

## Graduate Student Handbook



All University of Western Ontario graduate regulations are available on the School of Graduate and Postdoctoral Studies' site: <http://grad.uwo.ca/>

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# MA Program

## General Requirements

- The MA is a 12-month program of three full-time semesters (fall, winter, summer).
- There are two options from which to choose:
  - **MA Research Paper (MRP) option:** 6 political science graduate courses in the fall/winter terms, MA Research Paper supervised by a faculty member in the summer term.
  - **Coursework Intensive option:** 7 political science graduate courses: 3 taken in the fall term, 3 in the winter term and 1 in the summer term.
- Both options are equally excellent paths for students interested in additional graduate training in the future (PhD programs, other graduate degrees) or immediate private/public sector employment.
  - The coursework option offers students the chance to take additional courses to better prepare for PhD programs or to acquire a broad set of methodological skills for data analysis, with a somewhat lighter workload in the summer compared to the MRP option.
  - The MRP option combines most of the advantages of the coursework option but with the opportunity to work full-time on one's own extended research project during the summer months, working under the supervision of a faculty-member.
- To remain in the program and progress, regardless of the option chosen, MA students must achieve an overall course average of 75% assessed at the end of the winter term. They must also have no individual course grade below 70%. A grade that is lower than 70% is grounds for removal from the program, but the final decision is at the discretion of the Graduate Chair or the Graduate Committee.

## Requirements and Timeline for MA Research Paper Option

### Fall Term

Students will take 3 political science graduate courses:

- ONE PS9501A - **required** MA graduate course
- TWO political science graduate courses (only one special topic course in total can be applied toward the degree)
- **September:** See course outlines for specific date classes begin
- **September:** SSHRC scholarship applications due for those considering a PhD
- **Oct. to Dec.:** Begin contacting potential MRP supervisors

### Winter Term

Students will take 3 political science graduate courses (but cannot take a special topic course if one was taken in fall term) and begin work on their MA Research Paper

- **15 February:** email Teresa McLauchlan to confirm the name of your supervisor
- **30 April:** brief outline of your MA Research paper due to your supervisor

### Summer Term

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

- **April 30<sup>th</sup>:** Brief outline of your MA Research Paper to your supervisor
- **May 15<sup>th</sup>:** Give your supervisor a detailed bibliography
- **Mid/late-June:** First complete draft of MA Research Paper due to supervisor
- **Before final submission:** Submit to Turnitin. Submit through the Sites/Other/Projects folder in OWL Sakai called "MRP or Thesis – submit to Turnitin". Students and supervisors have access to the report.
- **Last Tuesday in July:** \*Submit final version (approved by Supervisor) to [tmclauch@uwo.ca](mailto:tmclauch@uwo.ca).
- **Last Tuesday in July:** MA students must vacate SSC 4110.

### MA Research Paper - Content and Grading

The MA Research Paper is a 40–50-page essay of original research, undertaken under the supervision of a full-time faculty member in the department. It requires a full-time commitment during the summer term and students should begin working on it during the winter term. The main goal of the MA Research Paper is to give students an opportunity to tackle an important and focused research question using the skills they learned in their coursework. They should draw upon relevant theories, concepts, literature, data, and methods (depending on the topic) to make a significant contribution to political science. The MA Research Paper is graded by the supervisor and a milestone completion will be recorded on your academic record.

Examples of recent MA Research Papers are available from Teresa McLauchlan and students are encouraged to consult them to understand the content and format requirements.

The MA Research Paper has two tracks and the student, in conjunction with their supervisor, will pick ONE:

**Original Research track:** In this track, the MRP involves writing an 8,000-10,000-word research paper (**40-45 Pages**) in which the data, theory and/or argument made is, in the judgement of the supervisor, an original contribution to political science. For MRPs involving empirical research (either quantitative or qualitative), the paper should be written with an academic journal article format in mind. This would normally include the following sections: introduction of the topic, its importance and the research question, theory and literature review, statement of hypotheses or theoretical advancement, data and methods, results, and conclusion. There is no requirement that the paper be of a publishable quality but rather that the Original Research MRP is written according to an accepted format and makes some advancement to an established literature. The format and content of a theoretical/philosophical Original Research MRP should also mirror that of an academic journal article.

**Literature Review track:** The Literature Review MRP is a 10,000-12,000-word **(45-50 pages)** critical review of a body of literature in political science (approximately 35 academic journal articles/book chapters and/or books of equivalent length). This MRP should:

1. Establish a research question of scholarly significance;
2. Make, develop, and defend an argument about the literature.
3. Construct a thorough bibliography as a solid basis for demonstrating a high level of competence in the topic.
4. Identify the intellectual stakes in the area of study and organize the literature in a logical and potentially novel manner.
5. Provide a critical appraisal, distinguishing among different general approaches and/or methods, contrasting the conclusions that various individual scholars or schools of thought have reached, showing how and why they are vulnerable to criticism, and offering an assessment of the literature in terms of its ability to contribute to the guiding question.

**Papers not submitted on the Last Tuesday in July will be recorded as incomplete. Continued fall term registration/fall term fees will be activated.**

### **Requirements and Timeline for MA Coursework Intensive Option**

#### **Fall Term**

Students will take 3 political science graduate courses:

- ONE PS9501A – **required** MA graduate course
- TWO political science graduate courses (only one maximum can be a special topic course)
- **September:** See course outlines for specific date classes begin
- **September:** SSHRC scholarship applications due for those considering a PhD

#### **Winter Term**

Students will take 3 political science graduate courses (cannot take a special topic course if one was taken in fall term)

- THREE political science graduate courses (only one maximum can be a special topic course)

#### **Summer Term**

The summer term is a full-time term. Students will take 1 political science graduate course (cannot take a special topic course if taken in prior terms)

- Students are required to take a political science graduate course, or a course offered in our MPA program during this term. Under exceptional circumstances, students

may be permitted to take a graduate course offered by another social science department but only with the permission of the Graduate Chair.

- **Last Tuesday in July:** MA students in the GTA offices (SSC 4110) must vacate

# PhD Program

## General Requirements

- The PhD is a 4-year program (12 full-time terms) in which the student must successfully complete the following requirements:
  - 13 political science graduate courses during the first TWO academic years (terms 1-5), which include the following:
    - 1 PS 9502A **required** PhD graduate course
    - 2 (PS 9590A, PS 9591B) **required** Quantitative Methods courses (Political Theory students are exempt from the 9591B requirement)
    - 1 PS 9593B **required** Qualitative Methods course
    - 9 electives (must include *at least* three core graduate courses – Canadian Politics, Comparative Politics, International Relations, Political Theory, Urban Politics and Local Governance or Political Methodology)
  - Publishing Workshop Milestone (summer of year 1)
  - PhD Comprehensive Exam (June of year 2)
    - 1 written exam based on coursework materials
  - Thesis
    - Thesis proposal – write and orally defend proposal to your Supervisory Committee and deliver public lecture to the department
    - Doctoral Thesis: traditional dissertation format or dissertation by article
    - Thesis submitted to Turnitin PRIOR to final submission. There is a folder in OWL, “Research Paper/Thesis-Political Science Resource” that all students must use to submit their final papers to Turnitin prior to final submission. Students and supervisors will have access to the generated reports. **Before submitting to Turnitin, students must ensure that their final manuscripts are free of any potential issues that might constitute an academic offence, such as improper referencing and plagiarism.**
    - PhD Thesis – Public Lecture
    - Oral examination of thesis before Examination Board

## General Expectations

- Attend departmental seminars, public lectures, and events
- Be present in the department (e.g., try to spend at least a couple of days a week working in your office if possible)
- Participate in professional development workshops
- Seek out advice from colleagues and faculty members on how to maximize your degree and to learn the professional norms of the discipline
- Treat fellow students, faculty and staff collegially and with mutual respect



## Course Requirements and Timeline

### Annual

- **30 September:** Fall Progress Report due for all post-comprehensive exam students. Prior to submitting a fall progress report, students are required to meet with their supervisory committee to discuss their progress and to establish next steps to complete by their next meeting.
- **September:** SSHRC scholarship applications are due
- **31 March:** Winter Progress Report due for all students who are post-comps

### Year 1

Students will take 7 political science graduate courses and complete their publishing workshop milestone.

#### Year 1 – Fall Term

- PS 9502A – required PhD graduate course
- PS 9590A – required Quantitative Methods course
- ONE graduate course (elective or core)

#### Year 1 – Winter Term

- PS 9591B – required Quantitative Methods course (students whose primary field is Political Theory are exempt from this requirement, but must replace it with another graduate course)
- TWO graduate courses (recommend PS9593 Qualitative Methods if offered)

#### Year 1 - Summer Term

- Attend mandatory Publishing Workshop and work on a research paper for possible publication
- ONE graduate course

### Year 2

Students will take 6 political science graduate courses, write their comprehensive exam, and begin work on putting together a supervisory committee and dissertation proposal.

#### Year 2 – Fall Term

- THREE graduate courses (PS 9592A strongly recommended)

#### Year 2 – Winter Term

- PS 9593B – required Qualitative Methods course, if not offered/taken already
- TWO (or THREE, if 9593B already taken) graduate courses

#### Year 2 – Summer Term

- Write comprehensive exam (June)
- Secure a Supervisor and Committee Members
- Start working on the thesis proposal with supervisory committee

### Year 3 – Fall Term

- **30 September:** first Progress Report (meet with supervisory committee first)
- **30 November:** thesis proposal – submit/present final thesis proposal

### Years 3-4

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

### Course Requirements

PhD students must satisfy their course requirements by taking 13 political science graduate courses (6.5 credits) at Western during the first 2 years of their PhD. This coursework provides students with a firm foundation in political science and methodology. It will form the basis of the readings and materials for the comprehensive exam and will prepare them for advanced research and teaching during the dissertation phase of their studies.

PhD students are allowed to take up to ONE special topics course as part of their course requirements. Students who wish to take more than one special topic course can only do so if they obtain special permission from the Graduate Chair and if that course is crucial to the students' learning objectives.

Under exceptional circumstances, it is possible to have up to 6 courses (3.0 credits) waived based on graduate courses previously taken during MA studies at Western or elsewhere. Those PhD students who have an MA in Political Science from an institution other than Western cannot waive any graduate course (core and elective) for which they intend to write a comprehensive exam. Further, these students can only have methods course requirements waived with the approval of methods course instructors. To apply to have previous coursework count as credit towards our course requirements, students must submit the following to the Chair of the Graduate Program:

- 1) a letter indicating which courses from their MA they would like to be credited toward the 13 graduate courses, and the grades they achieved in them.
- 2) a syllabus of each course for which credit is requested; and
- 3) a copy of all coursework completed for each relevant course.

The Chair of the Graduate Program may seek advice from our course instructors on what is acceptable for credit before making a final determination.

### Progression Requirements

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

#### Year 1 - Coursework

- To remain in the program and progress to the comprehensive exam phase, PhD students must achieve an overall course average of 80% assessed at the end of the winter term in Year 2. They must also have no individual course grade below 70%. If a student receives an individual course grade below 70%, they may be allowed to repeat the course at the Graduate Chair's discretion.

#### Year 2 – Coursework and Comprehensive Exams

- Complete coursework.
- Pass Comprehensive Examination

#### Year 3 - Thesis Proposal and Thesis

- Submit draft thesis proposal to supervisory committee who should read, comment on and signal readiness to move forward to defend (a template is available at the end of this handbook)
- Complete first Progress Report by September 30
- Submit final thesis proposal to supervisory committee by 30 November

#### Year 3+ - Thesis

- Satisfactory progress on the thesis as determined by the supervisor in consultation with the supervisory committee

#### Fall and Winter Progress Reports

All PhD students that have completed their comprehensive exams must report their progress through the Pathfinder Progress Reporting System in the fall and spring of each academic year. The reports are due the last day of September and March each year and are commented on by the supervisor and then reviewed by the Graduate Chair.

In instances where the supervisor indicates unsatisfactory progress, the Graduate Chair will meet with the supervisor and student to discuss plans to ensure satisfactory progress is achieved by the next progress report. They will also discuss whether a leave of absence is appropriate or whether other accommodation is necessary to help the student succeed. If a second consecutive unsatisfactory progress report is submitted, then the Graduate Chair will meet with the student to discuss options for moving forward, including another leave of absence (if appropriate) or withdrawal from the program.

### **Mandatory Publishing Workshop (milestone requirement)**

During the summer of year 1 (Term 3), students will be required to attend and participate in a mandatory publishing workshop. Students will meet collectively with the Grad Chair or their designate once a month during the term (May, June, July, and August) to learn about publishing, including how to produce a potentially publishable paper or systematic review. Students will be required to present that paper to the department at a mini conference at the end of the summer term. This workshop is a degree milestone, not a course (and so no grade will be assigned). To meet the milestone of the publishing workshop, students must: a) attend the workshop meetings and b) write and present their workshop paper (single-authored or co-authored with another student or faculty member in which the student does most of the work) to the mini-conference.

### **Comprehensive Exam**

The purpose of the comprehensive exam is to ensure that students have obtained a broad and deep understanding of political science by testing their knowledge and ability to synthesize and critically analyze the materials learned in their PhD coursework.

#### **Preparing for the Exam**

All coursework requirements must be completed before the comprehensive examination is taken. The exam is normally in June of year 2 of the PhD. There are no comprehensive exam faculty supervisors. Instead, preparation for the exam is self-directed and so students should keep this in mind as they complete their coursework. Students are also encouraged to consider forming study groups with their peers, if possible.

Students writing the exam are responsible for all course materials (required and supplementary, with a stronger emphasis on the required readings) listed in the syllabi for the courses they completed, including those for which they may have received a Graduate Chair-approved waiver (under the rules laid out under the heading, “Process for Waiving Course Requirements”). Students will not be asked questions directly related to their required research design and political methodology classes. However, bringing those materials into your answers will strengthen them significantly, and so we strongly encourage you to do so. Please be aware that cross-listed courses and courses taught by outside faculty will not be eligible.

#### **The Exam**

- The comprehensive exam is written-only. There is no oral exam.
- The exam will be “closed book” with the exception that students will be allowed to bring in one double-sided sheet of prepared notes for use during the comprehensive exam.
- The examination will be eight hours in length in total and have two sections, written on two separate days (e.g., four hours for section 1 on day 1, and four hours for section 2 on day 2). It will take place in a seminar room during the department’s office hours from 9:00 am to 1:00 pm.
- Students will write section 1 of the exam on the first day and section 2 of the exam on

the second day. They will not be allowed to see section 2 until the second day.

- The first section of the exam will include questions based on the core courses. Students will answer TWO questions: one from one core course and a second from a different core course. The core course instructors will each submit two questions for the exam.
- The second section of the exam will include questions based on the elective courses offered over the last two years. Students will answer TWO of these questions. Course instructors will each submit one question for the exam.
- The Graduate Committee will review and approve all exam questions submitted for inclusion on the exam.
- **Answers to exam questions should draw upon materials from as many courses as possible and should NOT be limited to a particular set of readings from one course.**
- Students will not receive questions in advance of the examinations.

#### Procedures for Exam Evaluation and Failure in the Exam

- Each question will be graded by the faculty member who submitted the questions that were chosen by the student and by an additional faculty grader. When submitting questions, the course instructors may suggest at least one additional grader for their question(s). The Graduate Chair will assign the additional graders and the Graduate Committee must approve the assignments.
- Grading of exams will be single-blind (e.g., the grader will receive anonymized student answers) and each question shall be judged: high pass, pass or fail.
- If at least one faculty member does not pass the student on a question, the Graduate Chair will convene a meeting between the two graders of the question to discuss whether the answer is sufficient for a pass.
- If both examiners agree that the exam answer is a failure, then the student will re-write the exam following the process outlined below. If consensus cannot be reached by the graders, then the graduate committee will review the student's entire exam to determine whether the student fails the exam. The graduate committee may pass a student if it feels the rest of the exam outweighs the failed question.
- If the student fails the exam (through either grader consensus or graduate committee decision) the student will have one final opportunity to answer one replacement question for every question they failed. Comments on the failed answer by the original instructor will be provided to the student. The replacement question(s) will be provided by the faculty member(s) that provided the original one(s) in the June Exam. The exam rewrite will occur in August of that same year. The exam rewrite will be graded by the original two graders and an additional faculty member. Graders will provide a pass or fail grade, and a majority decision will determine the outcome. Failure on the second attempt will result in removal from the PhD program.

#### Dissertation Supervisor, Committee and Examination Board

The dissertation supervisory committee assists in the preparation of the dissertation and supports the student as they professionalize and prepare for the academic and non-academic job markets. Collectively, they should provide the student with sufficient theoretical, substantive, and methodological expertise to complete the dissertation in a

timely manner. All members should be actively involved in advising and reading materials at all stages of the dissertation, from the proposal to writing the final draft of the dissertation.

Members of this committee normally include:

- 1 supervisor: who must be a full-time faculty member of the Department of Political Science and a member of SGPS
- 2 members: who are full-time faculty members of the Department of Political Science and members of SGPS

SGPS guidelines allow for two deviations from this departmental norm. First, students may have two supervisors. In these cases, only one needs to be a member of the Department of Political Science (Regulation 11.01A). Second, students are only required to have one committee member aside from their supervisor (Regulation 11.01B). The expectation in the Department of Political Science, however, is that committees have three members except for in exceptional circumstances. In some circumstances, it is possible to have one committee member who is from another university and/or another discipline. This would be a decision of the supervisor and student, made because of specific expertise that the person can provide for the student, and must be approved by the graduate chair.

**Please note that the supervisory committee is distinct from the examination board.**

Members of your supervisory committee will usually not be members of your examination board. However, SGPS regulations state that one supervisory committee member can serve on the examining committee as a program examiner. This member cannot be the supervisor; it must be one of the supervisory committee members who has not read the entire dissertation. This member can and should have been actively involved in the dissertation proposal, reading individual chapters, and providing advice throughout the dissertation process. However, to participate on the examining committee, this member should not have read the full draft, nor should they participate in any further committee meetings once the full draft is made available to the supervisory committee, as this could be creating a conflict of interest and compromise objectivity. Please note that your supervisor will attend the exam as a non-voting member and normally offers comments on your performance during the deliberations after you have defended.

For a Political Science dissertation, the examination board, which examines and passes or fails the dissertation, normally includes:

- 2 program examiners: who must be full-time faculty members of the Department of Political Science, members of SGPS and have not been involved in the dissertation
- 1 university examiner: who must be full-time faculty not from or cross-listed with Political Science and a member of SGPS
- 1 external examiner: who must be an expert in the dissertation's subject matter from another university

SGPS guidelines for the examination board are listed in Regulation 8.4.2.1. All examiners must be arms' length and have no conflict of interest. Each board must have 4 members, at least one (but no more than 2) that are program examiners and one who is an external examiner. A chair will be appointed by SGPS to oversee the examination (usually from another Faculty).

### **PhD Thesis Proposal**

PhD students are required to write a 20-25 double-spaced page (exclusive of bibliography) thesis proposal. The dissertation proposal should be understood as an overall plan that guides your dissertation project. Readers should feel confident that the plan will lead to a concrete outcome (e.g., this is not an abstract exercise). You should spend a considerable amount of time familiarizing yourself with the literature relevant to your proposed project before writing your proposal, and you will be required to draw on your knowledge of research design and political methodology to develop a successful plan. Your supervisory committee will support you in developing your proposal. You should meet with them at the start of the process to discuss expectations and to set a schedule of meetings or discussions.

Your job in the proposal is to provide readers with enough information to show that you are undertaking an original and feasible project, and that you have a solid plan for conducting the research and organizing and writing the dissertation. A dissertation proposal template is included at the end of this Handbook. Please review it carefully. Note that the page lengths listed are approximate guidelines only.

You must present your thesis proposal to the dissertation supervisory committee. The thesis supervisor and committee member(s) must read, comment on and signal readiness of the thesis proposal. The proposal will be adjudicated on a Pass/Fail basis and all members of the committee must 'Pass' the proposal for the student to proceed. Permission from the Graduate Chair is required for extensions if a student does not complete it during the fall term of year 3.

Should the student not receive approval of their proposal, the student must revise their proposal to address the committee's concerns. An additional oral presentation is not required. All faculty members on the committee, upon being satisfied with the revisions, must provide written approval of the revised proposal to the Graduate Chair and normally this approval should occur within two months. Permission from the Graduate Chair is required for extensions.

It is expected that students will present their thesis proposal to the Department to obtain feedback from others in the Department. At the conclusion of the presentation, the supervisory committee members will meet with the student to formally approve/fail the proposal (bearing in mind that all committee members have already indicated the readiness of the proposal to proceed to the presentation).



## Ethics Review

All students conducting field research that involves any human participants (i.e. survey respondents, interviews, those being observed) must complete an ethics review and have it approved by the university Non-Medical (NMREB) before the start of any field research. For details see: <http://www.uwo.ca/research/ethics/human/index.html>

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

## The PhD Thesis

### General

- The dissertation is a significant and original scholarly work of approximately 250 pages of text.
- Students can choose between two formats. SGPS defines these two formats as follows (see <https://grad.uwo.ca/administration/regulations/8.html>):
  - **Monograph**: “The monograph format organizes chapters around a central problem. A monograph thesis may include published material, in which case full citations must be provided.”
    - A political science monograph-style dissertation typically includes an introductory chapter that sets out the topic, puzzle, research question, and literature; a theory and methods chapter(s); several empirical and/or case study chapters; and a concluding chapter, all of which are tightly focused on a particular topic and set of interrelated research questions. A political theory dissertation normally develops a new concept or way of analyzing the work of other theorists and/or puzzling philosophical problems in a novel manner.
  - **Integrated Article**: “In the integrated-article format, the chapters treat discrete but related problems. The work must include connecting materials to provide logical bridges between the different chapters, thereby achieving an integration of information. Chapters may include content from, or entire, published articles, submitted articles, and unpublished work for which the student was the principal contributor. Full citations must be provided. Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgment of the work during the thesis examination process. The criteria that determine whether an article is suitable for publication are not identical to the academic requirements for a thesis. The number of papers to be included is not specified. The substance of the thesis should be consistent with the quantity and quality of original work expected in a monograph thesis.”
    - A political science integrated article-style dissertation typically focuses on a general topic that is addressed in various ways in at least 3 stand-alone, publication-ready articles that could be submitted to appropriate academic journals in the discipline. The dissertation should include a



short introduction and conclusion. A methodology chapter could be included as well if desired, but students should consider how their discussion of methodology might be constituted as a separate, publishable article (and therefore another chapter)

- The introductory chapter should introduce the topic and its importance and explain how the three articles fit together and how they address the topic and related literature. It would be appropriate to include a general literature review and any overarching methodological information here if not appropriate for an individual article, especially if such information is deemed important for an examiner to know. The concluding chapter should synthesize the findings across the three articles and specify their contributions to theory building and testing and future research.
- The choice of format must occur in consultation with the supervisory committee
- Students should use their coursework and the first two years of their degree to explore a range of potential topics, supervisors, and supervisory committee members.
- While ultimately you should follow the direction and advice of your supervisory committee, do not be afraid to consult on your project widely. Draw upon the collective expertise of the department as needed to conceptualize, to research and write your dissertation.
- SGPS regulations on the PhD Thesis can be found here <https://grad.uwo.ca/academics/thesis/index.html>

#### Completion of the Dissertation

- Make sure you draw on the expertise of your supervisory committee throughout all stages of your dissertation
- Students should not expect to defend their dissertation shortly after the first draft is completed. Most dissertations go through several drafts until it meets an acceptable standard. Make sure that your entire committee has multiple opportunities to read and comment on chapters and drafts throughout the process.
- The thesis supervisor and committee must approve the thesis before the examination board is requested (SGPS regulations do allow the supervisor or student to request an examination board on their own under certain conditions).
- The Doctoral Thesis Examination Request Form is submitted to SGPS at least 7 weeks before the scheduled oral exam. The thesis is uploaded (Scholarship@Western) at least 6 weeks before the scheduled oral exam.
- The supervisor is responsible for proposing the composition of the Examination Board (details above) to the graduate committee at least two months *prior* to the anticipated date of thesis submission, as well as proposing a suitable date for the oral exam.
- Prior to the oral exam, each examiner will decide whether the dissertation is ready for examination.

#### The Public Lecture and Thesis Examination

The public lecture normally occurs up to 24 hours before the oral exam and ideally on the same day to best facilitate attendance by the examiners.

- The public lecture should be similar to a seminar or job talk presentation where the

candidate presents their work for approximately 30 minutes followed by approximately 30 minutes of Q & A.

- The supervisor should attend and chair the lecture to introduce the candidate and their work.
- The examiners normally attend but generally do not ask questions during the Q & A.
- The oral exam is normally 2 hours and generally proceeds as follows:
  - The chair will introduce everyone and ask the student to leave so that the examiners can determine the order of questioning
  - The student can make a short 20-minute presentation on the thesis. This can combine summary, process, strengths, and weaknesses as determined by the supervisory committee and student.
  - There will be a first round of questions and answers where each of the 3 examiners has 15-20 minutes of Q & A time. There will then be a second round of questions where each of the 3 examiners has 5-10 minutes of Q & A time. The precise number of rounds and Q & A time can vary and will be determined by the chair and the examiners at the start of the examination.
  - The student leaves the room while the examiners discuss the thesis and the oral defense. They will then vote to determine whether a pass or fail or if any revisions are required.
- The oral exam is closed to the public.

### **Final Submission**

- For details on the pass, fail and revisions options, as well as final submission procedures, go to the School of Graduate and Postdoctoral Studies (SGPS) website at: [http://grad.uwo.ca/academics/thesis/final\\_submission.html](http://grad.uwo.ca/academics/thesis/final_submission.html)

# Fall Registration and Department Regulations and Policies

## Course Registration

- You will receive an email regarding self-registration through the student centre. Teresa McLauchlan can also register students into courses each term if assistance is required.
- For graduate students interested in taking undergraduate courses or audits, department approval must be obtained first. Forms are available at:  
[http://grad.uwo.ca/current\\_students/course\\_enrollment/index.html](http://grad.uwo.ca/current_students/course_enrollment/index.html)
- To take graduate courses outside of the department or a reading course, approval must be granted by the Graduate Chair (**no more than one allowed**). In general, we strongly discourage you from taking courses offered by other departments except under exceptional circumstances.

## Payment of Fees

- WGRS recipients are paid in two ways - for MA students, payment is made in two installments (September and January) and for PhD students, payment is made in three installments (September, January, and May). WGRS is applied **DIRECTLY TOWARD YOUR FEES**. The current policy – which is in line with most universities – is that, when a student wins a major award such as a CGS, OGS, or SSHRC, the university reduces the internal funding package by: \$5,000 (CGS-M), 5,000 (OGS), \$8,000 (SSHRC-D), \$18,000 (CGS-D). This reduction of WGRS will normally be in two equal instalments during the fall and winter term. For CGS-D, this reduction of WGRS will be in three equal instalments during the fall, winter and summer term and a reduction of the TA assignment.
- Credit balances are forwarded to the student after tuition payments are due. Graduate student payments are issued every Tuesday evening from [Student Center](#) (beginning the second Tuesday in each term)
- All fees must be paid as indicated in your student centre. Fees are expected to be paid by the deadline. There are three registration periods each year: **fall** (September 1), **winter** (January 1) and **summer** (May 1).

## Fall Orientation

- Incoming first year students will be sent an email regarding the date of an orientation session with the Graduate Chair.

## Graduate Teaching Assistantships (GTA)

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

Service Alliance of Canada, sets out both rights and responsibilities for Teaching Assistants. Each year, the Department offers guidance at an orientation meeting held in early September; specific assignment of tasks is made by supervisor and will be agreed to in a Duties Specification Agreement completed before the third week of the term and again at the mid-point of the contract.

- As part of your workload, you are required to **proctor exams as needed** for Political Science classes in addition to those for the course for which you TA. If you cannot complete your assignment, it is your responsibility to find an alternate or switch assignments with another graduate student.

### UWO Student Card

- Obtain your Western ONEcard:  
[https://www.registrar.uwo.ca/services/western\\_onecard\\_and\\_photo\\_standards.html](https://www.registrar.uwo.ca/services/western_onecard_and_photo_standards.html)

### Office Space

- Shared office space is provided for political science graduate students who are Teaching Assistants.
- MA students are assigned desks in SSC 4110 to be vacated by the last Tuesday in July.
- 1st Year PhD students are assigned individual desks in SSC 4110 or elsewhere if possible.
- 2nd – 4th Year PhD students are assigned individual desks in shared offices to **be vacated at the end of their 4<sup>th</sup> year TA assignment**.
  - 1st to 4th Year PhD students must spend at least three days a week in their office to be assigned their own desk. Students who cannot meet this requirement will have access to shared office space only.
- Year X students have access to shared office space
  - Where possible, Year X students with external funding from OGS or SSHRC may be assigned their own desk for the duration of their external funding, subject to the three-day work week rule.
- Alternatively, students may apply for a study carrel in DB Weldon Library. Information on the Policy for Assignment of Study Space is at the Reference Desk, DB Weldon Library.

### Email

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

### Payroll

- Teaching Assistants are paid monthly (September to April) on the **2nd last working day of the month**. Payment is made by "direct deposit" into the student's account at the bank, credit union or trust company of their choice. To set up your direct deposit, go to [https://grad.uwo.ca/finances/receiving\\_payment/index.html](https://grad.uwo.ca/finances/receiving_payment/index.html)

- T4s are mailed to the address listed in your HR account. Your HR address should be updated before leaving UWO (a parental address?) to ensure receipt of a T4 in February after you finish.

### Graduate Reading Courses

Students may only have one graduate reading course on their student record. To take a reading course approval from the Graduate Chair **must** be obtained. Students may only develop reading courses with faculty members in subject areas that are not offered as regular courses for graduate students in our program. The total amount of reading assigned should be as close as possible to that normally assigned in one of our graduate seminars (approximately 120 pages or 5 hours of reading per week). The course grade should be based largely on a major research paper (25 to 35 pages) and the written requirements should not be less than one essay of at least 20 pages or the equivalent. Flexibility in these requirements is acceptable, within reason, but it is imperative that the grades for reading courses be based substantially on students' written work. Once approval is obtained, the Graduate Advisor can register you into the reading course.

### Graduate Grades

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

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

### Grade Appeals

- All appeals must be initiated with the appropriate course instructor. This means you **must** speak to the instructor about the grade.
- The Request/Consent Form for Appeals and instructions are posted in SSC 4110. Appeals are deadline sensitive.

### Residency Requirement

Completing a graduate degree in political science is a full-time commitment and requires students to be present on campus regularly to participate fully in the life of the department. Regulation 4.04 of the School of Graduate & Postdoctoral Studies states:

"To be registered as a full-time student according to the Ministry of Training, Colleges and Universities, a student must meet the following criteria:

- Be pursuing graduate studies as a **full-time occupation**.
- **Be geographically available and visit the campus regularly.** It is understood that a graduate student may be absent from the University while visiting libraries, attending a graduate course at another institution, doing fieldwork and the like. **Normally, if such periods of absence exceed four weeks in any term,** the student **must obtain written approval from the program** Graduate Chair and the Vice-Provost (Graduate and Postdoctoral Studies).
- Be considered a full-time\* graduate student by the graduate program.
- Must have paid, or made arrangements to pay, full-time tuition fees.

As a result, we expect our MA and PhD students to treat their studies as “a full-time occupation” and to “be geographically available and visit the campus regularly” for the duration of their graduate studies at Western.

### **UWO Guidelines for Research Involving Human Subjects**

- All graduate students must receive formal approval from Western’s Office of Research Ethics for research involving human subjects. If the research includes interviews or surveys involving human subjects, approval must be given by the relevant REB **before** these activities can take place.
- Federal regulations and university policy require that all research studies involving human participants receive approval from a research ethics board prior to the start of the study. Please see Western’s Office of Research Ethics <http://www.uwo.ca/research/ethics/> to determine when ethics approval is required, how ethics applications are submitted, and what kinds of materials are required. **This process takes time, so make sure to begin well in advance.**

## Appendices

1. Example Format of a PhD Dissertation Proposal
2. Academic Handbook, Rights and Responsibilities, Scholastic Discipline for Graduate Students
3. Self-Care – Making Your Mental Health a Priority / Counselling / Emergency Contacts

## PhD Dissertation Proposal Format

The dissertation proposal is the plan that guides your dissertation project. When putting it together, your job is to create an actual research plan that will lead to a concrete dissertation (either monograph or integrated article format) rather than simply completing an abstract exercise. Your job is to provide your supervisory committee with enough information that they can be confident you are undertaking an original and feasible project and that you have a solid plan for how you will conduct the research, organization, and writing. The format and page lengths listed below are only guidelines and approximations; deviations may be necessary depending on your project. Supervisors and committee members will be helpful in determining the content of the proposal.

### Suggested Format:

#### **1. Cover Page (1 page)**

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

#### **2. Introduction (1 page)**

- Similar format to an essay introduction
- Provide some background information about the overall topic
- Identify the debate or gap in the literature that your project will seek to address
- State the purpose of your project in terms of a key research question:
  - the research question should motivate the entire dissertation
  - you should decide whether your question is explanatory or normative (are you seeking to explain why a decision or event occurred or are you seeking to make a case for or against a particular policy or set of policies) - in general, explanatory is better
- State your key hypothesis(es)/argument(s) to be tested
- Provide a brief outline of how you will use the dissertation (in sections, chapters or articles) to address the research question

#### **3. Literature Review (3-4 pages)**

**\*\*\*This could form the basis of your eventual introduction\*\*\***

- Your literature review should address what has been written academically on the specific empirical topic you are examining with a particular focus on those works, if any, that examine your specific research question.
- The purpose of the literature review is to demonstrate why your dissertation will be original. For example, you might examine a specific research question that hasn't been examined before (a gap in the literature), or you might look at a question that others have examined but whose views you will challenge with a different theoretical approach or new empirical evidence. The literature review needs to explicitly identify a gap in the literature or a new argument or evidence that you will introduce and explain what debates you will contribute to either on your specific research question or on the larger empirical issue.



- The literature review needs to synthesize the material and not simply summarize author by author. It is useful to group existing work into theoretical camps when possible. (Many authors are not explicit about their theoretical approach and part of the value added provided by your literature review is to determine what their approach is based on its underlying assumptions).
- Examples:
  - (Explanatory research question) If your research question was to explain why the international climate negotiations have failed, you would review everything that has been written on why it has failed and then group these works according to what variables the author thought was most important. Thus, realists say it failed because it went against the national interests of the great powers. Institutionalists say it failed because the specific institutional procedures related to the negotiations were flawed. Class theorists say it failed because it went against the interests of business, etc. Overall, you are trying to outline how different theoretical approaches (other than your own) have answered your question. You should identify actual authors and not simply say “An institutionalist would argue...”
  - (Normative research question) If you were doing a normative question on a similar topic, your question might be: Is a global agreement on climate change a good idea? Here you would review the more normative literature from different theoretical/ideological perspectives. Thus, free market theory might say governments should intervene. Interventionist theory might say they should and that a global agreement is necessary to overcome collective action problems. Your approach might then, from a post-colonial normative position, argue that a global deal is needed but that the existing approach is flawed as it places too great a burn on developing countries.
- You can frame the literature review as an argument. Your argument should basically be what the gap in the literature is that you would like to address. This includes stating a clear question and thesis statement in the introduction to the literature review. For example: “The purpose of this section is to conduct a literature review on the question of: Do representations of the other play a significant role in perpetuating the Israeli-Palestinian conflict? It will argue that a significant literature exists on this question and that it can be usefully categorized in terms of A, B and C. It will further argue that a gap in the literature exists related to X that will form the starting point for this dissertation.

**\*\*\*The next three sections of the proposal may be structured differently depending upon the format of the dissertation. For a monograph, it will usually make sense to outline the approach and hypotheses first, then outline the chapters and what each will contribute to the overall project, and then have a discussion of methodology and data collection. For an integrated-article dissertation, it may be more appropriate to outline each article with its individual theoretical approach, hypotheses, and methodology sequentially.**

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

- This section outlines the approach you are using (or approaches you are synthesizing) to address your research question.

- In explaining your approach, you should identify the key authors, assumptions, and why the approach is appropriate for your work. If other approaches have already addressed your question, you should identify why those are inadequate or lacking.
- This should lead into a list of your key hypotheses. If you have multiple hypotheses, they may each be a subject for a chapter or article of your dissertation.
- Example:
  - Using the previous example, you would state that your post-colonial approach assumes that north-south conflict is a key feature of international relations and thus you hypothesize that it will also be a key variable in international climate negotiations and the likely cause of their failure.

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

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

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

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

## **6. Research Plan (1-2 pages)**

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

## **7. Anticipated Contribution (1-2 pages)**

**\*\*\*This could form the basis of your conclusion\*\*\***

- Explain why your project is original in terms of the gap in the existing literature or

- new approach as mentioned above.
- Explain the original contribution you anticipate making in terms of some or all the following (as applicable): theoretical innovation; new empirical research/data; and/or practical or policy relevant recommendations.

## **9. Bibliography**

## Academic Handbook, Rights and Responsibilities, Scholastic Discipline for Graduate Students

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### **SCHOLASTIC DISCIPLINE FOR GRADUATE STUDENTS**

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

### **SCHOLASTIC OFFENCES**

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

### **DEFINITION**

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

- Plagiarism - the "act or an instance of copying or stealing another's words or ideas and attributing them as one's own." (Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, Graduate Chairs, or the School of Graduate and Postdoctoral Studies. Students also may consult style manuals held in the University's libraries. See <http://www.lib.uwo.ca/services/styleguides.html>
- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false or fraudulent research, assignments, or credentials; or falsifying records, transcripts, or other academic documents.
- Submitting a false medical or other such certificate under false pretense.
- Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
- Impersonating a candidate at an examination or availing oneself of the results of such an

impersonation.

- Intentionally interfering in any way with any person's scholastic work.
- Submitting for credit in any course or program of study, without the knowledge and written approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.
- Aiding or abetting any such offence. Evidence of wrongdoing may result in criminal prosecution in addition to any proceedings within the University.

## **PROCEDURES FOR SCHOLASTIC OFFENCES**

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

### **PART I: OFFENCES NOT RELATED TO A PROGRAM**

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

### **PART II: PROGRAM-RELATED OFFENCES**

- If evidence of a possible scholastic offence is brought to the attention of, or discovered by, a course instructor or member of a student's thesis supervisory committee, normally

he/she will meet with the student to discuss the allegation if practicable and appropriate in a given case.

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

to file written submissions on the issue of penalty.

- The Vice-Provost's decision will be communicated to the student in writing, with a copy to the Chair, normally within three weeks after the deadline for filing an appeal.

- The decision letter will also inform the student whether there will be a notation on the student's academic record and will inform the student of his/her right to appeal the penalties imposed by the Vice-Provost to the Senate Review Board Academic within six weeks of the date of the decision.

**OFFENCE RECORD**

- A student who commits a scholastic offence acquires an Offence Record. This record contains evidence collected during the investigation of the offence and copies of correspondence with the student.

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

[http://www.lib.uwo.ca/archives/retention\\_schedules/05\\_student\\_affairs.shtml](http://www.lib.uwo.ca/archives/retention_schedules/05_student_affairs.shtml)

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

- **Release of Information Concerning Scholastic Offences**

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

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

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

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

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

- **Report to Senate**

- The School of Graduate and Postdoctoral Studies prepares an annual summary of scholastic offences committed by students registered in the School. The summary sets out the nature of the offence and the penalties, with students' names removed. The Vice-Provost reports this information annually to the Senate Committee on Academic Policy and Awards, which will forward the report to Senate for information.

**PENALTIES** The University will treat seriously any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and/or may result in suspension or expulsion from the University. A student guilty of a scholastic

offence may be subject to one or more penalties, examples of which are:

1. Reprimand.
2. Requirement that the student repeat and resubmit the assignment.
3. A failing grade in the assignment.
4. A failing grade in the course in which the offence was committed. Academic Handbook, Rights and Responsibilities, Scholastic Discipline for Graduate Students Page 4 Last Revised: 2011 06
5. Withdrawal from the program.
6. Suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
7. Expulsion from the University.

Notes:

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



## Self-Care - Make Yourself a Priority

With all your other responsibilities in graduate school, it often feels as though there is no time left to look after yourself. With studying, teaching, marking, networking, grant writing, and a dissertation already on your plate, staying well in graduate school may not always make your “To Do” list. Although all your responsibilities as a graduate student are certainly important, the key to your success in graduate school involves making your mental health a priority. Regular mental health “tune ups” will ensure you remain motivated and productive. The following are a list of resources for thriving in graduate school.

If you need help now, go to [Crisis Contact Information](#) (Health and Wellness)

### Counselling

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#### Western Crisis and Emergency Contacts

If you need *immediate* assistance, there are multiple on-campus and London resources.

#### Student Health Services 519-661-3030

Western offers **free** individual counselling, including crisis counselling, to *all* registered students (including those on parental and/or medical leave). Health Services also provides general health care resources including (but not limited to) access to medical notes, birth control information, allergy injections and immunizations, and sexually transmitted infection (STI) testing.

#### Sexual Violence Supports 519-661-2111 Ext. 87085

In response to the fact that only 1 in 3 Canadians understand the meaning of sexual consent, Western’s Department of Housing, in partnership with the Centre for Research and Education on Violence Against Women and Children, created the video [“Cycling through Consent”](#).

The Wellness Education Centre (WEC) houses the portfolio of the [Sexual Violence Prevention Education Coordinator](#). She is a resource for all Western students who have experienced sexual violence and those individuals’ supporting survivors of sexual violence. She is also able to provide training and educational workshops centered around sexual violence.

Deciding who to tell, or how much to tell, is the *right and choice of the survivor/victim*. At Western, a [report](#) about sexual assault may be made to [Campus Community Police Services](#) and [Equity & Human Rights Services](#).

On top of speaking with the Sexual Violence Prevention Education Coordinator, Campus Community Police, and Equity & Human Rights, students can also [seek help](#) from the [Regional Sexual Assault and Domestic Violence Treatment Centre](#) (8am – 4pm) or 519-646-6100 (Press 0 and ask for the nurse on call) after hours. You can also call [the Sexual Assault Centre London](#)’s 24-hour crisis and support line: 519-438-2272.

If you know someone who has experienced sexual violence, there are a number of [support services](#) available to them. If someone turns to you for support, encourage them to ask for help.

#### **Student Development Centre (SDC)** 519-661-3031

The Student Development Centre (SDC) offers **free** professional, confidential psychological services for *all* registered Western students (including those on parental and/or medical leave). The SDC also offers crisis counselling and walk-in single special sessions during exams.

#### **International Student Counselling and Advising** 519-661-2111 Ext. 85908

Balancing academic work and self-care can be difficult for any university student, but international students also have the added stress of adapting to a new culture. The International and Exchange Student Centre (IESC) offers **free** one-on-one counselling for *all* international students, and also staffs International Student Advisors for addressing general information regarding adapting to life in Canada.

#### **University-Related Counselling** 519-661-3573

The Office of the Ombudsperson provides **free**, impartial, and confidential advice for all students who are experiencing a university-related problem or concern.

#### **Informal Graduate Student Advisor Support** 519-661-3394

If you require assistance navigating any disciplinary processes in your program, faculty, or the School of Graduate and Postdoctoral Studies (SGPS), please contact the Society of Graduate Students (SOGS) Executive ([executive@sogs.ca](mailto:executive@sogs.ca)).

#### **Mental Health and Wellness Resources**

There are a number of on- and off-campus resources, online resources, counselling resources, 24-hour crisis services, and services for students living in residence which can be found in Western Student Experience's [Mental Health and Wellness Resource Guide for Undergraduate and Graduate Students](#).

#### **Studentcare's Mental Health Services**

Studentcare is your Society of Graduate Student Health Plan. Among its multiple services, it also provides you with three mental health services including Mindcheck, Good2talk, and the JED Foundation.

#### **Finding a Doctor**

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#### **Western's Health Services**

Student Health Services is an appointment based medical clinic for all registered part-time and full-time students at Western and affiliated colleges. Bring your student card and Health card to all appointments. Your use of Health Services is covered by the provincial health care system (OHIP).

### **London Health Services**

For additional services located in London, see this website which offers a variety of services including emergency medical services, walk-in medical clinics, and immunization clinics.

### **TeleHealth Ontario** 1-866-797-0000

This service offers free confidential access to registered nurses 24 hours a day, 7 days a week.

## **Health Insurance**

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### **Primary Health Coverage**

#### **For International Students (and their dependents)**

The University Health Insurance Plan (UHIP) is mandatory for all international students. It provides coverage for most doctor and hospital services in Ontario. UHIP is also mandatory for all Permanent Residents (unless you are eligible for OHIP, the Ontario Health Insurance Plan).

#### **The Ontario Health Insurance Plan (OHIP)**

OHIP provides coverage for all doctor and hospital services in Ontario. It is the primary health care coverage for all residents of Ontario.

#### **Non-Ontario Canadian Residents**

If you are a Canadian citizen but not a resident of Ontario, you will need to check whether you are sufficiently covered under your home province/territory's plan or if you will need to switch to OHIP.

#### **Supplementary Health Coverage for Graduate Students**

The Society of Graduate Students (SOGS) provides a supplementary health and dental plan for all graduate students. Please see the [SOGS website](#) for details on opting in/out of the plan. Student care's plan offers coverage for prescription drugs, dental and vision care, travel, and several other health-related coverages.

## **Learning and Promoting Wellness**

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### **The Wellness Education Centre (WEC)** 519-661-2111 Ext. 87127

The Wellness Education Centre (WEC) offers a safe, comfortable environment for all Western students to ask questions about and seek resources for staying healthy and well in university.

#### **International Student Wellness**

Adjusting to graduate school is one thing but adjusting to life in another country is something else. This website introduces international students to resources for staying healthy and well in university.

#### **Mental Health First Aid Training**

Western Human Resources offers a Mental Health First Aid certificate program for all staff and faculty. If you are a Teaching Assistant, you can enroll in this course. In the course, you

will learn how to help someone who shows signs of a mental health problem or experiencing a mental health crisis.

### **Mental Health Advocacy**

Active Minds @ UWO is the Western University branch under the national organization that empowers students to speak openly about mental health to educate others and encourage help-seeking.

## **Keep Your Body in Mind**

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### **Living Well @ Western**

Living Well @ Western is a cross-campus initiative designed to encourage and promote a wide variety of physical, cultural, and intellectual activities to improve health and wellness at Western. From yoga, to yoga, to line dancing, to walking paths—there are endless wellness activities at your fingertips. To stay informed about these events, follow [Western's Wellness Calendar](#).

### **Healthy Eating Tips**

The Wellness Education Centre (WEC) houses a Registered Dietitian. She is available in UCC 76 (basement) on Tuesdays and Fridays for nutrition counselling and considers individual needs and medical conditions.

### **Peer Nutrition Education Program**

[FRESH](#) (Food Resources and Education for Student Health) began as an initiative led by a team of Master of Science in Foods and Nutrition (MSCFN) graduate students. FRESH is a comprehensive peer nutrition education program designed to spread awareness of healthy eating on campus. They also have several healthy eating programs and resources available to all students.

### **Groceries on Campus**

Western has a grocery store—Grocery Checkout Fresh Market—on campus located in the basement of the University Community Centre (UCC), Room 73.

### **Campus Recreation**

All full-time graduate students have access to the Western Student Recreation Centre (WSRC) using their student card. Part-time graduate students may purchase a membership for a low monthly rate. Graduate students also have the option of adding family members (partners and children) onto their memberships at reasonable rates. On top of access to the aquatic facility, fitness centre, gymnasium, training rooms, multi-purpose studios, squash courts, and Wellness Suite, Campus Recreation also offers fitness classes, personal training, massage therapy. It also organizes intramural sports teams.

### **Massage Therapy**

Graduate school can often be stressful, and this can have an impact on your body. Western offers massage therapy through Health Services, Campus Recreation, and the Fowler Kennedy Clinic. If you are enrolled in the SOGS Extended Health and Dental Plan, part of your massage therapy is covered.

### **Environmental Fitness**

Western's Purple Bikes is a non-profit cycling co-operative where anyone at Western can access affordable DIY repairs, bicycle rentals, advice, and training.

## Changing your Academic Status

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### **Medical, Compassionate, or Parental Leave**

If you need to apply for a leave absence due to medical, compassionate, or parental grounds, you can do so through the secure [Graduate Student Services Portal](#). As of October 2, 2015, doctoral students may be eligible for a Medical Leave Bursary of up to \$5,000 for one term of leave during the full duration of your degree.