the written exam (including the qualifying paper, if relevant) and a detailed report on the oral exam from the two original exam committee members. Following deliberation by the committee, a decision will be taken by majority vote. The committee will indicate its determination to the student within one week after the oral exam.

2. *Qualifying paper assessment*

The qualifying paper (where applicable) forms part of the comprehensive exam, and it is the assessment of the exam as a whole that determines the student's advancement in the program. Nonetheless, qualifying papers receive their own pass/fail mark, which will inform the exam committee's judgment of the exam as a whole. Assessment of qualifying papers is conducted by a committee consisting of two faculty members. This committee will consist of the student's supervisor plus a second reader selected by the field chair.

The membership of the assessment committee for the qualifying paper will normally be the same as the examination committee.

The field chair may, however, choose to form a paper-assessment committee that differs in its

composition from that of the examination committee (e.g., where the two members of the exam committee do not both have the necessary expertise to evaluate the qualifying paper). In such cases, at least one member of the examination committee must be a member of the assessment committee for the qualifying paper. Moreover, it remains the examination committee that makes the overall pass/fail assessment of the comprehensive examination, taking into account the performance on the qualifying paper. Thus, both members of the examination committee must in all instances receive and read the qualifying paper to inform their overall assessment of the exam.

While a failure on a qualifying paper will reduce a student's chances of passing the exam, the exam committee may give an exam a passing mark, despite a failing qualifying paper, if the other components of the exam (the "sit-down" written answers and the oral exam) are sufficiently strong that the exam in its totality meets the standards described in *e1*.

f) Exam Failure and Retake

Students must pass their comprehensive exam in order to continue in the PhD program. If the student fails an exam, the student may retake the exam once. The student will have the choice of retaking the exam within two weeks of the (first) oral exam or at the regularly scheduled exam date in the following semester. The examination committee for the retake will normally be the same as the examination committee for the first exam. If the student fails both the first exam and its retake, then the student must leave the program.

g) Reading List Development

Faculty field chairs will decide the available subfields (i.e., areas of specialization within a field) 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 November for exams held in the spring of the following academic year. 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 answer student questions and hear their suggestions for amendments to the reading list.

The length of the reading list should be realistic in relation both to the time available for covering it and exams' generalist purpose.

h) Descriptions of Examination Fields

1) **Political Theory**

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.

The Political Theory comprehensive examination is composed of three sections:

- (a) Approaches to Political Theory;
- (b) one leading political theorist; and

(c) a special topic.

Political Theory students who choose to write a *sit-down examination only* must answer a total of three exam questions in the sit down portion of their exam: one question on Approaches to Political Theory, one question on the work of a leading political theorist, and on question on a specially selected topic. Students *writing a qualifying paper* in lieu of one sit-down exam question must answer two exam questions in the sit down portion of their exam: one question concerning Approaches to Political Theory and one question on either a leading political theorist or a specially selected topic, depending upon whether they write their qualifying papers on a selected topic or on a selected thinker. Topic for qualifying papers will be specified by students in consultation with their prospective dissertation supervisors and they will typically speak to important problems and debates in political theory. (Note: Most of our Political Theory students have been writing qualifying papers and dissertations that focus on particular topics or problems rather than on particular thinkers; yet students may choose to write their qualifying papers and dissertation focused on particular thinkers, and at least one recent PhD has done so.)

The overall reading list is designed through 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). In all cases, each exam section of “sit down” exams will have three questions from which to choose and each of the questions answered will be of equal value.

*Topic/thematic specialization*

Students and supervisors should design reading lists and identify thinkers and special topics for sit down exams and qualifying papers no later than May 1 for Fall exams, and November 1 for Spring exams. Students and supervisors should have final reading lists confirmed by the end of May and November respectively.

2) **Canadian Politics**

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

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

- Federalism and Regionalism (including Quebec politics)
- Parties, Elections, and Public Opinion
- Public Policy, Public Management, and Political Economy
- Charter and Courts
- Parliament

Students majoring in Canadian Politics will choose two subfields from the list of five

above. Those who choose to write a *sit-down examination only* must answer a total of three exam questions in the sit down exam: one question from the Core Reading List, and one question from each of two subfield specializations. Students *writing a qualifying paper* in lieu of one sit-down exam question must answer two exam questions in the sit down portion of their exam: one from the Core Reading List section and one question from one subfield specialization; their qualifying papers will focus on a special topic, specified in consultation with their prospective dissertation supervisor, that is rooted in a second subfield of Canadian Politics. In all cases, each exam section will have two questions from which to choose, and each of the questions answered will be of equal value. Students should choose questions that demonstrate their breadth of knowledge in Canadian Politics.

Each candidate will be consulted for minor revisions to the relevant two category lists in the 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 field, either individually or as a group, during their preparation period to discuss their reading. All members of the field welcome you to take the opportunity to discuss themes and developments in the literature before the examination.

### 3) **Comparative Politics**

Students majoring in Comparative Politics who choose to write a **sit-down examination only** must answer a total of **three exam questions** in the sit down portion of their exam: one question from the Core Theory section, and one question from each of two subfield/regional specializations.

Students **writing a qualifying paper** must answer two exam questions in the sit down portion of their exam: one from the Core Theory section and one question from one subfield/regional specialization (see below). Their qualifying papers will focus on a special topic, specified in consultation with their prospective dissertation supervisors, that is rooted in a second subfield/regional specialization in Comparative Politics.

In all cases, each exam section will have two questions from which to choose.

#### *Core: Theory and Methods*

This section covers major theoretical approaches and methodological approaches in comparative politics. The main course preparation for this section is POLI 511, the core seminar for comparative theory and methodology, which must be taken by all students intending to take the Comparative Politics comprehensive exam.

#### *Subfield/regional specialization*

Students must also demonstrate specialized knowledge of particular thematic subfields or geographic regions. Students have substantial latitude in choosing their specializations but should discuss this choice with their expected supervisor. For students who do two sit-down specialization sections (i.e., student who do NOT writing a qualifying paper), at least one of the specializations must be a thematic subfield. Students should declare their specializations to the 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 should arrange to meet at least 2 times with relevant faculty for each subfield; the first meeting should be near the start of the process of studying for the exam (i.e., May/June for Fall exams, November/December for Spring exams).

Students may choose from the currently approved thematic subfields, which are a function of both the structure of the field and current faculty expertise. The availability of a given subfield as an exam topic is contingent upon faculty availability in a given year. Before finalizing their subfield choice, students need to confirm with the Comparative Politics Field Chair that a given subfield will be offered for examination in the year of their exam. Where possible, students should have taken a graduate seminar in the thematic area 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 (Advanced Industrialized Democracies)
- Political Economy of Development
- Democratization
- Comparative Parties and Political Institutions
- Political Behaviour
- The State
- Ethnic Politics
- Social Movements

In addition, it is possible for students to take an examination subfield on a literature about a particular region of the world in which there is comparative field faculty expertise. Permission to take such a regional subfield specialization is contingent upon agreement by the field chair, the student's supervisor, and the relevant faculty member who is expert in that region, who would assist in building a reading list with the student and examine them in this subfield.

#### 4) **International Relations**

The PhD comprehensive examination in International Relations is designed to test the

candidate's knowledge of the field. Students majoring in IR who choose to write a *sit-down examination only* must answer a total of three exam questions in the sit down portion of their exam: one question from the IR Core Reading List, one from a specially tailored reading list designed in consultation with their prospective dissertation supervisors and the IR field chair, and one question from IPE/Security/or IO subfields. Students *writing a qualifying paper* in lieu of one sit-down exam question must answer two exam questions in the sit down portion of their exam: one from the Core Reading List and one from IPE/Security/or IO subfields, but not the same subfield that will be the focus of their qualifying papers; their qualifying papers will focus on a special topic, specified in consultation with their prospective dissertation supervisor, that is rooted in a second IR subfield (that is, IPE/Security/or IO). Each of the questions answered will be of equal value. Each section contain will contain 4 questions from which to choose. 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.

#### *Core: Theory and Methods*

This section covers major theoretical and methodological approaches and debates in International Relations. POLI 561 is the core seminar for the field of 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. The reading list is to be developed by the student and the supervisor, in consultation with other field 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.

#### 5) **United States Politics**

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
- 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.

For all students who major in US politics, the Comprehensive Exam will include a Core section dealing broadly with the literature and major themes of US Politics. The Core section will be based heavily on a Core Seminar in US Politics. Those students who choose to write a *sit-down examination only* must answer a total of three exam questions in the sit down exam: one question from the Core Reading List, and one question from each of two subfield specializations, with two questions from which to choose for each section. Students *writing a qualifying paper* in lieu of one sit-down exam question must answer two exam questions in the sit down portion of their exam: one from the Core Reading List section and one question from one subfield specialization, with two questions from which to choose for each section; their qualifying papers will focus on a special topic, specified in consultation with their prospective dissertation supervisor, that is rooted in a second subfield of US Politics.

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

The PhD program has 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 PhD 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. **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. The committee must include at least two additional members, beyond the supervisor, 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 the Graduate Program.

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 with the student at least once a year to discuss and assess progress on the dissertation and provide feedback on work completed. It is the supervisor's responsibility to organize committee meetings.

While the Supervisory 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 an examination committee for evaluation. The Supervisory 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.

#### **D. PhD Dissertation: Selection and Approval of Topics**

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 Supervisory 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 on 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, PhD 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 the Graduate Program. Upon approval by the Director of the Graduate Program, the student must then present the proposal to the POLI 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 PhD 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 that may arise in the subsequent research so that any necessary modifications can be made sufficiently early. Approval of a dissertation proposal should not be given without the assurance that the candidate has or will acquire the necessary language competence and methodological skills to undertake his/her dissertation research.
5. The student's supervisory committee must meet at least once before approval of the prospectus and the POLI 649 seminar.
6. 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.
7. The candidate is expected to maintain frequent contact with his/her Supervisor and Supervisory 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 G+PS publications, "Guidelines for the Various Parties Involved in Graduate Student Dissertation Research" for a description of general norms.)
8. 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 Supervisory Committee. A major change, moreover, may require the formation of a new Committee for the candidate.

#### **E. PhD Submission and Doctoral Examination**

1. Completion of the PhD requires a doctoral examination: a public oral examination on the doctoral dissertation. Doctoral examinations at UBC are administered centrally by the Faculty of Graduate and Postdoctoral Studies. Complete information on policies and procedures around doctoral examinations can be found on the G+PS website at <https://www.grad.ubc.ca/current-students/final-doctoral-examination>. The examination committee includes members of the supervisory committee as well as an external (non-UBC) examiner, a University examiner (from UBC but outside Political Science), and a member of the Department who does not sit on the supervisory committee.
2. Guidelines for initial submission of the doctoral dissertation for examination, including information on deadlines/timeline, can be found on the website of the Faculty of Graduate and

Postdoctoral Studies at <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>.

Guidelines on final, post-examination submission can be found here:  
<https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>.

3. 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 Supervisory Committee have done their supervision and evaluation of the dissertation effectively, rejection at this final stage should be infrequent.
4. To be accepted, the PhD 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.
5. 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.

## **F. PhD Student Employment**

1. Our PhD students have been very successful in obtaining both tenure-track (or equivalent) academic employment and non-academic employment that uses the expertise and analytic tools that they have gained during their doctoral studies. Please see <https://politics.ubc.ca/graduate/program/> for details about our placement record.
4. Department policy is that no student will be encouraged to take, or be recommended for, full-time employment outside UBC (e.g., for a faculty position) 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 PhD Students as UBC Instructors. A PhD 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 and Postdoctoral Studies. Moreover, during the period of appointment, the student "shall receive no remuneration which is contingent upon full-time status" such as TAs. 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 PhD 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. Normally, graduate students are not eligible to teach course sections that require supervision of teaching assistants.
- c) *Priority:* Students will be considered for extra-session 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-session 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 the Director of Undergraduate Programs.

## **G. Review of the Progress of PhD Students**

### **1. Faculty Regulations**

*The progress of all students working for the PhD, 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 PhD 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 PhD 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 the Graduate Program 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.

Requests for accommodation of departmental program requirements will be evaluated by the Director of the Graduate Program, 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. Resources for International Students can also be found in [UBC International Student Advising](#).
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 PhD 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.**