



Department of Political Science
M.A. Degree in Political Science
Handbook
2023 – 2024

Disclaimer: If there is a discrepancy between this Handbook and the School of Graduate Studies Calendar, the [School of Graduate Studies Calendar](#) will prevail.

McMaster University
Department of Political Science
Master of Arts in Political Science

The Master of Arts Degree in Political Science is an examination of power and politics at the national level including Canadian and comparative politics, political theory, public policy and administration.

Contents

Land Acknowledgement	4
2023-2024 Important Dates	4
Degree Requirements	5
A. Course work with Major Research Paper (MRP).....	5
B. Course Work with Thesis	5
Selecting your courses	5
MA Colloquium	6
MA Major Research Paper	6
M.A. Thesis	7
Political Science Graduate Course Offerings (2023-2024)	8
Canadian Politics.....	8
Comparative Politics.....	8
Global Politics / International Relations.....	8
Political Theory.....	8
Public Policy.....	8
Research Techniques and Methods	8
School of Graduate Studies	9
Required Supplementary Courses for All Graduate Students	9
SGS 101 (1) Academic Research Integrity and Ethics.....	9
SGS 201 (1) Accessibility for Ontarians with Disabilities Act (AODA).....	9
School of Graduate Studies / McMaster University (mandatory requirements)	10
Health and Safety Training	10
Mandatory TA/RA in Lieu Training (Anti-Oppression and Pedagogy).....	10
Institute on Globalization and the Human Condition (IGHC)	10
University Regulations	10
Other Administrative Information	11

Personal Information	11
Transportation	11
CUPE	11
Dental Plan.....	11
Employment Regulations.....	11
Full-time Status	12
Leaves of Absence	12
Student Vacations	12
Teaching Assistantships/RA in lieu of TA	13
Transcripts	13
University Health Insurance Plan (UHIP) for International Students.....	13
Contacts and Facilities	13
MA Colloquium Convenor & MA Advisor	13
Graduate Committee 2023-2024	13
Area Convenors	13
Administrative Assistant, Graduate Program	14
Photocopying/Printing.....	14
Mail Services	14
Department Checkout Requirements.....	14
Departmental website.....	14
Appendices	15
Appendix 1 Responsibilities of Graduate Students to the University	15

Land Acknowledgement

The Department of Political Science gives honour and thanks to the Haudenosaunee and Anishanaabe nations, the traditional inhabitants of the lands where McMaster stands. We acknowledge a debt to those who were here before us and recognize our responsibility, as guests, to respect and honour the intimate relationship Indigenous peoples have to this land.

2023-2024 Important Dates

Monday, September 4	Labour Day Holiday, Department and University closed
Tuesday, September 5	Undergraduate classes begin, Fall 2023, Term 1
Wednesday, September 6	Final day for <u>late</u> Mosaic graduate enrollment
Thursday, September 7	Welcome Reception and Lunch
Friday, September 8	Graduate Course Enrollment worksheet due
Monday, September 11	Graduate classes begin, Fall 2023, Term 1
Friday, September 22	Last day to add courses in Mosaic for Fall 2023, Term 1
Saturday, September 30	Last day to complete and pass SGS 101 and SGS 201
Saturday, September 30	National Day of Truth & Reconciliation, NO CLASSES
October 9 – 15	Mid-term recess, NO CLASSES
Friday, November 10	Last day to drop courses for Term 1 (please note that all courses on a student's record after this date will require a grade)
Wednesday, December 6	Last day of undergraduate classes for Fall 2023, Term 1
Friday, December 8	Last day of Political Science graduate classes, Fall 2023, T1
December 22 – January 1	Department and University closed for the Holiday Break
Tuesday, January 2	Department and University reopen for Winter 2024
Monday, January 8	Undergrad and Graduate classes begin, Winter 2024, Term 2
Monday, January 15	Last day to Drop/Add Term 2 with Department approval
Friday, January 19	Last day to add courses in Mosaic for Winter 2024, Term 2
Monday, February 19	Family Day Holiday, Department and University closed
February 19 – 25	Mid-term recess, NO CLASSES
Friday, March 15	Last day to drop courses for Term 2 (please note that all courses on a student's record after this date will require a grade)
Friday, March 29 - 30	Good Friday Break, no classes or examinations Department and University closed
Wednesday, April 10	Last day of Undergraduate classes for Winter 2024, Term 2
Friday, April 12	Last day of Political Science graduate classes for Winter 2024, T2
Monday, May 6	First draft copy of MRP due to Supervisor
Monday, June 3	Second draft copy of MRP due to Supervisor
Friday, June 28	Final (finished) copy of MRP due by 4:00 p.m.
Friday, July 19	MRP grade to be released informally by email
Monday, August 19	Release of final grade and comments will be distributed

More detailed information on [Sessional Dates](#) can be found online in the [2022-2023 School of Graduate Studies Calendar](#).

Degree Requirements

Admission to the M.A. in Political Science degree program requires an average of B+ or better in Honours Political Science or, with the approval of the Department's Graduate Chair, in another discipline. The Department offers a regular M.A. in Political Science program in four areas, Canadian Politics, Comparative Politics, Political Theory and Public Policy. Students must indicate the area in which they wish to major in their application.

In the M.A. in Political Science, studies in all areas may take the form of course work and Major Research Paper (MRP), or course work and a thesis.

A. Course work with Major Research Paper (MRP)

Students in this option are required to complete:

- a. Four political science graduate courses; at least two in a *major field* (Canadian Politics, Comparative Politics, Political Theory and Public Policy) and one in a *minor field* (Canadian Politics, Comparative Politics, Political Theory, Public Policy and Global Politics/International Relations).
- b. One additional graduate course
- c. M.A. Colloquium course, POLSCI 775
- d. Major Research Paper (10,000 words), POLSCI 708

B. Course Work with Thesis

This option consists of five half courses (or equivalent) and a thesis, which must demonstrate independent research skills. Full-time students who wish to write a thesis must submit a thesis proposal form for departmental approval by a date to be determined by the Department in Term 1. If the thesis proposal is not approved, students may continue in the course/MRP option. The thesis option is normally a two-year program.

Selecting your courses

Students are required to complete 18 units (6 half courses) of course work beyond the B.A. level. Depending on the courses selected, this may mean three half courses plus the MA Colloquium (POLSCI 775) in Term 1, and two half courses plus the MA Colloquium in Term 2, or vice versa.

Students should consult with the MA Advisor and with the Area Convenors on the appropriate courses to take.

The University and the Department use a letter grade system in which the following are passing grades: A+, A, A-, B+, B, B-. **A grade below a B- (B minus) is considered a failure in graduate courses.** While a B- standing is sufficient to earn a degree by [School of Graduate Studies criteria](#), **a failure in any course normally results in the Department recommending that the student not be allowed to continue.**

Exceptional Incompletes: Incompletes will be granted **only in very unusual circumstances.** To qualify, the student must apply for one by filing out the University's Incomplete Grade Memo Form. This must be signed by the instructor and must be submitted to the Graduate Chair for approval. Deadlines for removal of incomplete grades are given in the School of Graduate Studies Calendar. Courses still incomplete after the deadline are given a grade of F (fail) and

the student is not permitted to re-register without the approval of the School of Graduate Studies Committee on Graduate Admissions and Study.

MA Colloquium

- POLSCI 775 MA Colloquium

The MA Colloquium will take place every second week in the Fall and Winter terms under the leadership of the MA Colloquium Convenor. It will be a three-hour meeting with all the MA students. It will consist of faculty presentations highlighting their research and professional development sessions on topics such as grant writing, PhD programs, and career information. Other sessions will focus upon skills needed for the Major Research paper (choosing a topic and supervisor, preparing an outline, etc.).

MA Major Research Paper

- POLSCI 708 MA Major Research Paper

In addition to completing required units of graduate level course work, students enrolled in the M.A. in Political Science are required to complete a Major Research Paper (MRP) or a Collaborative MRP in the spring/summer term following their coursework.

The major research paper (MRP) is an opportunity for students to do an extended piece of research on a topic of their choosing. A collaborative MRP involves the identification of a shared research interest among a group of two or more students and a division of labour that may specify both an identifiable individual component and a collaborative component that is co-authored. Guidance on the MRP will be provided in the MA Colloquium. Students will be assigned a faculty supervisor in consultation with the MA Colloquium Convenor/Political Science Advisor. MRPs are to be no longer than 10,000 words including all front matter, references, and bibliography. That normally leaves 8,000 words for the text which is the length of an average scholarly journal article.

ONE electronic copy (PDF) of your MRP in finished form must be submitted to the Graduate Administrative Assistant, Manuela Dozzi at dozzim@mcmaster.ca by **no later than 4:00 p.m. on Friday, June 28, 2024**. Your MRP must be prepared with a word processor, double-spaced, set to a paper size of 8 ½ x 11" paper. The MRP must be in either 10- or 12-point Arial font. Top and left margins should be 3.8 cm and the right and bottom margins should be 2.5 cm. All pages are to be numbered EXCEPT the title page and all pages should have header information containing the degree program, author's name, McMaster University, and the department, e.g., MA MRP – A. Smith; McMaster University – Political Science
Sources must be documented according to the conventions of a recognized academic style (MLA, Chicago, etc.).

Those who fail to submit the final copy by the due date risk not graduating. Please note that INCOMPLETES will only be granted for legitimate medical or other properly documented reasons.

Your MRP will be read and marked by your supervisor and a second reader, normally chosen by your supervisor and/or the MA Colloquium Convenor.

The MRP is marked on a pass/fail basis. Truly outstanding papers may be given a pass with distinction (P+). We will collate comments from both markers and pass them on to the students by August 30, 2024.

MRPs will be graded and grades will be released informally via email on or about Monday, July 19, 2024. The release of final grades with comments from the Supervisor and second reader will be forwarded via email on or about Monday, August 19, 2024. A student whose MRP receives a failing grade will normally have the opportunity to revise and resubmit for August 15, 2024.

Any general questions should be directed to the MA Colloquium Convenor, Dr. Katherine Boothe (boothek@mcmaster.ca) or to the Graduate Administrative Assistant, Manuela Dozzi (dozzim@mcmaster.ca).

M.A. Thesis

Only those students in the course/thesis option will write a thesis.

A student who wishes to write an M.A. thesis should seek out a thesis supervisor as soon as possible on entering the program and should begin to work out a potential topic for research with that supervisor. The supervisory committee, which must include no fewer than 3 members (including the Supervisor) should be established **no later than October 13**, during Term 1 of the program. Members of the supervisory committee are normally all from the Department, although one can be from another department.

Students will develop their thesis proposal in consultation with the thesis supervisor and other members of the supervisory committee. **The thesis proposal must be no longer than 3,500 words or 15 double-spaced pages (including references)**. The goal of the proposal is to enable the student to focus early in the program on the thesis and to obtain preliminary agreement on its acceptability and feasibility from a supervisory committee. The proposal must also be approved by the supervisory committee before data collection begins. Because of similarities in the structures of M.A. and Ph.D. thesis proposals, M.A. students may want to consult the department guidelines for writing Ph.D. dissertation proposals.

The supervisory committee must submit memorandum, along with a copy of the thesis proposal to the Graduate Chair. The Departmental requirement is that the **thesis proposal be submitted to the Graduate Chair by December 1st** during Term 1 of the program. The supervisory committee will then meet with the Graduate Chair to discuss the proposal and decide whether it is to be formally approved. If the thesis proposal is not approved, the student may continue in the course/MRP option.

The thesis defense is to be undertaken according to the regulations set out by the School of Graduate Studies. The M.A. thesis should be no more than 30,000 words (must not exceed 200 double-spaced pages) including all front matter, references, and bibliography.

The M.A. thesis will normally be a two-year program. Space permitting, students in the second year of the thesis program will be provided office space on the 2nd floor of KTH. M.A. thesis students are also eligible to apply for the graduate travel grants offered by the Department.

Political Science Graduate Course Offerings (2023-2024)

Canadian Politics

POLSCI 760 (1) Political Institutions of the Canadian State

POLSCI 761 (2) The Social, Cultural and Economic Foundations of Canadian Politics

Comparative Politics

POLSCI 706 (2) Comparative Politics of Health Policy

POLSCI 716 (1) Comparative Authoritarianism

POLSCI 740 (2) Theories of Comparative Politics

POLSCI 783 (1) Comparative Public Policy

Global Politics / International Relations

POLSCI 705 (1) Global Public Policy

POLSCI 731 (1) Forgetting, Remembering and Finding Actors in IR

POLSCI 767 (2) Politics of the Global South: an IR Perspective

POLSCI 768 (2) Political Economy of Global Climate Change

POLSCI 772 (1) Theories of International Politics

POLSCI 774 (2) Global Political Economy

POLSCI 776 (2) Advanced Issues in Critical Security Studies

Political Theory

POLSCI 734 (2) Marx and Marxisms

POLSCI 758 (1) Cosmopolitanisms and Its Critics

Public Policy

POLSCI 705 (1) Global Public Policy

POLSCI 706 (2) Comparative Politics of Health Policy

POLSCI 783 (1) Comparative Public Policy

POLSCI 784 (2) Quantitative Political and Policy Analysis

Research Techniques and Methods

POLSCI 784 (2) Quantitative Political and Policy Analysis

POLSCI 796 (1) Research Design and Methods

The complete list of Political Science graduate courses is available in the [School of Graduate Studies Calendar](#). Political Science graduate courses being offered for the 2023-2024 academic year are listed on the [Department of Political Science website](#) as well as the [class search function](#) in Mosaic.

School of Graduate Studies

Required Supplementary Courses for All Graduate Students

All graduate students, including part-time students, exchange students and visiting students must complete and pass the course SGS 101 Academic Research Integrity and Ethics and SGS 201 Accessibility for Ontarians with Disabilities Act (AODA) within the first month of their first term after their admission to graduate studies at McMaster. All students are required to take and pass SGS 101 and SGS 201 in order to graduate. Students may not graduate or register in subsequent academic years without having successfully completed this course.

SGS 101 (1) Academic Research Integrity and Ethics

This course will introduce incoming graduate students to the standards of academic integrity expected at McMaster. It will provide examples of acceptable and unacceptable practices and will clarify the responsibility and expectations of graduate students with respect to academic integrity. Students will be exposed to the Academic Integrity Policy of McMaster and best practices will be described that will minimize the likelihood of incorrectly attributed work from appearing in their assignments and research records. Students may not graduate or register for subsequent years in a graduate program at McMaster unless they have received a passing grade in SGS #101. This course must be completed and passed by September 30, 2023.

You must [enroll in SGS 101](#) online course through Mosaic, and it will be available to you via [Avenue to Learn](#) to complete.

SGS 201 (1) Accessibility for Ontarians with Disabilities Act (AODA)

All graduate students are required to complete appropriate training required to complete their research and studies (health and safety training, ethics training, biosafety training, etc.), as determined by their home Department or Program. All graduate students also are required to complete training on the Accessibility for Ontarians with Disabilities Act (AODA), which can be completed on-line [avenue.mcmaster.ca]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions. Students may not graduate or register for subsequent years in their program until they have completed their required training. The course must be completed and passed by September 30, 2023.

You must [enroll in SGS 201](#) online course through Mosaic, and it will be available to you as well in [Avenue to Learn](#).

Students may not graduate or register in subsequent academic years without having successfully completed this course.

School of Graduate Studies / McMaster University (mandatory requirements)

Health and Safety Training

McMaster's [Health and Safety Training Program](#) is designed to provide mandatory and site-specific safety training for all employees, **graduate students**, volunteers and visitors working at McMaster.

Self-registration for training courses offered by EOHSS, the [Faculty of Health Sciences Safety Office](#) (FHS Safety Office), the [Biosafety Office](#) and the [AODA Office](#) is available through the self-service functionality in [Mosaic](#).

As a [graduate student at McMaster you are required to complete the following](#) Core 8: 1) Asbestos Awareness, 2) COVID-19 Awareness, 3) Ergonomics, 4) Fire Safety, 5) Health & Safety Orientation, 6) Slips, Trips & Falls, 7) Violence & Harassment Prevention, and 8) WHMIS 2015. The training material is available in [Avenue to Learn](#) one business day after registering in Mosaic.

Mandatory TA/RA in Lieu Training (Anti-Oppression and Pedagogy)

In accordance with the CUPE Local 3906, Unit 1 collective agreement, the [Mandatory TA Training](#) was established to provide an institution wide or Faculty specific training program for Unit 1 members. This training is understood to be a program of professional education and will include instruction on topics in pedagogy and anti-oppression.

[Self-registration for training courses](#) is available through the regulatory training tile in Mosaic. Once registered, the training will be available in Avenue to Learn approximately 15 minutes after registration (between 7am and 9pm). For additional information please review the [frequently asked questions document](#).

Institute on Globalization and the Human Condition (IGHC)

The [Institute on Globalization and the Human Condition](#) (IGHC) is a Research Institute which hosts an M.A. in Globalization Studies and supports teaching and research on a wide variety of global studies topics. The Institute is located on the 2nd floor of L.R. Wilson Hall (LRW-2021). It runs a working paper series, hosts numerous visiting speakers, awards essay prizes and grants research scholarships. Political Science and Global Politics students, with an interest in Globalization are welcome and encouraged to take courses in the Institute and participate in all of its activities.

University Regulations

For complete listing of [Regulations for Master's Degrees](#), students are advised to consult the current edition of the [School of Graduate Studies Calendar](#).

Other Administrative Information

Personal Information

Students are responsible for keeping the personal contact information, such as addresses and phone numbers up to date. Additions and changes must be completed through your Student Center in Mosaic.

Transportation

All full-time graduate students hold a 12-month, unlimited ride bus pass with the Hamilton Street Railway (HSR). The HSR bus pass remains valid from September through August each year. More information about this can be found on the [Graduate Student Association website](#).

CUPE

Canadian Union of Public Employees (CUPE), [Local 3906](#), Unit 1, represents all individuals employed as teaching assistants (TAs) and Research Assistants in lieu (RAs in lieu), demonstrators, tutors & super tutors, and markers. If you are a TA or an RA in lieu of a TA, you are a member of CUPE. Union dues are deducted when you receive TA/RA payments. The [Union office](#) is in KTH-B111.

Dental Plan

All full-time graduate students who are receiving a TA and/or RA in lieu of a TA of 130 hours or greater will have Dental Plan premiums deducted each month for the full year, September to August). Provisions for opting out of the [Dental Plan](#) or for obtaining family coverage can be found online through the CUPE Local 3906 website.

Full-time and part-time graduate students in September or January paying McMaster fees are automatically covered by the [GSA Health & Dental Plan](#).

Graduate students that aren't covered by the CUPE 3906 Dental Plan as of September 1 are also automatically covered by the GSA Dental Plan.

See [Graduate Students Association](#) website for more information on support and services offered by the GSA.

Employment Regulations

Full-time students who are participating in McMaster-based paid employment should work no more than an average of 20 hours a week to a maximum of 1005 hours in the academic year. Normally students who exceed this limit are asked drop down to part-time status, to stop working or reduce their hours of work. Changing student status from full-time to part-time will affect a student's scholarship funding, OSAP, and student visa. For international students with study permits, changing to part-time status may also impact their ability to fulfil the conditions of their study permit and eligibility for the post-graduate work permit.

No exceptions totaling 1005 hours or more per academic year (September-August) will be approved. For more detailed information, refer to [Section 2.5.3 McMaster University's Regulations for Full- and Part-time Status](#) in the [SGS Academic Calendar](#).

Full-time Status

Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Any student who is away from campus for longer than one week, which is not part of the student's vacation entitlement, requires their supervisor's approval in writing. If this period of time exceeds two weeks, the approval of the department chair is also required. Students who will be away from campus for more than four weeks require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a Request to be Full Time Off Campus.

Note that this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office.

Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be "full-time off-campus" for periods of up to a year. Students will also be required to complete the Risk Management Manual (RMM) 801 forms and gain approval through EOHSS. In cases of unauthorized absence, the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made.

In order to receive a degree, the student must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. Students who have outstanding financial accounts at the end of the academic year will not receive their academic results, diplomas, or transcripts.

Leaves of Absence

Graduate students are required to be continuously registered in order to ensure the timely completion of degree requirements. The University, however, allows for a Leave of Absence in four circumstances: 1) medical or disability leave; 2) parenting leave; 3) compassionate or personal leave; or, 4) no course available leave. To request a "Leave of Absence," please consult the School of Graduate Studies calendar.

For information pertaining to "Leave of Absence" for Teaching Assistants, see CUPE Collective Agreement, Article 19 (on page 36).

Student Vacations

Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates) and the closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor. An exception to this allotment requires approval from the supervisor or in the supervisor's absence a member of the supervisory committee.

Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.

Teaching Assistantships/RA in lieu of TA

Some full-time graduate students are offered a TA (or RA in lieu) as part of their funding package. Duties vary according to department/course requirements but will normally consist of leading tutorials, meeting with students, email communication, marking, and other duties as discussed with the course instructor. It is important to note that TA positions will be distributed in the first or second week of September.

Transcripts

Unofficial transcripts are available through Mosaic. Access is available to view and print on demand through the My Academics tab. You can also request an official transcript through Mosaic with options to include official paper transcript via mail, rush official paper transcript and official e-transcript through Parchment ordering services, in-person pick-up (GH-108) or mail. For rush, courier or fax requests processing charges will apply. More information can be found through the [Office of the Registrar](#).

University Health Insurance Plan (UHIP) for International Students

The [University Health Insurance Plan](#) (UHIP) is a mandatory plan for ALL international students (and their eligible dependents: spouse and children) at McMaster University who hold a valid study permit issued by Citizenship and Immigration Canada and who are FULLY enrolled in a degree seeking program. Students who are fully enrolled and who have a status of Visa will automatically be enrolled and charged for UHIP. You must enrol your accompanying dependents within 30 days of their arrival date in Canada. If you enroll your family members more than 30 days after they arrive in Canada, you must pay a late application fee of \$500.00 PLUS the monthly premium retroactive to the first of the month in which your dependents arrived in Canada.

For more information, please visit the Health Care portal through McMaster's [International Student Services website](#). More detailed information and what you need to know is listed on this site.

Contacts and Facilities

MA Colloquium Convenor & MA Advisor

Dr. Katherine Boothe, boothek@mcmaster.ca

Graduate Committee 2023-2024

Chair: Dr. Peter Nyers, nyersp@mcmaster.ca

MA Advisor: Dr. Katherine Boothe, boothek@mcmaster.ca

Professional Development & Placement Advisor: Dr. Nathan Andrews

Member: Dr. Netina Tan

Member: Dr. Lana Wylie (Fall 2023)

Member: Dr. Catherine Frost (Winter 2024)

PhD Graduate Student Representative: TBA

MA Graduate Student Representative: TBA

Area Convenors

Canadian Politics: Dr. Adrienne Davidson

Comparative Politics: Dr. Netina Tan

International Relations: Dr. Marshall Beier
Political Theory: Dr. James Ingram (Fall 2023), Dr. Catherine Frost (Winter 2024)
Public Policy: Dr. Michelle Dion

Administrative Assistant, Graduate Program

Manuela Dozzi
Email: dozzim@mcmaster.ca
Office: Kenneth Taylor Hall, Room 527 (KTH-527)
Tel: (905) 525-9140 extension 24742

Please feel free to visit the [Political Science website](#) to view faculty profiles and contact information.

Photocopying/Printing

A network photocopier is available for students to use and is located in KTH-501. The service is available at a cost of \$0.10/printed per side (not per page) for black and white printing only. Individual photocopier codes will be given to each student in September.

Mail Services

Each graduate student will have their own mailbox located in KTH-526. This room can be accessed at any time, and we ask that you regularly check your mailbox. The access code for this room will be given to all MA students after the Orientation Session.

Department Checkout Requirements

Upon completion of all degree requirements, students will be required to empty their mailboxes, return any keys (if applicable) and to make sure that their contact information in Mosaic is current and up to date. Any mail collected will be forwarded to you for up to three months.

Departmental website

More information about the department, courses, news, research, people, and contacts can be found on the [Department of Political Science](#) website.

Appendices

Appendix 1 Responsibilities of Graduate Students to the University

Just as the University has responsibilities to graduate students, they have responsibilities to the University.

The student's responsibilities include, but are not limited to:

- Maintaining current contact information with the University, including address, phone numbers, and emergency contact information.
- Using the University provided e-mail address or maintaining a valid forwarding e-mail address.
- Regularly checking the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accepting that forwarded e-mails may be lost and that e-mail is considered received if sent to the student's @mcmaster.ca account.

Where applicable, students are responsible for complying with such conditions as indicated in the offer of admission. Students are also responsible for complying with the regulations governing graduate students at McMaster University with respect to full- and part-time status (see sections 2.5.2 and 2.5.3). Students are further responsible for informing the School of Graduate Studies within two weeks, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, etc. Students are also responsible for reporting through the department any change in student status, course registration, or withdrawal.

Courses

To receive credit for a course, each student is responsible for confirming in the Mosaic Student Center that their enrollment status is appropriate for that course. Students are responsible for ensuring that they have formally enrolled for the course through their department or graduate program.

Research-Based Programs

With regard to research and study, students are responsible for maintaining contact and meeting regularly with the faculty advisor, thesis/project supervisor or supervisory committee, for observing departmental guidelines, and for meeting the deadlines of the department and the School of Graduate Studies. If there is a problem with supervision, it is the student's responsibility to contact the Department Chair or Graduate Advisor. It is also the expectation that students will seek clarification when necessary on questions regarding elements of academic and research progress. The provisions for changing a supervisor are outlined in [Section 3.1](#).

Students who undertake to write a master's or doctoral thesis assume responsibility both for creating drafts of the thesis, upholding copyright and intellectual property rights including any research agreements between the university and outside partners, and for responding to direction from the Supervisory Committee. The student shall have the responsibility to write and ultimately to defend the thesis, and the Supervisory Committee has the responsibility to offer

guidance in the course of the endeavour, and to recommend or not recommend the completed thesis for defence.

Since enrollment permits access to libraries and certain other academic facilities (including off-campus facilities), it also implies a commitment on the part of each graduate student to use such facilities in accordance with applicable rules, including all safety practices, guidelines and policies. Inappropriate behaviour that is deemed to be in violation of such practices and/or policies may lead to denial of access to the facility. If such a denial of access to facilities means that a student can no longer fulfill their academic obligations, the student will be required to withdraw involuntarily from their academic program. (see also [Section 5.2](#))

Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Vacation entitlement is discussed in [Section 2.5.8](#). Any student who is away from campus for longer than one week, which is not part of the student's vacation entitlement, requires their supervisor's approval in writing. If this period of time exceeds two weeks, the approval of the department chair is also required. In accordance with government regulations (see [Section 2.5.2](#) students who will be away from campus for more than four weeks require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a Request to be Full Time Off Campus. Note that this permission is needed for conferences, field work or studies elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office. Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be "full-time off-campus" for periods of up to a year. Students will also be required to complete the Risk Management Manual (RMM) 801 forms and gain approval through EOHSS. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made and a decision on readmission is not subject to appeal. An exception to this policy would be programs described in the calendar as delivering their curriculum either partially or fully in on-line formats. Please refer to details in individual program descriptions.

In order to receive a degree, the student must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. Students who have outstanding financial accounts at the end of the academic year will not receive their academic results, diplomas, or transcripts.