

**BROCK UNIVERSITY**

**DEPARTMENT OF  
ENGLISH LANGUAGE AND LITERATURE**

**GRADUATE PROGRAM  
POLICIES AND PROCEDURES MANUAL**

**2013-2014**

These Policies and Procedures are intended to conform to  
the requirements and regulations of  
the *Brock University Faculty Handbook*,  
the *Brock University Graduate Calendar*,  
and where relevant  
the Collective Agreement between the University  
and CUPE 4207.

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## **SECTION I: GENERAL POLICIES AND PROCEDURES FOR MANAGEMENT OF THE ENGLISH GRADUATE PROGRAM**

### **I.1 THE GRADUATE PROGRAM DIRECTOR**

1. The Graduate Program Director (GPD) is recommended by the Department Striking Committee to the Departmental Committee. It is the duty of the GPD to oversee the graduate program in consultation with the Chair and the Departmental Directors. The usual term is 3 years.
2. Specific duties include:
  - a) Serving as Chair of the Graduate Committee.
  - b) Providing guidance to students who are enquiring about the program and/or about their options in general.
  - c) Providing guidance for resident graduate students with respect to their applications for external scholarships and fellowships, and applications to PhD or other programs.
  - d) Providing guidance for students with respect to their interactions with the program and the department, including selection of courses.
  - e) Overseeing the preparation of graduate program materials, which include: updating the graduate program brochure and application materials, advertising posters, the graduate section of the department web page, the Brock Graduate Calendar (available on-line) and other university publications.
  - f) Overseeing the distribution of advertising materials (posters) in September of each academic year. These are to be distributed to all English Departments in Canada as well as to all libraries and Graduate Studies Offices in universities across the country.
  - g) Overseeing the distribution of application materials in response to requests.
  - h) Meeting with the incoming class to welcome them, review Departmental policies and expectations, and distribute the most recent copy of the Policies and Procedures, and overseeing a departmental social occasion to welcome incoming graduate students in the fall of each year.
  - i) Assisting students in procuring Supervisors, Second Readers and Supervisory Committee members.
  - j) Ensuring that all student department files are kept up-to-date with respect to their progress, grades, graduate record forms, and so on.
  - k) Overseeing students' progress through monitoring grades. The GPD brings any problems to the attention of the Graduate Committee.
  - l) Bringing student concerns to the attention of the Graduate Committee. These include computer and equipment problems for which the Department is responsible.
  - m) Overseeing arrangements for any thesis defenses. This involves arrangements with the External Examiner (see Faculty Handbook 14.7.2.F), arranging a time and room for the examination, advertising the upcoming examination (within the Department, in Campus News), providing copies of the completed thesis for the External Examiner and all other members of the Examining Committee, and ensuring that the written comments of the External Examiner are received at least one week prior to the thesis oral.
  - n) Serving as a member of the Graduate Council. The purpose of the Council is to provide a forum for GPDs, and others involved in graduate programs, to meet and exchange ideas about administrative aspects of graduate programs.
3. The GPD receives a one-term course release per academic year.

## **I.2 THE GRADUATE COMMITTEE**

1. It is the duty of the Graduate Committee to oversee and monitor the graduate program and to plan for further program development when appropriate. Like all department committee meetings, relevant proceedings of the Graduate Committee meetings are presented at regularly scheduled department meetings for discussion and approval.
2. The Graduate Committee is composed of the GPD and three additional Department members.
3. The specific duties of the Graduate Committee are:
  - a) To act as the Admissions Committee
  - b) To assist the GPD in her or his duties as may be required
  - c) To act as the Curriculum Committee for the Program
  - d) To make recommendations to the Department Curriculum and Deployment Committee regarding deployment to the Graduate Program
  - e) To approve all Supervisors, Second Readers and Supervisory Committees
  - f) To review the progress of each student in January and May of each year that the student is in the program. See Section III.6
  - g) To consider feedback about the program provided by the students. On the basis of this feedback, the Graduate Committee is in the position to make recommendations that would deal with student concerns. These recommendations are forwarded to the appropriate individuals through the Department Chair or are presented to the Department as a whole if the issues are related to general policy or procedures.

## **I.3 ADMISSION CRITERIA**

1. Applications for admission to the M.A. program, on either a full-time or a part-time basis, will be accepted from students holding an honours degree or equivalent in English Literature, with an overall average not less than B+.
2. In addition to the material required by the Graduate Studies Office as per their web site, the Department is asking for the following material:
  - a) A statement of academic interests and goals no more than two pages in length
  - b) A representative piece of work.
3. Students with a co-major in English and a related discipline will be considered, although such students may be required to take additional qualifying undergraduate courses. Exceptions for students with unique circumstances will be considered.
4. International students should see the information on the Graduate Studies page for Admissions, <http://www.brocku.ca/gradstudies/admissions>. A higher English Proficiency score may be required of International Students for this Program than for some Programs.
5. The decision to admit rests with the Graduate Committee.
6. Upon approval by the Committee, the admission process will be handled by the Graduate Studies Office at Brock University. For a preview of the application procedures, go to <http://www.brocku.ca/gradstudies/applications/>.

7. Applicants who are accepted for Program entry in the Fall academic term may request a deferral of one year if they are unable to enter as planned in September. This request is to be presented to the GPD and must be in writing, accompanied by an explanation of the circumstances leading to the delay. If entry is delayed beyond the following September, reapplication for admission will generally be required.

#### **I.4 FUNDING AND EMPLOYMENT**

1. Tuition fees for the current academic year are listed in the Graduate Studies Calendar.
2. The minimum total level of financial support includes amounts received from internal University fellowships and from teaching and/or research assistantships. Students are also encouraged to apply to external granting agencies. Canadian citizens and permanent residents are eligible for Ontario Graduate Scholarships and can apply to the Social Sciences and Humanities Research Council and other provincial and federal funding agencies for scholarships and fellowships. See Section VI.5.
3. Students offered admission to the program shall be informed of the minimal level of financial support promised, and the period of time over which this support will be provided.

#### **I.5 GRADUATE TEACHING AND RESEARCH ASSISTANTSHIPS**

1. Graduate Teaching Assistantships are governed by the provisions of the CUPE 4207 Collective Agreement, available at <https://www.brocku.ca/hr/unions/CUPE4207.pdf>. The nominal number of hours of work per term is 120 (see Article 22.01 (b)). Note that according to Article 22.04 (a) "Graduate Students enrolled at Brock University shall not accept an appointment in excess of an average of ten (10) hours per week over an academic term, in which she is enrolled as a full time student, without the prior permission of the Dean of Graduate Studies. Such permission shall not be unreasonably denied; however, the Parties recognize the importance of this workload limit as it relates to a student's time to completion."
2. It is each individual course instructor's responsibility to meet with her/his TAs at the beginning of the term for advance discussion of the work expected, the methods to be used in evaluating the TA's work, and the scheduling of duties throughout the term. These will be detailed in an [Allocation of Hours](#) form. Teaching Assistants are expected to attend the lectures in the course and to grade student participation, tests, essays and examinations as required, and to hold office hours. It is the respective Department's responsibility to ensure that adequate preparation time is allowed and the graduate student's responsibility to be prepared. Graduate students are urged to familiarize themselves with the relevant articles from the [CUPE 4207 Collective Agreement](#) (see especially the following articles: Preference in Hiring 15.02, Academic Freedom (17), Graduate Student Teaching Assistantship 22.01 (b), Workload Limits 22.06 (a) Allocation of Hours (22.05) and Rates of Pay Appendix D).
3. Graduate Research Assistants are usually paid from research grants and contracts for assistance with particular research projects. When payment is for assistance with research not closely related to the student's thesis research, the average number of hours worked per week must not exceed ten (including TA hours, if applicable); the

rate of pay is at university rates (see Appendix D of the Collective Agreement). The only exception to the limit of 10 hours per week would be where a student is hired as a Research Assistant and does work that is directly related to her or his thesis research. Hours of work for such a Research Assistantship position must be negotiated with the holder of the Research Grant or contract and then forwarded in writing to the GPD. Permission for a graduate student to work more than an average of 10 hours a week requires prior permission of the Dean of Graduate Studies.

4. Students should be aware that the Centre for Teaching, Learning and Educational Technology offers a program leading to a TA Certificate in Teaching and Learning in Higher Education.

## **SECTION II: THE PROGRAM**

### **II.1 THE RESEARCH PAPER OPTION**

The normal path to the MA in English at Brock is the Research Paper Option. The advantages of the Research Paper MA are that it is more likely to lead to timely completion, it is simpler to administer, there is no mandatory defense, it presents an opportunity to increase the student's grade average as the research paper receives a grade whereas the thesis is awarded a Pass/Fail, and it is at least as suitable for entry into further studies in the discipline as students in this option gain more breadth through their coursework.

This Option requires six half-credit courses, including ENGL 5P00 and 5P01, and a piece of independent research of 30-35 pages in length exclusive of notes, references, appendices, etc. In the Fall semester the GPD will guide students in selecting research topics, and suggest possible supervisors. The GPD will assist in making arrangements for a Supervisor and, in conjunction with the Supervisor, a Second Reader.

### **II.2 THE THESIS OPTION**

This Option requires four half-credit courses including ENGL 5P00 and 5P01, a piece of independent research of 80-100 pages in length inclusive of notes, references, appendices, etc. and an oral defense with an external examiner in attendance. This Option may be pursued with the permission of the GPD. The student will secure her or his Thesis Supervisor, with the assistance of the GPD. The GPD acting as the designate of the Chair shall be a member of the student's Supervisory Committee. The Supervisor will meet with the GPD to discuss and secure at least one additional appropriate person for the Supervisory Committee.

### **II.3 NORMAL PROGRAM PATTERN**

1. The program is designed to be completed in twelve months of full time study. The normal pattern for full time students is as follows.
  - a. In the Fall term the students will

- i. enroll in 5P00, “Theoretical Foundations,” 5P01 “Graduate Seminar in Research and Professional Development” (this course meets over two terms) and in two additional courses
    - ii. with the assistance of the GPD secure their research paper/thesis supervisor and second reader/supervisory committee and begin preliminary work on their project.
  - b. In the Winter term Research Paper Option students will
    - i. continue in 5P01,
    - ii. take two additional courses and
    - iii. begin work on their Research Paper.
  - c. In the Winter term Thesis Option students will
    - i. continue in 5P01
    - ii. otherwise devote themselves to their thesis.
  - d. The supervisory committee must be formed and approved by the Director by February 1<sup>st</sup>.
  - e. Thesis proposals must be approved by the supervisory committee by February 1<sup>st</sup>. MRP proposals must be approved by a student’s supervisor, second reader and GPD by May 1<sup>st</sup>.
  - f. In the Spring term students will complete their major piece of work.
2. For full time students, all course and research paper/thesis requirements must be completed within three years from the date of first registration.

#### **II.4 PART TIME STUDENTS**

1. Part time students are normally restricted to two courses per term.
2. Normally part time students will take either ENGL 5P00 or ENGL 5P01 in their first term of study.
3. Normally a part time student’s research paper or thesis proposal is due in the second week of September of the student’s second year of study.
4. A pattern of study different from 2. and 3. above requires the permission of the GPD.
5. For a student doing his or her entire graduate program as a part-time student, all course and research paper/thesis requirements must be completed within five years of the date of first registration.

#### **II.5 COURSE OPTIONS**

1. The courses available in any given year are to be found in the Graduate Timetable.
2. With the permission of the GPD and the agreement of the Graduate Program in questions a student may take a course from one of the other MA programs in the

university or a reading course/tutorial (ENGL 5P02) in place of a course from the variable topics list. Students may in consultation with the GPD take one course from another Ontario University through the Ontario Visiting Graduate Student Plan (OVGS), or from a university outside Ontario on a Letter or Permission.

## **SECTION III: GRADUATE STUDENT SUPERVISION**

### **III.1 PROCEDURES FOR RESEARCH PAPER OR THESIS SUPERVISION**

1. Graduate research is recognized as a partnership involving students, Supervisors, Second Readers/Supervisory Committee members and the Program as a whole. Proper supervision is a key element; it is vital that students are provided with responsible, professional supervision that is sensitive to student needs and free of personal conflict that might interfere with intellectual development. The quality of supervision is an important variable contributing to the quality of the research paper/thesis, and to a suitable completion time for the research paper/thesis work.
2. The GPD will, through the best means available, communicate to the students the research interests of the faculty. The GPD will suggest possible supervisors for a student research project based on faculty research interests, and in consultation with the student and faculty member facilitate the creation of a committee consisting of a Supervisor and second reader for research papers.

Thesis Option students are required to gain the permission of the GPD to pursue the Option, to secure their own Supervisor, and to bring a signed brief preliminary proposal to the GPD. The GPD and the Supervisor will then arrange for a Supervisory Committee.

### **III.2 RESPONSIBILITIES OF RESEARCH PAPER AND THESIS SUPERVISORS**

1. It is recognized that when faculty members agree to supervise a graduate student, they thereby assume a number of responsibilities. Supervisors are expected to be actively engaged in scholarly activity and linked to a wider scholarly network, and the student has the right to expect from the Supervisor scholarly expertise, accessibility and assistance with the design, planning and conduct of feasible research projects.

### **III.3 ADDITIONAL GUIDELINES FOR SUPERVISORS**

1. The Supervisor, as an active member of a research community within Brock University and beyond, necessarily serves as a role model for all students, and must be prepared to devote the time required to share his or her knowledge and skills with students and other colleagues. For this to happen the Supervisor must undertake to be available as a resource person for students interested in his or her areas of expertise,

to serve on Supervisory Committees, attend academic and social activities organized by the Program.

2. Specifically the Supervisor must:
  - a. Be reasonably accessible to the student for consultation and discussion of academic progress and research problems and give timely response to written work with constructive suggestions for improvement.
  - b. Offer supervision and advice appropriate to the stage of the student's work (proposal stage, research stage, analysis and writing stage, oral defense for theses, with the publication of results).
  - c. Help the student establish and maintain a suitable timetable for completion of the various stages of the research paper/thesis requirements i.e., approval of research paper/thesis proposal, ethics approval if required, preparation for oral defense for a thesis, etc. The Supervisor should be aware that full-time students receive a significant reduction in fees for one term (two with extenuating circumstances) if both the Supervisor and GPD agree that the write-up of a Research paper/Thesis is at a stage that could be considered a "first draft" prior to the payment of fees for an additional term (e.g. a 4th term for full-time students).
  - d. Ensure the student is aware of University and Faculty requirements and standards for the graduate program as available in this document and in the Graduate Studies Calendar. Ensure that regulations on Intellectual Property and Research with Human Participants (if necessary) are followed before a student is permitted to begin working in any research capacity associated with the University. See web pages:  
<http://www.brocku.ca/researchservices/forms.html>  
<http://www.brocku.ca/researchservices/intellectualguidelines.html>
  - e. Conform to basic principles of academic integrity and professionalism in the supervisory role.
  - f. Make a suitable alternative arrangement for supervision when on extensive leave or absence from the university.

#### **III.4 RESPONSIBILITIES OF SECOND READERS AND SUPERVISORY COMMITTEE MEMBERS**

- 1 Second Readers and Supervisory Committee Members are expected to follow the guidelines laid down for the primary Supervisor with the exception that they do not have primary responsibility for the student.
- 2 It will be the responsibility of Second Readers to
  - a. Approve the research paper proposal
  - b. Read the penultimate draft of the research paper in a timely manner and discuss the draft with the Supervisor and with the student.
  - c. Approve the final draft of the research paper and agree with the Supervisor on the grade to be awarded to the Paper.
- 3 It will be the responsibility of the Thesis Supervisory Committee members to:
  - a. Offer advice appropriate to the stage of the student's work.

- b. Review the student's progress in preparation for the January and May Progress Reviews.
- c. Meet at least once to review and formally approve the proposed thesis research proposal by early February. Committee members should use this occasion to suggest improvements and to record their ideas about the work before it is undertaken. The formal research is not to proceed until all Supervisory Committee members have reviewed the proposal [see IV.1.1], attended a formal proposal presentation, and signed the Proposal Approval Form indicating that they have approved the proposal and that the student can proceed.
- d. Approve the final draft of the thesis and participate as a member of the Examining Committee.

### **III.5 GUIDELINES FOR STUDENTS**

1. By engaging in a Graduate Program, the student has made a commitment to devote the time and energy necessary to complete courses and conduct a research paper/thesis project.
2. The Department has the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:
  - a Conform to University and Faculty requirements and procedures with regard to registration, graduation requirements, and to research paper/thesis style and standards.
  - b In co-operation with the Supervisor develop and maintain a timetable for completion of all stages of course and research paper/thesis work.
  - c Meet regularly with the Supervisor to review progress and interact with other members of the Supervisory Committee/Second Reader as appropriate.
  - d Give serious consideration to and respond to the advice and criticism received from the Supervisor, Supervisory Committee or Second Reader.
  - e Recognize that the Supervisor, Supervisory Committee/Second Reader have other teaching, research and administrative obligations that may preclude an immediate response to queries or the provision of feedback.
  - f Familiarize him/herself with University and Faculty requirements and standards for graduate studies as available in this document, in the Graduate Studies Calendar, the university's policy on Intellectual Property and Research with Human Participants. See web pages  
<http://www.brocku.ca/researchservices/intellectualguidelines.html>  
<http://www.brocku.ca/researchservices/forms.html>
  - g Be in conformity with provisions regarding hours of employment at Brock University.
  - h Conform to basic principles of academic integrity and professionalism with respect to the handling of data and in the development of a mature and objective

relationship with the Supervisor, Supervisory Committee/Second Reader, other scholars, as well as fellow students and staff at the University.

- i Consult with their Supervisor/Supervisory Committee/Second Reader if major changes are required during the conduct of the research.
- j Participate in the academic life of the Program, including attendance at program colloquia.
- k Maintain open lines of communication between themselves, the GPD and the faculty. This can be facilitated through the Graduate Student Association and its elected representatives.

### **III.6 ACADEMIC PROGRESS**

1. Upon registration, students will consult with the GPD to plan a program of study.
  2. In January and in April the GPD will convene a meeting of the faculty who have taught graduate seminars in the Fall and Winter semesters respectively to discuss student progress. Students will be classified as making satisfactory or unsatisfactory progress. Progress deemed to be unsatisfactory may result in a recommendation to the Dean of Graduate Studies that the student be withdrawn from the Program. If the Dean concurs, the Dean will send a notice of termination to the student.
  3. For graduate courses, only the grades A, B, C, F, IN (Incomplete) and IP (In Progress) are recorded on the student's transcript. Grades A, B and C are passing grades but graduate credit is only given for grades A and B. If a student has a standing of less than B in one half-credit course, continued candidacy is subject to review by the Graduate Committee. The major essay is graded by the Supervisor and second faculty reader. Upon completion of the thesis, an open oral defense is required with the participation of an external examiner. The thesis is graded on a credit (pass/fail) basis.
1. Regulations regarding evaluation can be found in the [Graduate Calendar](#).

### **III.7 COURSE EVALUATION**

1. Normally students and instructors will provide each other with feedback throughout the course. The Department will provide a more formal course evaluation once the course is completed. As the number of students in a group may make anonymity difficult to maintain, students have the option of preparing a group assessment, including minority opinions where applicable. Evaluations are to be submitted to the Administrative Assistant, who will forward them to the Chair. Evaluations are not released to instructors until after the submission of grades.

### **III.8 APPEALS**

1. All graduate students have the right to appeal academic decisions. An appeal is a request that an academic decision (e.g., a grade or standing in a program) be changed, based on the evidence supplied by the student, or that a regulation be waived on compassionate grounds or because of extenuating circumstances. Details regarding appeals can be found in the [Graduate Calendar](#).

### **III.9 RESEARCH ETHICS AND INTELLECTUAL PROPERTY POLICIES**

1. Students should familiarize themselves with and adhere to the University's [Research Ethics](#) and [Intellectual Properties](#) policies, available in the Faculty Handbook (on-line at <http://www.brocku.ca/secretariat/handbook>) and where the nature of the research requires it students must apply for approval through the Research Ethics Review procedure.
2. More information on research ethics policies and procedures is available through the Office of Research Services, with information on-line at [http://www.brocku.ca/researchservices/ethics/policiesprocedures/policiesprocedures\\_human\\_participants.php](http://www.brocku.ca/researchservices/ethics/policiesprocedures/policiesprocedures_human_participants.php).
3. All students must sign an [Intellectual Property Form](#) indicating their agreement with the University guidelines. More information on intellectual property policies and procedures is available through the Office of Research Services, with information on-line at [http://www.brocku.ca/researchservices/technologytransfer/technologytransfer\\_intellectual\\_guidelines.php](http://www.brocku.ca/researchservices/technologytransfer/technologytransfer_intellectual_guidelines.php).

## **SECTION IV: RESEARCH PAPER AND THESIS REQUIREMENTS**

### **IV.1 RESEARCH PAPER/THESIS PROPOSAL**

1. Research paper proposals should be approximately 8 pages in length and thesis proposals approximately 15 pages in length and should include an outline of the topic, a review of relevant scholarly literature, a description of the methodology being employed if appropriate, and a list of references cited.

### **IV.2 RESEARCH PAPER/THESIS PROPOSAL APPROVAL**

1. Once the final proposal has been circulated to the Supervisor/Supervisory Committee/ Second Reader, the Supervisor will convene a meeting at which the student and the supervisory faculty discuss the research project. Faculty members will offer constructive feedback and any guidance that is required. The Supervisor and Second Reader or Supervisory Committee must sign the Proposal Form and submit this to the GPD.

### **IV.3 RESEARCH PAPER SUBMISSION**

1. The research paper must be prepared according to the latest MLA style guidelines. Research papers should fall within the range of 30-35 pages in length exclusive of notes, references, appendices, etc.
2. The research paper must be presented in final form to the Supervisor at least two weeks in advance of the due date for submission of grades for the relevant term (the

summer term for students intending to complete the program in one year). This allows time for the Second Reader to review the research paper and reach agreement with the Supervisor regarding the final course grade assigned for the piece of work. In the case of disagreement between the readers the GPD or the Chair will attempt to mediate; failing that, the average of the two readers' grades to the nearest appropriate number will be assigned. If the student believes that the Supervisor or Second Reader is unduly delaying completion of the research paper, the student may petition the GPD to have the lack of action redressed. It is the responsibility of the Supervisor to notify the Second Reader of the expected date of submission of the paper.

#### **IV.4 THESIS SUBMISSION**

1. Theses must be prepared according to the latest MLA style guidelines. MA theses should fall within the range of 80-100 pages inclusive of notes, references, appendices etc.
2. The newly submitted thesis must be accompanied by a Thesis Approval Form signed by the thesis Supervisor attesting to the fact that the thesis is approved by the Supervisor and the Supervisory Committee.
3. The Candidate must provide one copy of the thesis for each Supervisory Committee member and provide the GPD with 3 copies of the thesis. The GPD delivers these copies to the Graduate Studies Office for distribution to the External Examiner and the Dean (or designate). The thesis must be presented well in advance of the anticipated date of the oral defense (at least 4 weeks) so that appropriate arrangements can be made.
4. Typically, one copy of all data should be maintained by the Supervisor as well as any copies of coding sheets or important analyses, etc. When human participants have been involved all original material which contains participant identification shall be turned over to the Supervisor for disposal or safekeeping, as required by University guidelines.

#### **IV.5 THESIS EXAMINING COMMITTEE**

1. The thesis will be assessed by an Examining Committee. This Committee is struck by the Dean of Graduate Studies in consultation with the Dean of the Faculty of Humanities and consists of at least the GPD (or nominee), the Dean of Humanities (or nominee), either of whom may chair the Committee; an External Examiner and the Supervisor.
2. The External Examiner will be principally responsible for provision of an independent and objective evaluation of the academic quality of the thesis. The External Examiner will be appointed by the Dean of Graduate Studies on the advice of the Dean of Humanities and the GPD (after consultation with the Supervisory Committee) from a list of names supplied by the Supervisory Committee.
3. The Supervisor must provide the GPD with a list of three or four individuals who are qualified to serve as External Examiner (including current addresses, telephone numbers, e-mail addresses, and a brief statement of qualifications), the thesis title, and the page length of the thesis text, excluding endnotes, references, appendices

etc. The Supervisor and student should not contact potential external examiners to discuss availability, and any contact with an External Examiner prior to the thesis defense should be brought to the attention of the GPD.

#### **IV.6 THESIS DEFENSE**

1. As drawn from the regulations of the [Faculty Handbook](#),
  - a. The Chair of the Examining Committee directs the proceedings of the thesis defense. A recommended format for the defense is as follows. The candidate will present a public seminar outlining the study (limited to 30 minutes). This will be followed by a period of “open” questioning in which all present may participate. Immediately following, the Examining Committee may meet with the candidate in camera for a further period of “closed” questioning. The Examining Committee will then evaluate the thesis and defense. Approval of the thesis will require acceptance by two-thirds of the committee and must include approval by the External Examiner.
  - b. If revisions are necessary, the Committee will specify the areas for revision and the date by which the revised thesis is to be returned (to the GPD). This date will normally be within three months of the examination or six months if additional research is required. The GPD will approve the revisions or, in consultation with the Supervisor, specify the revisions not satisfactorily completed.
  - c. In the instance of a failed defense, the candidate may, at the discretion of the Examining Committee, be permitted a second and final thesis submission and defense. This will be scheduled for no later than one calendar year after the original presentation and defense. In the preparation of the thesis for resubmission, the student will be guided by the written criticisms of members of the Examining Committee. Under normal circumstances the composition of the Examining Committee of the second thesis defense will be identical to that of the original Examining Committee. A fee may be charged for re-examination. Appeals relating to the procedures followed in a thesis examination or to the grade assigned shall be considered by the Dean of Graduate Studies.

#### **IV.7 DECISIONS OPEN TO THE EXAMINING COMMITTEE**

1. Theses will be graded on a pass-fail system but the Examining Committee will have the following options open to them:
  - (1) Accepted - Thesis and Defense Satisfactory (Grade=Pass with Distinction or Pass)
  - (2) Accepted with Modifications - Defense Satisfactory; Thesis Requires Minor Modifications (Tentative Grade=Pass)
  - (3) Accepted Conditionally - Defense Satisfactory; Thesis Requires Major Modifications (Tentative Grade=Pass)
  - (4) Decision Deferred- Thesis Requires Substantial Changes and/or the Defense Not Acceptable (No Grade Given)

- (5) Rejected - Thesis and Defense Unacceptable (Grade=Fail)
2. The thesis does not receive a numerical grade. The options open to the Committee are Pass, Pass with Distinction, or Fail. The criteria for these grades are specified in the [Faculty Handbook](#) as follows:
    - a) Pass with distinction. This grade will be awarded if the following criteria are fulfilled:
      - i) All aspects of the written work as well as the student's performance during the defense must be taken into consideration and judged to be excellent. This designation is comparable to a 90%+ as awarded in non-thesis courses. The thesis should be outstanding in design, demonstrate originality of work and be well written by the student. During the defense, quality of presentation and the student's ability to answer questions should be considered.
      - ii) The Examining Committee must be unanimous in its decision to award a Pass with Distinction
    - b) A Fail grade will be awarded if more than one-third of the Committee finds the thesis unacceptable or if the External Examiner does not approve the thesis.
    - c) A Pass will be awarded in all circumstances not described in a. and b.
  3. If a failing grade is awarded for a thesis, the student will be withdrawn from the program.

## **SECTION V: DEPARTMENT EVENTS**

### **V.1 DEPARTMENTAL COLLOQUIA AND SPEAKERS**

1. The Department hosts a Research in Progress series and will have invited speakers. These events are open to students, faculty and the general university community. Such events are an important aspect of the intellectual climate of the Program and graduate students are expected to attend unless, in the case of part-time students, work obligations prevent it.

### **V.2 JOB CANDIDATES' TALKS**

1. When candidates for faculty positions are interviewed, they are invited to give a talk discussing their research, known popularly as a "job talk." Graduate students are encouraged to attend such talks as they may introduce them to some interesting research areas and methodologies.

## **SECTION VI: PRACTICAL INFORMATION AND SUGGESTIONS**

### **VI.1 GRADUATE DEADLINES**

It is often hard to determine how long ahead of each deadline things have to happen in order for the deadline to be met. This timetable should help.

#### **1. For Fall Graduation (late October)**

- a. An Application to Graduate must be filled out by August 1 (but June 1 is preferable).
- b. A completed Graduate Record Form must reach the Graduate Studies Office by September 1st. The Graduate Record Form indicates that all course work is finished, that the major essay is complete or that the thesis oral defense has been held, and that all revisions have been completed. The thesis, at this point, goes to the library for binding and no changes are possible after this date.
- c. The research paper must be submitted to the Supervisor and the Second Reader at least two weeks before the last date for submission of grades in the Summer term.
- d. Students doing theses must allow at least 1 month between the thesis defense and the time when a completed version is ready for binding to ensure sufficient time for revisions. This means that the thesis defense should be held by about the end of August or the very first week of September.

#### **2. For Spring Graduation (early June)**

- a. An Application to Graduate must be filled out by March 1.
- b. A completed Graduate Record Form (available from the Graduate Administrative Assistant) must reach the Graduate Studies Office by May 1. The Graduate Record Form indicates that all course work has been finished, that the major essay is complete or that thesis oral defense has been held, and that all revisions have been completed. The thesis, at this point, goes to the library for binding. No changes are possible after this date.
- c. Allow at least 1 month between the thesis defense and the time when a completed version is ready for binding to ensure sufficient time for revisions. This means that the thesis defense should be held by about the last week of March and you should get your Committee-approved copies of your thesis to the GPD before the middle of February so that arrangements can be made.

### **VI.2 STUDENT E-MAIL/INTERNET**

1. Students should refer to the Information Technology Services' web page (<http://www.brocku.ca/its/helpdesk>) to get on-line.

### **VI.3 CONFERENCE TRAVEL EXPENSES**

1. Students are encouraged to present at conferences relevant to their research. Some support for travel expenses is available to full-time graduate students who apply. The department can award \$150 per year and additional funding (up to \$300) is

available from the Faculty of Graduate Studies. Information and applications can be found at [www.brocku.ca/gradstudies/current/travel-expense.php](http://www.brocku.ca/gradstudies/current/travel-expense.php). Please note that according to University regulations, original receipts must be submitted to be reimbursed for expenses.

#### **V1.4 HUMANITIES RESEARCH INSTITUTE (HRI)**

The following information is adapted from the HRI website; see <http://www.brocku.ca/humanities/humanities-research/humanities-research-institute/graduate-students>

##### 1. Graduate Student Associates

All students registered in graduate programmes in the Faculty of Humanities are eligible to apply for Graduate Student Associate status in the Humanities Research Institute. Graduate Student Associates will receive announcements of and invitations to HRI symposia and special events, as well as invitations to events and workshops geared towards graduate students. Graduate Student Associates will also have the opportunity to apply for HRI funding to support travel to present at professional conferences. This funding process is competitive, and a student in an MA programme may receive funding only once in the duration of his/her programme; a student in a PhD programme may receive the funding twice.

To apply for Graduate Research Associate status in the Humanities Research Institute, please submit the following, electronically, to Dr. Carol Merriam, Director of the Humanities Research Institute ([merriamc@brocku.ca](mailto:merriamc@brocku.ca)) and the Humanities Research Institute ([hri@brocku.ca](mailto:hri@brocku.ca)):

- a. A letter of application, including name, department and programme, and e-mail address
- b. An endorsement from a faculty member in the home unit
- c. A curriculum vitae
- d. A research plan

While applications for Graduate Research Associate status may be submitted at any time, adjudication will take place only twice per year. The deadlines for adjudication are October 15th and February 1st.

##### 2. Graduate Student Associate Travel Assistance

Funding is available on a competitive basis to provide support for Graduate Student Associates of the Humanities Research Institute to travel to professional conferences to present their research.

Up to six grants of \$300 each will be made each year to Graduate Student Associates who have had papers accepted to professional scholarly conferences. Travel to present at graduate student conferences will not be supported.

Students in M.A. programmes may receive HRI travel funding once during their programmes. Students in PhD programmes may receive funding twice.

Applications for conference travel funding must include the following:

- a. Details of the conference, including title, dates, location, and the name of the organizing body
- b. Confirmation of paper acceptance
- c. The abstract that was submitted
- d. A current curriculum vitae
- e. A detailed budget
- f. A statement of other sources of revenue held or applied for

Applications should be sent electronically to Dr. Carol Merriam (merriamc@brocku.ca) and the Humanities Research Institute (hri@brocku.ca) by March 1<sup>st</sup>.

### **VI.5 APPLYING FOR PHD PROGRAMS**

1. This will happen when you are busiest. Talk to your Supervisor and send for information early. Start to network early. Besides the usual communication that can be facilitated with e-mail, there are search programs which will allow you to contact potential PhD or Post-doctoral supervisors at other schools. Students who wish to continue with graduate studies beyond the Master's level should apply for financial support (see VI.5).

### **VI.6 FINANCIAL SUPPORT**

1. Students are encouraged to apply for Ontario Graduate Studies (OGS) and Social Sciences and Humanities Research Council (SSHRC) during the Fall semester. There are also many scholarships and bursaries available to particular groups or students who can demonstrate need. Information about scholarships can be obtained from the Office of Research Services and from the Graduate Studies website. You can also see the Graduate Calendar. The Graduate Studies Office holds an information session in the fall regarding various funding sources.

### **VI.7 LEADING SEMINARS**

1. Most students will not have led seminars prior to entering the program. Seminars involve leading discussion among small groups of students (between 10 and 20). The material and topics are decided by the course instructor. You will be a member of CUPE 4207 and your work expectations and hours will be given to you in writing as required by the union.
2. The Department holds an information session for new TAs in September. The Center for Teaching, Learning, and Educational Technologies (CTLET) has special workshops early in September and throughout the year to help prepare students for seminar leading. Graduate students are welcome to participate. If you participate in a given group of seminars, you will be awarded a Teaching Assistant Certificate. See CTLET for more details.

**VI.8 CURRICULUM VITAE (CV)**

1. In the academic world it is important to keep an up-to-date CV. This makes it much easier to prepare progress reports and application materials. As well, there may be a number of occasions when you will be asked for an update of your activities. As a student, you could add conference attendance to your CV although that would not usually be included at a professional level (i.e., when you have graduated) unless, of course, you have presented a paper.