

Brock University

PhD in Interdisciplinary Humanities

Policies and Procedures Manual

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Graduate Program Websites

Office of Graduate Studies

https://experience.brocku.ca/Graduate_Study/GradStudies.ezc

Ph.D. in Interdisciplinary Humanities

<http://www.brocku.ca/humanities/degree-programs/phd>

Graduate Committee (2011-2012)

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Sandra Beckett, Professor, Modern languages, Literatures and Cultures (sbeckett@brocku.ca)

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Sherryl Vint, Professor, English Language and Literature (svint@brocku.ca)

Core Faculty

Core Faculty members serve a three-year term and may apply for renewal. Colleagues who wish to renew their membership or to become members of the Core Faculty are asked to submit a brief letter and an up-to-date CV. In the letter, they should outline their interest in participating in the program as well as their research expertise in Interdisciplinary Humanities. The Graduate Committee reviews all applications.

Professors

Sandra Beckett, Modern Languages, Literatures and Cultures
 Irene Maria F. Blayer, Modern Languages, Literatures and Cultures
 Leah Bradshaw, Political Science
 Wing-Cheuk Chan, Philosophy
 Christine Daigle, Philosophy
 Martin Danahay, English Language and Literatures
 Corrado Federici, Modern Languages, Literatures and Cultures
 Thomas Farrell, Applied Linguistics
 Barry K. Grant, Communications, Popular Culture and Film
 Rosemary Hale, Mediaeval and Renaissance Studies
 J. Douglas Kneale, English Language and Literature
 Jane Koustas, Modern Languages, Literatures and Cultures
 Jack N. Lightstone, History
 John Sainsbury, History
 Elizabeth Sauer, English Language and Literature

Associate Professors

Michael Berman, Philosophy
 John Bonnett, History/Digital Humanities
 Richard Brown, Philosophy
 Barbara Burrell, Classics
 Janet Conway, Sociology
 Keri Cronin, Visual Arts
 Adam Dickinson, English Language and Literature)
 Allison Glazebrook, Classics
 Elizabeth Greene , Classics
 Rajiv Kaushik, Philosophy
 Kevin Kee, History/ Interactive Arts and Science
 Brian Lightbody, Philosophy
 Ingrid Makus, Political Science
 Mathew Martin, English Language and Literature
 Carol U. Merriam, Classics
 Tom Mulligan, OBHREE
 Catherine Parayre, Modern Languages, Literatures and Cultures
 Brian E. Power, Music
 Daniel Samson, History
 Hans Skott-Myhre, Child and Youth Studies
 Elizabeth Neswald, History
 Cristina Santos, Modern Languages, Literatures and Cultures

R. Angus K. Smith, Classics
Mark Spencer, History
Sherryl Vint, English Language and Literature
Katharine von Stackelberg, Classics

Assistant Professors

Shannon Moore, Child and Youth Studies
Olatunji Ojo, History
Linda Steer, Visual Arts

SECTION I **General Policies and Procedures**

Graduate Program Director

In the last year of the Graduate Program Director's 3-year term, the Associate Dean, Graduate Studies and Research for the Faculty of Humanities, will seek nominations, including self-nominations, for the position from the Core Faculty members. The Graduate Committee will receive nominations and make a recommendation to the Dean of the Faculty of Humanities. The appointment will be subject to the procedures in the *Brock University Collective Agreement*.

It is the duty of the Graduate Program Director to oversee the graduate program. The Graduate Program Director carries out all duties in consultation with the Associate Dean of Graduate Studies, Faculty of Humanities, with the support of a Graduate Administrative Assistant, appointed by the Associate Dean, and receives a half-course release per year.

Specific duties include:

- Serve as Chair of the Graduate Committee and the Admissions Committee.
- Provide guidance to students who are enquiring about the program and/or about their options
- Provide guidance for resident graduate students with respect to their applications for external scholarships and fellowships
- Be available as a source of guidance with respect to students' interactions with the program, including the selection of courses.
- Oversee the preparation of graduate program materials, which include advertising posters, the program web page, the *Brock Graduate Calendar* (available on-line) and other university publications.
- Oversee the distribution of posters each academic year. These are to be distributed to all cognate departments in Canada as well as to all libraries and Graduate Studies Offices in Universities across the country.
- Meet with the incoming students, review program policies and expectations, and distribute the most recent copy of the *Policies and Procedures Manual*.
- Oversee a program social occasion to welcome incoming graduate students in the Fall of each year
- Ensure that all students' files are kept up-to-date with respect to their progress, grades, graduate record forms, and so on.
- Oversee students' progress through monitoring grades and arranging for their progress reports. The Graduate Program Director brings any problems to the attention of the Graduate Committee.
- Bring students' concerns to the attention of the Graduate Committee.

- Oversee arrangements for each student's thesis oral defence. This involves contacting the External Examiner, determining a time and room for the examination, advertising the examination (on the program website and where appropriate),
- Provide copies of the completed thesis to the External Examiner and all other members of the Examining Committee, and ensure that the written comments of the External Examiner are received at least one week prior to the thesis oral.
- The Graduate Program Director is a member of the Graduate Council. The purpose of the Council is to provide a forum for Graduate Program Directors, and others involved in graduate programs, to meet and exchange ideas about administrative aspects of graduate programs.

Graduate Committee

The Graduate Committee consists of the Graduate Program Director, the Admissions Committee, and at least one additional member appointed by the Graduate Program Director in consultation with the Associate Dean of Graduate Studies and Research. The additional member(s) will serve a two-year term. It is the duty of the Graduate Committee to oversee and monitor the graduate program and to plan for further program development when appropriate.

The Graduate Committee is also expected to review the progress of each student for each year that the student is in the program. Feedback is given in the form of a brief letter prepared by the Graduate Program Director. These letters are based on recommendations made by the Graduate Committee after they have discussed each student's progress from the perspective of their grades, the progress reports submitted by the student and by their Thesis Supervisor, and any other relevant submissions. These could come from course instructors who wish to comment on exceptional performance or who have some concerns about the student's performance that might not be evident from their grade. Similarly, mentors who have worked with the student on individual study papers or creative projects may wish to make a submission to this review. Student reviews can occur at other times if a student receives a grade of B or lower on a course, or if there is some other concern regarding the student's performance.

It is also the duty of the Graduate Committee 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 by the Graduate Program Director.

Admissions Committee

The admissions procedure involves the establishment of an Admissions Committee composed of the Graduate Program Director and faculty members teaching in the program in a given year. The Admissions Committee will be considered a subcommittee of the Graduate Committee.

Applications and accompanying materials will be initially submitted to the Office of Graduate Studies. A record of receipt will be made of the information, and materials will be forwarded to the Graduate Program Director. The Graduate Administrative Assistant will receive the information and set up a file for each applicant. As each file is completed, the Graduate Administrative Assistant will prepare the file for faculty perusal by compiling the Overall Average Grade in the MA degree achieved. The Graduate Administrative Assistant will prepare a summary sheet for all applicants, which will include the grade averages and research interests. Faculty members are informed as soon as possible after the closing date for applications (February 15 that the files are available for examination).

Providing this information will help the Graduate Committee make its initial selections but it does not oblige a faculty member to take a student. All acceptance decisions are made in consultation with the student's potential supervisor.

The files of all applicants will remain in the keeping of the Graduate Administrative Assistant and are available for perusal by all faculty members. The files can be removed from the office for review by individual faculty members. A sign-out sheet will be available.

Note: Under no circumstances are graduate student files to be removed from the University.

The Admissions Committee will consider the selections of each faculty member, taking into account the qualifications of each candidate, funding limitations, and program limitations due to teaching and other resources. Faculty may be invited and/or may request to meet with the Admissions Committee during this process (e.g., a faculty member may wish to make a case for accepting a particular applicant). In the interests of protecting potential students, faculty members, and the program, the Admissions Committee may also raise concerns about potential advisors. In the event that concerns arise about a potential advisor, the GDP will discuss those concerns with the faculty member and report back to the Admissions Committee with a recommendation for resolution. Final selection will typically be made by the Admissions Committee in consultation with the potential supervisor and subject to the approval of the Dean of Graduate Studies. The Graduate Program Director attends Admissions Committee meetings and engages in discussion but does not vote on specific candidates. However, most decisions are made by consensus. Voting would become necessary only if there were opposing views.

The Admissions Committee will attempt to resolve any difficulties that arise with regard to admission decisions. If the difficulty is not solved at this level, the Graduate Program Director can call a meeting of the entire Graduate Committee to review the case(s) and the Admissions Committee will consider any recommendations in making its final decision.

Offers of admission will not be made unless/until the applicant's file is complete: strong applicants, whose files are not complete, will be contacted by the Graduate Program Director (or the faculty member who wishes to work with that individual) and informed of our interest, but no firm offer will be given. When the selection procedure has been completed and admissions confirmed, the Admissions Committee will report its activities to the Graduate Committee and the Department Committee.

Admissions Criteria

Completed MA in a Humanities or cognate discipline normally with a minimum average grade of at least 80%. The candidate will have demonstrated impressive intellectual abilities and excellent reading and writing skills, in addition to interests and background consonant with the emphasis and aims of the program, and will have presented an innovative and original proposal for the plan of study.

Funding Policy

The Admissions Committee will be guided in its selection of new graduate students by a funding policy developed to ensure that:

1. All students in normal residence in the program are offered financial support for 4 years. There are four general sources of funding for graduate students: a) Fellowships - administered by the Office of Graduate Studies and available to all full-time students. b) Graduate teaching assistantships - administered by the

GPD. c) Research grant contributions - from the student's supervisor. The size of contribution expected from the supervisor can vary from year to year as a function of administration policy and availability of grant funding. d) External awards (e.g. OGS, SSHRC) - administered by the Office of Graduate Studies.

2. The distribution to students of financial resources such as Teaching and/or Research Assistantships is carried out in a fair and equitable manner, taking into account the interests and abilities of the student.

Offers of Financial Support

Students offered admission to the program shall be informed of the normal completion time for the program, the minimum total level of financial support that is promised, the period of time over which this support will be provided, and any special conditions concerning continuation of the support.

The minimum total level of financial support includes amounts received from internal scholarships and Bursaries, as well as teaching and research assistantships. External scholarships and fee waivers received by the student will be included in calculating the minimum total level of financial support. The source of funds may vary over the period of graduate studies.

Some portion of each student's University-based funding is offered in the form of a Graduate Fellowship. Additional funding may come from grants of individual faculty members in the form of either a Graduate Research Fellowship or a Research Assistantship contract. This amount may vary as a function of the availability of funds in any given year and the regulations of the external granting agency. Teaching Assistantships (TAs) are usually provided from University operating funds, and are allocated by departments in return for specific services in support of their teaching programs. The Program seeks to provide students with teaching experience whenever possible. As well, fellowship funds from the University may be used in a discretionary manner to entice highly qualified students. The basic funding for any student must not drop below the minimum requirement as designated by the Dean of Graduate Studies.

Continuation of Financial Support

A student whose performance is judged to be unsatisfactory will normally receive written warning and suggestions for improvement each year. If the student's performance does not improve sufficiently within a reasonable time period, financial support may be reduced or discontinued. Written warning and an opportunity for improvement need not be given in cases of serious misconduct or serious neglect of duties.

It is recognized that difficulties may arise owing to inadequate transfer payments from the province, or to non-renewal of external research grants and contracts. However, the University will make every effort to maintain financial support for continuing graduate students at the levels promised. Primary responsibility rests with the Program and the Office of Graduate Studies, where decisions concerning admissions and offers of financial support are made.

Graduate Student Employment, Duties, and Rates of Pay

According to University regulations, students "must limit University employment to an average of no more than ten hours a week of University paid work in a given term. This ten-hour-a-week rule applies to paid employment on campus and includes Graduate Teaching Assistantships and Research Assistantships. Normally, each graduate student will be assigned the equivalent of two Graduate Teaching Assistantships (may involve marking, coordinating, etc.) for each of four years of full-time study in the PhD program.

Each of these has a nominal workload of 120 hours (60 per term). However, a graduate student is permitted to work an average of 10 hours per week at University employment for the 16 weeks that make up each of the three terms (fall, winter, spring/summer). This amounts to a total of 160 hours per term. (*Note that by work, we mean paid employment that is not directly related to the thesis.*) Beyond the 160 hours, the graduate student must have *prior* approval from the Thesis Supervisor, the Graduate Program Director, and the Dean of Graduate Studies. Graduate students who wish to augment their Graduate Teaching Assistantship income may, therefore, work another 40 hours in any given term without prior approval.

Graduate students who wish to lead an additional seminar must apply through the regular channels for such a position. One seminar in a half-course has a nominal work load of 48 hours (96 for a full course). Any “extra” work is paid at the graduate student hourly rates, posted in the CUPE 4207 Collective Agreement. In some cases, students receive RA support to work on their own thesis research. In such circumstances, requirements as to maximum hours of work do not apply. However, 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 should represent fair value for the services rendered.

Graduate Teaching Assistants do not have full responsibility for teaching courses but are appointed to carry out teaching-related duties, such as leading seminars, proctoring exams, marking, tutoring, supervising laboratories, and occasional lecturing. Other duties may be assigned with the agreement of the Instructor, the Graduate Program Director and, of course, the student.

Before the beginning of the fall term, the GPD shall inform Teaching Assistants of their assignments and the nominal hours of work expected over the term. The nominal hours of work are estimates of the time, including preparation, which would normally be required by a graduate student to carry out the assigned duties. It is the GPD's responsibility that adequate preparation time is allowed; it is the graduate student's responsibility to be prepared. It is the Instructor's duty 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. TA duties extend from the date that lectures begin until the due date for course marks and may be distributed unevenly over the term. However, the maximum number of hours of work required in any one week should not normally exceed 20 hours per week. Anticipated excessive fluctuations shall be clearly identified at the time of course assignment. Graduate student employees shall identify to the employer any known academic obligations that may interfere with their duties. If unreasonable demands interfere with a student's own academic program, he/she should speak with the GPD. Except in emergencies, Teaching Assistants should receive at least one week's notice of special duties such as proctoring or lecturing.

Program Structure

Students are required to complete 6 half-credit courses, including the two compulsory core courses (HUMA 7P01 and HUMA 7P02), as well as a compulsory non-credit seminar.

Year One:

- One of HUMA 7P01, HUMA 7P02
- Two or three half-credits from the approved list of courses

Year Two:

- One of HUMA 7P01, 7P02
- One or two half-credits from the approved course list
- One non-credit seminar/colloquium (compulsory)
- Completion of language requirement
- Final dissertation proposal including a bibliography submitted by April 1, to be approved by April 30, by the Supervisor and the Graduate Program Director.

Year Three:

- Comprehensive Examinations, oral and written, to be completed by April 30.

Year Four:

- Completion of dissertation and defence

Detailed Description of Program**Year I*****Interdisciplinary Research Core Seminar I (HUMA 7P01)***

All students participate in this seminar which introduces them to theoretical and methodological approaches to interdisciplinary studies. The course strives as well to provide students with an opportunity to engage in active discussion and to understand how to constellate their own specific interests and articulate their own field of inquiry.

Interdisciplinary Research Core Seminar II (HUMA 7P02)

All students participate in the seminar based on the exploration of the four fields: 1) Epistemologies; 2) Critique and Social Transformation; 3) Culture and Aesthetics; 4) Technology and Digital Humanities. While coordinated by one faculty member, this course will draw on available faculty from across the university in order to acquaint students with the resources available within the university and to encourage them to actively develop a thesis proposal taking these into consideration.

Course Work

Depending on the availability of courses, students will take a maximum of two half-credit courses from the Faculty of Graduate Studies course bank or independent reading courses. The courses may be at the MA or PhD level. All students must obtain approval of their proposed program of study from the Graduate Program Director prior to registration. Courses are to reflect the interdisciplinary nature of the program and to provide preparation for the thesis. The selection of courses will determine the focus of the comprehensive exam. A supervisor will be assigned by the end of the Fall term of year 1.

Language Requirement

Students will be required to demonstrate reading competency in one language other than English, by means of a written examination. The language requirement is to be completed in the first or second year depending on the student's course load. The language chosen is to be related to the program of study and

must be approved by the supervisor. The requirement may be waived under exceptional circumstances by the Graduate Program Director upon the student's written request, with justification.

Year II

Seminar

This seminar is designed to provide students with an opportunity to discuss their program of study with other students in the context of specific topic of discussion to be determined by the Coordinator and to be drawn from the students' interests. The students will meet three or four times per semester. Students will be encouraged to continue with this seminar in Years III and IV. The seminar may include guest speakers and a conference or colloquium and aims to provide students with a forum to explore and articulate their overall idea. The seminar strives to prepare students to actively engage in academic inquiry outside of Brock University. Presentations in this seminar are normally open to all students and faculty in the program.

Dissertation Proposal

By April 1 of Year II, students will submit to the Graduate Program Director, for approval, their final dissertation proposal which will include a bibliography. The thesis topic is to reflect the interdisciplinary nature of the program and to relate to the course work. Therefore, the bibliography may serve in part as the reading list for the comprehensive examinations. The proposal is to reflect on-going work with the supervisor and must be approved by the Supervisory Committee and the Graduate Program Director.

Year III

Comprehensive Examinations

Students spend Year III preparing for their comprehensive examinations. These are based on the course work accomplished and are to be completed by April 30 of that year. Students are required to sit one written exam in each of the two chosen fields of their program of study as well as an oral exam which brings the two fields together, focusing on the interdisciplinary aspects of the research area. The reading list for the comprehensive examinations, provided by the Graduate Committee, reflects both the content of the course work and the orientation of the student's thesis. Therefore, preparation for the comprehensive examinations provides research for the thesis. Three or four members of the Graduate Committee will participate in the grading of the written examinations and the whole Graduate Committee will participate in the evaluation of the oral examination.

Year IV

Dissertation

The dissertation will be completed in Year IV, and should reflect the interdisciplinary nature of the degree. The length and format of the final submission will be determined by the student in consultation with his or her supervisor and approved by the Graduate Committee. For information on the dissertation defence, see Section II of the present handbook.

Courses

HUMA 5P31

Merleau-Ponty: The Art of Perception

(also offered as PHIL 5P71 and SCLA 5P71)

Merleau-Ponty's treatments and analyses of the visual (painting and film) and literary arts, seen as products, explorations, and distortions of human perception and embodied subjectivity, which shed light on our cultural and pre-cultural experiences of the world.

HUMA 5P71

Humanities Computing

(also offered as HIST 5V71)

Use of the computer for research, teaching, and expression in the humanities to support teaching and research, including topics such as text analysis, high performance computing, Geographic Information Systems, quantitative methods, photo-editing and animation, simulations, and serious games.

HUMA 7F90

PhD Thesis

Preparation, public defence, and examination of a thesis that is interdisciplinary in approach and that demonstrates the candidate's capacity for independent thought and study.

HUMA 7P01

Interdisciplinary Research and Writing in the Humanities

The nature and academic requirements of interdisciplinary studies, including research methodologies and resources. Focus on reading, discussion, writing, and the ongoing construction of an interdisciplinary thesis in the Humanities.

HUMA 7P02

Fields of Interdisciplinary Study

Introduction to the four fields of the Interdisciplinary PhD in Humanities: 1) Epistemologies; 2) Critique and Social Transformation; 3) Culture and Aesthetics; 4) Technology and Digital Humanities

HUMA 7P31

Recycling of Stories in Contemporary Culture

Intermedial phenomenon of retelling traditional and classic stories for a contemporary audience of all ages. Biblical narratives, folk and fairy tales, oriental tales, myth, legend, literary classics for adults, canonical children's books in a variety of genres and media. Theory of intertextuality; verbal and visual retellings; aesthetics and codes; narrative strategies; generic transposition; intermedial transformation; production, reception, and marketing.

HUMA 7P32

Text, Context and Intertext in Oral Narrative

Interdisciplinary/intercultural and comparative approach to the study of oral narrative traditions and their historical, cultural, linguistic, and literary representations. Orality, storytelling, performance, narrative memory, cultural identity. Authors may include Benjamin, Ong, Bauman, Edwards, Trinh, Zumthor.

HUMA 7P51

Hermeneutics of Personal, Social, and Artistic Transformation(s)

Theories of interpretation structure subjective and intersubjective experience. Theorists may include M. Heidegger, H. G. Gadamer, P. Ricoeur, H. Marcuse, R. Ingarten, M. Foucault, and J. Habermas.

HUMA 7P52**Feminist Thought: Constructive Revisions of the Canon**

Interdisciplinary approach to the role played by feminist thought in examining and reinterpreting central notions that pervade all disciplines, such as identity, individuality, alterity, rationality, knowledge, solidarity, community, engagement. Authors may include Beauvoir, Braidotti, Butler, Cixous, Fraser, Grosz, Haraway, Kristeva, Irigaray, Benhabib, Jaggar, Ziarek.

HUMA 7P71**Theory and Praxis of Digital Humanities**

Introduction to computationally-supported methods and applications for analysis, expression, and teaching in the digital humanities. Course will provide readings on topics ranging from agent-based simulations to text analysis, and practical instruction in 3D modeling and Geographic Information Systems.

SECTION II **Student Supervision**

Graduate research is recognized as a partnership involving students, supervisors, and the Program. For graduate students, graduate studies often represent a career development path that leads to gainful employment. To achieve that end within a reasonable time, proper supervision is a key element and it is vital that students be provided with responsible, professional supervision that is sensitive to student needs and free of personal conflict that might interfere with intellectual development. Data shows that the quality of supervision is an important variable contributing to the quality of the thesis, and to a suitable completion time for the thesis work.

Selection of faculty to serve on thesis committees is the joint responsibility of the student and the thesis supervisor. Faculty members who are requested to serve as Supervisory Committee Members are not obligated to do so, but reasons for not serving should be made clear.

Note: The student, with the supervisor approval, must notify the Graduate Program Director in writing about the committee membership and the approximate date when membership was finalized. Decisions with respect to the make-up of the Supervisory Committee are expected to be finalized by the end of the first summer.

Thesis Supervisor and Supervisory Committee

The Thesis Supervisor assumes primary responsibility for the student's thesis work (see specific responsibilities below). He or she must be a member of the Core Faculty. The Supervisory Committee is composed of the Thesis Supervisor and two other faculty members who are members of the Core Faculty. One of the members of the Supervisory Committee may be from outside the program, subject to approval by the Graduate Committee. The members of the Supervisory Committee who are not the Thesis Supervisor play a similar role to that of the Thesis Supervisor, but do not have primary responsibility for the student's work (see specific responsibilities below). The composition of the Supervisory Committee must be approved by the Graduate Program Director and must be in place and operational by no later than the proposal stage of the thesis.

It is recognized that, when faculty members agree to supervise a graduate student, they assume a number of responsibilities, many of which are not formally identified in the designation of workload. The following guidelines are not meant to impose bureaucratic uniformity that might impede an effective supervisory relationship. Rather, the intention is to provide some principles designed to enhance academic quality, safeguard student welfare, and expedite progress to satisfactory completion of degree requirements.

If Supervisor Leaves Brock (Faculty Handbook 14.8.1g)

If a student's graduate supervisor leaves Brock University during the student's program, the Graduate Program Director has the responsibility to ensure that the student can exercise one of the following options:

- i) Remain at Brock and change supervisor and perhaps thesis topic.
- ii) Remain at Brock and complete the existing thesis even though the appropriate expertise may not be available at Brock for supervision. In this case, the Supervisory Committee may seek advice from experts off campus, or may arrange for the student to work off campus. It will be the responsibility of the Supervisory Committee (augmented, if necessary, by outside expertise), to advise the student on all matters regarding the major research paper or thesis preparation. The

student is not precluded from seeking advice from the former Brock faculty member, but the former Brock faculty member has no privileged position with respect to the thesis. The Supervisory Committee will take precedence in all cases.

iii) Apply to transfer to the university to which the student's former supervisor has moved.

iv) Special arrangements described in ii) or iii) above must be approved by the Faculty Dean and the Dean of Graduate Studies.

Change in Supervisor (Faculty Handbook 14.8.1H)

If either the graduate student or supervisor wishes to initiate a change in supervisor and the change cannot be resolved at the graduate program level, a request must be presented in writing, with explanation, to the Graduate Program Director, and approved by the Dean of Graduate Studies in consultation with the Faculty Dean and the Graduate Program Director.

Responsibilities of Thesis Supervisors: Assisting Students to Achieve Their Scholarly Potential

The student has the right to expect expertise and accessibility from the supervisor. It is reasonable to expect that the supervisor offer assistance with the design, planning, and conduct of feasible research projects; introduce the student to the network of scholars or scholarly work in the area of specialization; encourage conference attendance; and provide support for the presentation and publication of the research results.

Additional Guidelines for Supervisors

- Be reasonably accessible to the student for consultation and discussion of academic progress, research problems, course selection, etc.
- Offer supervision and advice appropriate to the stage of the student's work (proposal stage, problem design stage, analysis and writing stage, oral defence stage, and with the publication of results).
- Help the student establish and modify a suitable timetable for completion of the various stages of the thesis requirements.
- Give timely response to written work with constructive suggestions for improvement.
- As indicated in the University's Policy on Intellectual Property, inform the student that the responsibility for utilization and publication of data is held jointly by the supervisor and the student, and endeavour to clarify early in the program some general principles regarding publication credit (and patent rights should that be relevant to the research).
- Assist the student with attempts to acquire external funding or provide such funding, when possible, to permit attendance at conferences.
- Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student.
- Make a suitable alternative arrangement for supervision when on extensive leave or absence from the university.

Responsibilities of the Rest of the Supervisory Committee

The other 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.

It will be the responsibility of the Supervisory Committee

(1) to review the student's progress at least once a year (usually in preparation for the June progress reviews), with the student and supervisor maintaining a record that these consultations have occurred, and

(2) to meet at least once to review and formally approve the proposed thesis research presented to the committee as a prospectus. This provides a mechanism for committee members to suggest improvements and to record their ideas about the work before it is undertaken.

It is also expected that the members of the Supervisory Committee read and approve of the thesis before it is sent out to an External Examiner. Major changes to a proposal or thesis should be agreed upon by the entire Supervisory Committee. They are to indicate that the thesis is ready for the defence by signing the *Thesis Approval Form* (available from the Administrative Assistant), which is submitted to the Administrative Assistant. They are also expected to participate in the oral defence as scheduled.

Guidelines for Students

By engaging in a graduate program, the student has made a commitment to devote the time and energy necessary to conduct and complete a research project and, if the results warrant it, prepare the work for dissemination through conference presentations and publications. The supervisor has the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:

- Conform to University and Faculty requirements and procedures with regard to registration and graduation requirements, and to thesis style and standards.
- In cooperation with the Supervisory Committee, including the supervisor, develop a timetable for completion of all stages of the thesis work.
- Meet regularly with the supervisor to review progress and interact with other members of the Supervisory Committee as appropriate.
- Give serious consideration to and respond to the advice and criticism received from the Thesis Supervisor and the rest of the Supervisory Committee.
- Recognize that the supervisor and other members of the Supervisory Committee have other teaching, research, and administrative obligations that may preclude an immediate response to queries or the provision of feedback.
- Students must familiarize themselves with University and Faculty requirements and standards for graduate studies as available in this document, in the Graduate Calendar, and in the University's policy on Intellectual Property on the web site: <http://www.brocku.ca/gradstudies/forms> Click on Ownership of Student-Created Intellectual Property link to obtain the form *Intellectual_Property.pdf*. Students must sign

this form, indicating that they have read and understood these regulations and that they agree to abide by them with regard to any research undertaken under the auspices of the University.

Note: *This form must be signed before a student is permitted to begin working in any research capacity associated with the University.*

- Students must 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, other members of the Supervisory Committee, other scholars, as well as fellow students and staff at the University.
- Students will be expected to consult with their Supervisory Committee if major changes are required during the conduct of the research.
- Graduate students are expected to take part in the academic life of the Program which includes attending colloquia organized by the Program.
- As students' research interests develop, there may be reason to consider a change in supervisors. There is some precedent for this and it can be accomplished through discussion with the current and potential supervisors, and the Graduate Program Director. While such a shift may not always be possible, an attempt will be made to accommodate student needs. On occasion, asking another individual with appropriate expertise to join the student's committee or to serve as a consultant may be of help.
- Students wishing to apply for a voluntary withdrawal, time limit extension, or leave of absence must fill out the appropriate form. The forms can be downloaded from the Graduate Studies website.

Graduate Student Representatives

In September, the PhD students will meet to elect a representative by secret ballot. The representative will be a non-voting member of the Graduate Committee and may participate in other committees as deemed appropriate by the GPD. Responsibilities include bringing concerns of graduate students to the Graduate Program Director, and/or relevant committees; providing a graduate student perspective in discussions of program issues; serving as an information resource to other students; and facilitating graduate student social activities.

Academic Progress

Upon registration, students will consult closely with their Thesis Supervisor and the Graduate Program Director to plan a program of study and develop a thesis topic. The progress of graduate students will be evaluated in January of the student's first year (mid-term progress report and, in June each year, year-end progress report). If concern has been expressed by the Graduate Committee, the Thesis Supervisor, or members of the Supervisory Committee about a continuing graduate student's progress at the time of the annual report, that student may be asked to prepare an additional report. Progress deemed to be unsatisfactory will form the basis of a recommendation to the Dean that the student be withdrawn from the program. If a student has a standing of less than B (i.e., 70%) in at least one half-credit course, continued candidacy will be subject to review. Some courses are also graded on a credit (pass/fail) basis.

Mid-term Progress Report

This report, due in mid-January is to be completed by all first-year PhD students (*See Appendix A* for details). Thesis Supervisors also complete a mid-term report on the student (*see Appendix B*), which they discuss with the student. The student's progress report and the Thesis Supervisor's report are forwarded to the Administrative Assistant. These progress reports, TA evaluations (if available), and reports from course instructors (if any) will be reviewed by the Graduate Committee and a feedback letter will be sent to the student and supervisor.

Year-end Progress Report

This report is due in mid-June (*See Appendix C* for details). The report is intended to be a record of activity across all aspects of the program, with a particular focus on research plans, rationale, and progress. Thesis Supervisors and members of the Supervisory Committee review each student's progress report and complete a year-end report on the student (*See Appendix D*). This report is to be signed by the Thesis Supervisor, members of the Supervisory Committee, and the Student, and forwarded (along with a copy of the student's progress report and relevant attachments) to the Administrative Assistant. These progress reports will be reviewed by the Graduate Committee and a feedback letter will be sent to the student and the supervisor.

Note. The report may take the form of a thesis proposal. Specifically, a student who is about to present her/his thesis proposal, or who has recently done so, will not be expected to prepare a separate report (except to submit Parts I and II). PhD candidates who have completed their research and have been given permission to begin to write will submit Parts I and II, but will not be expected to write a separate report.

Although students will be expected to consult with their Thesis Supervisors about this and all elements of the program, this report is to be written by the student alone, without supervisor feedback or editing. These reports will become part of the student's file and, along with the thesis committee's report, form the basis of Program feedback and continued discussion with the Thesis Supervisor and the Supervisory Committee.

Program and Course Evaluation

Grading of Courses

As a result of recent changes made by Senate, all courses, except for the thesis must be given a numerical grade.

General Student Feedback

Feedback from students regarding the program is encouraged. They are encouraged to approach their supervisor, other members of their Supervisory Committee and/or Graduate Program Director.

Program Feedback

Students will meet annually with the Graduate Program Director to provide feedback about the graduate program. This information will be communicated to the Graduate Committee.

Appeals

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 or through the Graduate Program Director.

SECTION III **Thesis**

Thesis Proposal

Graduate students must submit and have approved by their Supervisory Committee a proposal of research for their thesis in accordance with the graduate program's procedures (FHB regulation).

The Supervisory Committee (which is composed of two other members in addition to the Thesis Supervisor) should be established by the Thesis Supervisor and the student as early in the program as possible (e.g., by January of the student's first year). A memo should be sent to the Administrative Assistant when the committee has been formed. It is recommended that students meet with their Supervisory Committee informally (either as a group or individually) before they have completed their written proposal to discuss their initial ideas. When students have completed their written proposal, the Supervisory Committee will have an official proposal meeting with the student. The written proposal should include a draft of the introduction, methodology, references, and as many accompanying materials as possible, if appropriate. The proposal does not have to be perfectly formatted, though it must be grammatically correct and well organized. There will likely be sections of the introduction that are to be expanded, reduced, or reorganized later; however, enough background should be included so that the rationale for the project and hypotheses are clear. Also, there may be aspects of the methodology that await committee advice to be finalized. In such a case, the student can write one version of the method and discuss other possibilities at the proposal meeting, or the student could present alternatives in the proposal itself. All committee members will read the proposal and discuss potential changes with the student. When the committee members are satisfied of the viability of the proposed research, they will sign the *Proposal Approval Form* (available from the Administrative Assistant), which will then be forwarded by the Thesis Supervisor to the Administrative Assistant. More than one meeting of the Supervisory Committee and student may be necessary before a thesis proposal is approved. The student is responsible for informing the committee of any substantive changes that occur after the original proposal has been approved (note that this may require another Supervisory Committee meeting).

Thesis Submission

The newly submitted thesis must be accompanied by a *Thesis Approval Form* (available from the Administrative Assistant) signed by the Thesis Supervisor and each of the other committee members attesting to the fact that the thesis is approved by the supervisor and the Supervisory Committee. In case of unresolvable disagreement among Supervisory Committee Members, the Graduate Program Director shall decide the issue. Similarly, if the student believes that the Supervisory Committee is unduly delaying approval of the thesis, the student has the option of petitioning the Graduate Program Director to have the Supervisory Committee's decision (or lack thereof) overridden. In the case of disagreement between the student and the Graduate Program Director, the student may appeal to the Dean of Graduate Studies. The thesis should be formatted as described in the Style Guidelines section of this manual.

The candidate must submit 3 copies of the approved thesis (the candidate is responsible for ensuring that the Supervisory Committee members have copies of the approved thesis), with the *Thesis Approval Form* appended, to the Administrative Assistant. The Administrative Assistant will be responsible for distributing these copies to the members of the Examining Committee (see below for the composition of this committee). The thesis must be presented well in advance of the anticipated date of the oral (**at least 5 weeks**) so that appropriate arrangements can be made. The thesis cannot be submitted by e-mail. It must be printed out by the student and presented as hard copy.

Thesis Defence

Examining Committee

The Examining Committee will consist of the Dean of Graduate Studies (or designate), who will also chair the committee, the External Examiner, and the members of the Supervisory Committee, including the Thesis Supervisor.

External Examiner

The External Examiner must be someone who is sufficiently knowledgeable of the field and the methodology to be able to assess the work adequately. The External Examiner must, as well, be a person external to the University who has not participated previously in the thesis project and will be principally responsible for provision of an independent and objective evaluation of the academic quality of the thesis. The External Examiner would normally be an associate or full professor and a member of the faculty of graduate studies at her or his university, or eligible for membership in the faculty of graduate studies if her or his university does not have such a faculty. In special cases, the External Examiner does not need to have a university appointment, but he or she must have an understanding of the academic environment that would allow her or him to evaluate the quality of a thesis.

The supervisor and student must provide the Graduate Program Director with a list of names of the Supervisory Committee members, a list of at least two to 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 references or appendices, and an Abstract of the thesis. The supervisor and student should not contact potential external examiners to discuss availability, and any contact with an External Examiner prior to the thesis defence should be brought to the attention of the Graduate Program Director.

The External Examiner will be appointed by the Dean from the list forwarded by the Graduate Program Director. The Dean's decision will be final. The External Examiner is not to be regarded as an ad hoc member of the Supervisory Committee. The Supervisory Committee and the Graduate Program Director shall determine the nature and extent of contributions made to the thesis during its development by all potential External Examiners. Casual knowledge of the thesis by a potential External Examiner shall not necessarily constitute grounds for precluding such an individual from invitation.

The External Examiner will write a letter to the Dean at least one week before the scheduled date of the thesis defence providing an evaluation of the thesis and indicating whether the examiner believes that the thesis is of sufficient quality that it is ready for examination. The letter will be made available to the candidate and the Thesis Supervisor. If this letter is not received at least one week before the scheduled date of the thesis defence, the defence will not take place as scheduled.

Scheduling of the Defence

The Graduate Program Director will be responsible for scheduling the thesis defence on a date suitable for the candidate and all members of the examining committee. The Graduate Program Director will also reserve a room suitable for the defence. In all cases, the Chair of the Examining Committee, the External Examiner, and the Thesis Supervisor will attend the defence. In rare circumstances, a member of the Supervisory Committee may be unable to attend the thesis defence, and may instead submit to the Chair of the Examining Committee questions to be posed to the candidate. The Graduate Program Director will notify the Associate Dean when the date has been set, and the Associate Dean will then send formal

letters of invitation to the External Examiner, and to the Chair of the Examining Committee. The Graduate Program Director should publicize the date of the thesis defence in all relevant university publications and posting notices in appropriate areas. The Dean will notify the Graduate Program Director of the name of the Chair of the Examining Committee. The student will be advised of the names of all Examining Committee members at least 1 week before the defence date.

The Defence

On the day of the examination, the Graduate Program Director (or designate) will take copies of the *Report of Graduate Thesis Examination Board* and one copy of the *Certificate of Approval* forms to the examining room and ensure that the room is arranged in a suitable fashion. The proceedings of the thesis defence are directed by the Chair of the Examining Committee. The oral examination will be open to anyone who wishes to attend, but only the candidate and members of the examining committee may participate in questioning. At the beginning of the defence, the Chair of the Examining Committee will describe the rules to be followed and ensure that the candidate and all members of the Examining Committee are familiar with those rules.

The Candidate will present a public seminar outlining the thesis (not to exceed 30 minutes). This will be followed by a period of questioning by the Examining Committee during which the student should be the only person responding to the questions. The order of questioning will be: External Examiner, the Internal Examiner, other members of the Examining Committee as agreed before the defence, Thesis Supervisor. The Chair of the Examining Committee may pose questions at any time. In the first round of questioning, each questioner will have a maximum of fifteen minutes to ask questions. There can be second and subsequent rounds of questions. The order of questioning and timing of questions at this stage is at the discretion of the Chair of the Examining Committee.

When the questioning process is complete, the Candidate and anyone else who is not a member of the Examining Committee will be asked to leave the room and the Examining Committee will meet to come to a decision with respect to the acceptability of the thesis and the defence.

Last-Minute Absence of a Chairperson or Committee Member

Occasionally, because of illness or an accident, a member of an Examining Committee may be unable to attend at the last minute. In order that the exam may proceed without having to be postponed, the following procedures should be followed:

- The Committee member who is going to be delayed or who cannot attend must telephone the Graduate Program Director as soon as possible. If a committee member or the External Examiner is unable to attend, questions to be addressed to the candidate are to be dictated over the telephone, along with a confidential comment on the merit of the thesis. This comment should indicate whether the individual would pass or fail the candidate on the basis of the thesis.
- When the Graduate Program Director has been notified that a member of the Examination Committee is to be delayed for more than one hour, or is unable to attend, the following procedures are to be implemented:
 - a) The Administrative Assistant will inform the candidate and the Committee of a possible delay of up to one hour, or of the unexpected absence.
 - b) If it is the Supervisor who will be absent, an existing member of the Thesis Supervisory

Committee will be appointed as Acting Supervisor by the Chairperson, after an in-camera discussion with members of the Examination Committee.

- c) If it is the assigned Chair who will be absent, the Dean of Graduate Studies Office will arrange for a replacement within one hour.
- d) If it is the External Examiner who will be absent, the questions and vote of the External Examiner will be delivered to the Chairperson, who will represent the External Examiner and ask the questions dictated by the External Examiner.
- e) If the Supervisor or a member of the Thesis Supervisory Committee will be absent, another member of the Program will be provided with the questions and will represent the absentee member. This delegate is permitted to ask his or her questions, as well. If an appropriate delegate is not available, the exam will proceed with the Chair asking questions on behalf of the absentee member.

· The examination is to be postponed and re-scheduled as soon as possible at the convenience of the student only if the External Examiner or the Supervisor fail to telephone or appear within one hour of the scheduled starting time; or if two members of the Committee do not appear. Otherwise, the exam is to proceed according to the above procedures, even if the Examination Committee includes only the External Examiner and one additional member from the Program.

Decisions Open to the Examining Committee

The thesis and defence will be graded on a pass-fail system, using the following options:

- i) Thesis Satisfactory and Accepted as Submitted. (This will be the determination even if there are minor typographical errors that must be corrected.)
- ii) Thesis Accepted after Minor Corrections or Modifications. (This will normally involve rewriting of small sections of the thesis.)
- iii) Thesis Accepted Conditionally Upon Completion of Major Modifications as Outlined on Attached Sheet. (The Examining Committee will not normally meet again. The revisions must be completed to the satisfaction of either the Thesis Supervisor or a sub-committee of the Examining Committee, as decided by the full Examining Committee.)
- iv) Decision Deferred Until a) completion of major modifications as outlined on attached sheet and b) a new and satisfactory defence has been completed.
- v) Thesis Unsatisfactory and Not Acceptable

Acceptance of the thesis will require acceptance by two-thirds of the Examining Committee and must include acceptance by the External Examiner. If revisions are necessary, the Examining Committee will specify the areas for revision and the date by which the revised, typed thesis is to be submitted and approved. Students should be given two to four weeks to complete minor revisions which are to be approved by the Thesis Supervisor and four to twelve weeks to complete major revisions which are to be approved by the Thesis Supervisor and the Chair of the Defence (FHB Regulation). The Examining Committee may also determine whether the revisions require acceptance by the supervisor or by a subcommittee of the Examining Committee.

If the Examining Committee has difficulty coming to a decision regarding the acceptance of the thesis, or some other problem emerges during the examination, the case will be referred to the Dean who will ascertain what is needed to reach a consensus and the student will be advised that a decision is pending. A fail grade will be awarded if more than one-third of the Examining Committee finds the thesis unacceptable *or* if the External Examiner does not approve the thesis. In the event that a fail grade is awarded, the student may, at the discretion of the Examining Committee, be permitted a second and final thesis submission and defence. This will be scheduled for no later than one calendar year after the original presentation and defence. In the preparation of the thesis for re-submission, 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 defence will be identical to that of the original Examining Committee. A fee may be charged for re-examination.

For appeals relating to the procedures followed in a Thesis Examination, see the Graduate Calendar on the Office of Graduate Studies website.

Style Guidelines for Theses

Paper and Formatting

- A good bond paper (20 lb.) must be used for all copies of the thesis. Paper size should be 8 1/2" X 11" (21.5 X 28 cm), with margins of one and one-half inches on the left side and one inch on all other sides.
- Theses must be typewritten. All photocopies must be clearly legible and uniform in impression and colour.
- All typing must be double-spaced except for quotations, footnotes, legends, and references, which shall normally be single-spaced (there should be double-spacing *between* references)
- *Preliminary pages* (i.e., Title page, Abstract, Acknowledgements, Table of Contents, List of Figures, List of Appendices) are numbered at the bottom, centre, using lower case Roman numerals. The Title page is page (i), but no number appears on this page.
- *All pages following* the preliminary pages are numbered in one continuous sequence using Arabic numerals at the top right of the page, *with the following exceptions*: Number placement should be at the bottom centre of the page for the first page of major sections.

Organization

- The first and last pages should be blank and unnumbered.
- The title page should be in the form shown in the sample page in *Appendix F*.
- After the *Certificate of Approval*, pages should be in the following order: the title page, the abstract, the acknowledgements, a table of contents, a list of tables, a list of figures, and a list of appendices.
- After the text, there should be a reference section. This is to be done in the format described in the

MLA Style Sheet (Current Edition) for final manuscripts.

- The appendices follow the references.
- The abstract should be fewer than 500 words and should outline the problem, methods, main results, and general conclusion of the thesis.
- Each thesis will have its own unique structure of chapters and sections. However, the first chapter of most theses will be an “introduction” which presents the purpose, method and scope of the study together with a survey of the literature. The final chapter will be for "conclusions" and a survey of the argument of the thesis as a whole.

Further Details Regarding Thesis Preparation

For further information on matters of organization, style and presentation, consult a standard style manual. The recommended manual is the *Modern Language Association Style Manual (Current Edition)*, paying special attention to the section on theses and dissertations. Also, all theses are to be written in such a way as to avoid the use of sexist language.

Submission Guidelines

- A Candidate submitting a thesis must deposit the *original* of the approved thesis (in unbound form) with the Administrative Assistant before the degree will be conferred. The Graduate Program Director will arrange for printing the copies required for binding. Additional copies may be ordered at the student's expense. The thesis must be free from typographical and other errors: All copies must be identical in content, each containing all tables, figures, and so on, as approved by the Examining Committee. Each copy of the thesis must contain a copy of the *Certification of Approval* duly signed by each member of the Examining Committee. The thesis must be accompanied by the Brock University Graduate Record Form and 2 copies of the National Library Form Theses Non-Exclusive License.

Note: *Standard practice is to take the final copies of the thesis to the Program Graduate Administrative Assistant who will ensure that all the appropriate forms are completed and will accompany the student in submitting the copies of the thesis to the Office of Graduate Studies.*

- Binding: The University Library will arrange for the binding of the thesis. Candidates may submit additional copies for binding which will be returned for their personal use. The Library can arrange binding of additional copies of a thesis at the Candidate's expense of \$11 each.
- A thesis processing fee of \$80.00 will be charged directly to the student's account when the thesis is delivered to the Office of Graduate Studies.
- Disposition of Copies: After binding, the copies will be distributed as follows:

Original will be catalogued and placed in the University Library for consultation;

Copy 1 will be returned to the Program for its files

Copy 2 will be presented to the Thesis Supervisor.

Copy 3 will be retained by the Candidate.

Copy 4 will be forwarded to ProQuest/UMI to be reproduced on microfiche and digitized in PDF format on behalf of Theses Canada

- **Circulation and Copying:** In normal circumstances, as a condition of engaging in graduate study in the University, the author of a thesis grants certain licences and waivers in respect of the circulation and copying of the thesis

- a) to the University Library - permitting the consultation of the thesis as part of the library collection and the making of single copies for another library or similar institution or for an individual for private study and research.

- b) to the National Library of Canada - permitting the microfilming of the thesis and the lending or selling of copies of the film. To this end, National Library *Form Theses Non-Exclusive License* must be completed and submitted with the thesis to the University Librarian.

- c) Under certain circumstances, the Senate Committee on Graduate Studies may delay the circulation and copying of a thesis for a period of up to twelve months from the date of successful defence.

- **Copyright:** In order to claim copyright, the author of the thesis must ensure that all copies of the thesis bear the International Copyright Notice at the bottom of the thesis title page. The Notice consists of three elements printed on one line:

- a) the letter 'C' enclosed in a circle, thus ©
- b) the name of the copyright owner (the author), and
- c) the year of completion.

Helpful Hints to Students

The Proposal

Try to get your committee together as soon as possible. They will provide valuable input to help focus your ideas. Do not wait until your proposal is “perfect” before submitting it to your committee. Use your committee by presenting them with successive approximations of your final proposal and allow them to provide feedback. They will anyway. Be prepared for discussion and changes. Be sure you get them to sign the *Proposal Approval Form* (available from the Graduate Administrative Assistant) and forward it to the Administrative Assistant.

Preparing the Document

The final stages of thesis preparation will take much longer than you think. Those last few hours of formatting and printing have taken some students several days. Again try not to be too compulsive. You want to send out a good document but again, there will always be changes, so spending too much time trying to make it “perfect” is not always useful. Your final aft must be approved by your Supervisor and the rest of your Supervisory Committee before the oral defence can be scheduled.

Preparing for the Defence

Talk to your supervisor about possible external examiners early in the thesis process. You may not get your first choice, so be prepared to have your Supervisor give the Graduate Program Director a list of at least 2 to 4 names (with addresses, phone numbers, e-mail addresses, qualifications) when you hand in the copies of the completed thesis. Ideally, you should aim to defend your thesis in the summer of your final

year. This gives you time for extensive revisions if necessary or to write up your thesis for publication before beginning a PhD, Post-doctoral program, or job in the Fall.

Try to arrange one practice defence; it really helps. Give your presentation to your supervisor, the other grad students and other interested faculty if possible. Remember that, at the defence, you are presenting your thesis to people who have read it and so your presentation need not be thorough enough for observers to follow every detail. Focus on your goals, hypotheses, most important findings, and discussion. You should not go over 20 minutes. Use visual aids (overheads or computer-based presentations). Attend other students' defence before your own so you know what to expect! See *Appendix G* for notes on what to do after the defence.

Fee Reductions for Early Completion

You benefit from about a \$1,000 reduction in your fees when your first draft goes in (assuming that all course work is done). This reduction is available only for one term (two, if there are extenuating circumstances). To get the reduction, you must have submitted your first draft to your Thesis Supervisor and the Graduate Program Director before the next term begins (the exact date will be advertised each term by e-mail). The document must include a draft of the introduction, method, results, and discussion, such that no major additions or other revisions are expected. Final references, appendices, and preliminary pages do not have to be included. In addition, formatting does not have to be final. Note that this draft can, therefore, be less advanced than the document mentioned above under "time to completion." If the Supervisor and Graduate Program Director agree that the write-up could reasonably be considered a "first draft," they will sign the top half of the Graduate Record Form (the same form that you use for final thesis presentation). Present this form to the Office of Graduate Studies before you pay fees for the term (i.e., in April, August, or December). If you happen to have an external award (e.g., OGS, SSHRC), try to get your first draft in by April and defend in the summer so that you can get your tuition reduction and still collect your fellowship support.

SECTION IV **Practical Information and Deadlines**

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.

For Fall graduation (October)

1. An **Application to Graduate** must be filled out by July 1.
2. A completed **Graduate Record Form** (available from the Graduate Administrative Assistant) must reach the Graduate Studies Office by September 5. As mentioned above, the Graduate Record Form indicates that all course work has been completed, that the thesis oral defence 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.
3. Allow at least 1 month between the thesis defence and the time that a completed version is ready for binding to ensure sufficient time for revisions. This means that the thesis defence should be held by about the end of August or the very first week of September. However, it may be very difficult to get the External Examiner and other members of the Examining Committee together at the end of August because of holidays, or at the beginning of September because it is the beginning of term. Therefore, if the student plans to graduate in the Fall he/she should register their **Application to Graduate** no later than August 1. The committee-approved copies of the thesis should be presented to the Graduate Administrative Assistant by the middle of July if possible so that arrangements can be made for the defence.

For Spring graduation (1st weekend in June)

1. An **Application to Graduate** must be filled out by February 1.
2. A completed **Graduate Record Form** (available from the Graduate Administrative Assistant) must reach the Graduate Studies Office by April 24. The Graduate Record Form indicates that all course work has been finished, that the thesis oral defence 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.
3. To ensure sufficient time for revisions (which can sometimes require further analyses), allow about 1 month between the thesis defence and the time that a completed version of the thesis is ready for binding. This means that the thesis defence should be held by about the last week of March and the student should get her/his committee-approved copies of the thesis to the Graduate Program Director by about the middle of February so that arrangements can be made. It can often take time to contact an appropriate External Examiner and for the Examiner, supervisor, and others to adjust their schedules to accommodate a thesis defence date.

Photocopying, travel, and other thesis expenses The Program will cover the cost of printing copies of the thesis required for the Examining Committee (i.e., defence draft) and the final copies that are sent to be bound. The Office of Graduate Studies also administers some funds for this purpose. Supervisors are encouraged to assist students with the costs of conference travel if

research funds are available for that purpose. However, students must also be prepared to cover at least some of the costs of conference attendance themselves.

Note: Reimbursement for conference attendance or travel requires submission of original, relevant receipts and proof of exchange rate, if applicable. Note that there may be some circumstances in which a student will be externally funded or fully supported through a University Fellowship, but even under these circumstances, the expense of thesis research and possible expenses for student travel to conferences, and so on, will have to be considered by the supervisor and student.

Applying for Post-doctoral Positions

This will happen when you are busiest. Start to network early. Talk to your supervisor and send for information early. In addition to the usual communication that can be facilitated with e-mail, there are search programs that will allow you to contact potential PhD or Post-doctoral supervisors at other schools.

Financial support

Apply for support through the usual channels: OGS, SSHRC, etc. 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, from the Graduate Studies website, and from the Graduate Calendar. The Graduate Studies Office holds an information session in the fall regarding various funding sources. It is highly recommended that students attend these sessions.

Leading Seminars

Some students may not have led seminars prior to entering the program. Leading seminars involves leading discussions among small groups of students (between 10 and 20). The material and topics are decided by the course instructor. You are expected to meet with the course instructor regularly to go over the material that should be covered in seminar. You will also be required to hold office hours and assist with marking. As a graduate student you may also be given the opportunity to prepare and give a lecture. 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 expected to participate. If you participate in a given group of seminars, you will be awarded a Teaching Assistant Certificate. See CTLET for more details. First-time seminar leaders are expected to attend program-organized training session(s).

Keep an up-to-date Curriculum Vitae (CV)

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 occasions when you will be asked for an update of your activities. As a student, you may 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. A standard format for an academic curriculum vitae is shown in *Appendix E*. Not all of these headings will be relevant to you at this stage of your career but you can add headings as needed.

SECTION V APPENDICES

APPENDIX A - Mid-term Progress Reports - Students

The January student progress report (Due January 15) is submitted to the Thesis Supervisor with a copy to the Administrative Assistant, and should be organized using the following outline:

- a. General Information**
 - 1. Student's name
 - 2. Date of entry into the program
 - 3. Full or part-time status
 - 4. Expected completion date

- b. Goals**

Describe your short and long-term goals for your education and career

- c. Courses**

List each course taken in the previous term, grade obtained, and main accomplishments (e.g., summarize papers, presentations, placements)

- d. Thesis**
 - 1. Committee members (if decided)
 - 2. Brief summary of research topic
 - 3. Describe progress on thesis and indicate actual or projected dates for various components (first draft of proposal, proposal approval by committee, first-draft of thesis, thesis approval by committee)

- e. Awards and scholarships**

- f. Research activities**

Summarize any activities other than those described above

- g. Conference and workshop activities**
 - 1. Presentations
 - 2. Attendance

- h. Teaching activities**

List Teaching Assistantships or other teaching activities (e.g., marking, co-ordinating). Append evaluations if available. List any steps toward professional development with respect to teaching (e.g., Instructional skills workshops)

- i. Service to the department, university, and/or community**

Committee memberships, community service, etc.

- j. Other activities**

APPENDIX B - Mid-term Progress Reports - Thesis Supervisors

Feedback Form for Supervisors of Graduate Students - Due January 31

Graduate Student: _____

Supervisor: _____

The purpose of this form is to give supervisors an opportunity to provide structured, formal feedback concerning their graduate students' progress after their first term in the program. Please describe the student's progress under the following headings. Be sure to address the specific questions outlined. If any of your comments should be kept in confidence, please be sure to indicate this on the form.

1. Course work

- a. Were you consulted with respect to appropriate course work?
- b. Given the student's goals, do you believe the course work taken and/or proposed is appropriate?
- c. Are there any courses that you believe would be important for the student to take before graduation?
- d. Do you have any concerns about the quantity or quality of course work completed?
- e. After checking with the student's instructors, other supervisors for Teaching Assistantships, Apprenticeships, as relevant, please indicate whether there are any concerns or special acknowledgements regarding the student's performance.

2. Thesis

- a. Have you discussed a timetable for the completion of the thesis?
- b. Are you satisfied with the student's progress toward completion of the thesis?
- c. Are the student's goals for completion realistic?
- d. Are there any specific concerns about the student's progress?

3. Other accomplishments

Are there any other accomplishments that should be mentioned here (e.g., publications, awards, etc.).

4. Overall evaluation

Assess the student's overall progress this year. Any comments or concerns that can be included directly in the letter to the student would be appreciated. Please include any cautions, guidance, and/or special praise that you think should come to the student through the committee.

APPENDIX C - Year-end Progress Reports - Students

General Instructions. The progress reports should be developed near the end of the first year in the program and updated each year thereafter. It is due June 15 and is to be composed of three parts, as follows:

PART I. Curriculum Vitae (see Appendix E for content and format details). Material added to the CV since the last progress reported should be *highlighted*.

PART II. Supplementary information. Include the following:

Members of Supervisory Committee

Courses taken, grades received

Courses in progress

Other degree-related activities.

Financial support received through University/Program sources; support for travel, etc.

Material added to this section since the last progress reported should be *highlighted*.

PART III Written report on goals and progress. The body of the report is limited to 10 pages (12-point font, double-spaced, 1 inch margins), excluding tables and references.

Page 1. The Big Picture. Current thinking about long-term professional goals and an indication of strategy within the program with respect to courses and other activities that have been selected to achieve those goals, as well as immediate and future plans to continue progress, modify plans, or change course.

Pages 2-10. Research Activities. What is expected is a description of the thesis research to date with respect to the general topic area, background, hypotheses, main findings to date, implications, etc. For new students, much of this will be in the planning stage, but for more senior students, these components will be increasingly filled in with work accomplished and plans for future studies. Students should provide an indication of how their thesis and other research activities fit into their long-term plan. The progress report should conclude with a relatively detailed description of the next steps in the research plan.

Pages 11+. References, Tables (if any), Figures (if any).

Note. The report may take the form of a thesis proposal. Specifically, a student who is about to present her/his thesis proposal, or who has recently done so, will not be expected to prepare a separate report (except to submit Parts I and II and Page 1 of Part III). PhD candidates who have completed their research and have been given permission to begin to write will submit Parts I and II, but will not be expected to write a separate report.

APPENDIX D - Year-end Progress Report - Supervisory Committee

BROCK UNIVERSITY
Faculty of Humanities

DUE DATE: JUNE 30

ANNUAL REVIEW FORM FOR CONTINUING GRADUATE STUDENTS

Graduate Student: _____

LEVEL: PhD

Supervisor: _____

Committee Members: _____

Entry Date: _____ **Current Date:** _____ **Year in Program:** _____

The purpose of this form is to document the student's progress in the program and how the program (courses selected, etc.) is meeting the student's needs. The signed document is to then be submitted (along with a copy of the student's progress report and related materials) to the Administrative Assistant for review by the Graduate Committee by the end of June each year that the student is enrolled in the program.

Please base this evaluation on the student's progress report, relevant feedback from others involved in the student's training, teaching evaluations, and the outcome of this annual meeting. Consider student involvement in other aspects of professional development (workshops, CTLET, etc.). Be sure to address the specific questions outlined including strengths and any areas of concern.

- 1. Course work/Required Projects/Teaching**
 - a. Appropriateness of course work/projects completed.
 - b. Appropriateness of proposed course work/projects.
 - c. Suggested course work/projects.
 - d. Concerns or special acknowledgements regarding the course work/projects/FARS.
 - e. Concerns or special acknowledgements or suggestions regarding the students teaching or potential teaching opportunities.

- 2. Thesis**
 - a. Review of timetable for the completion of the thesis.
 - b. Review of student's progress toward completion of the thesis.
 - c. Concerns or special acknowledgements regarding progress toward thesis.

- 3. Scholarly Development**
 - a. Other research opportunities, associations, etc.
 - b. Opportunities for conference attendance.
 - c. Opportunities for conference presentations/posters, etc.
 - d. Progress with respect to publications (joint, as part of a research group, first-authored publications, etc.)
 - e. General scholarly development (e.g., colloquium attendance, involvement in questions, discussion, etc.).
 - f. Program, departmental, university, and/or community involvement.
 - g. Other accomplishments that should be mentioned here (e.g., publications, awards, etc.).

4. **Overall evaluation** Assess the student's overall progress this year. Any comments, concerns, cautions, guidance, and/or special praise should be included here. (Use extra page if necessary)

Thesis Supervisor: _____

Student: _____

Committee Member: _____

Committee Member: _____