

Program Handbook

Master of Arts, Political Science

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About This Handbook

The content in this program handbook is accurate at the date of posting and is applicable for the current academic year. Program handbooks are updated annually, and students should ensure they are referring to the current version. Occasionally, changes to policy and program requirements do occur so students should also check with their supervisor, program chair or the Faculty of Graduate Studies on critical matters where they are unsure.

This program handbook should be read in conjunction with general policies and guidelines as outlined in the [Brock University Graduate Calendar](#) and the [Brock Faculty Handbook](#).

1 WELCOME

On behalf of my colleagues, I would like to welcome you to the Department of Political Science and to the graduate program. In deciding to complete a Brock graduate degree in political science, you are joining a department with a proven commitment to teaching and research excellence. We have a strong record in placing students in PhD programs, and our graduates have gone on to work in both the public and private sectors. We are a close-knit department that prides itself on our small-group seminars and a commitment to working closely with our students to complete their independent research projects. Our goal is to make the time you spend with us an intellectually stimulating and rewarding experience. We look forward to working with you.

Dr. Paul Hamilton, Associate Professor of Political Science and Graduate Program Director

2 PROGRAM DESCRIPTION

2.1 Program Overview

However uncertain we are about the human good, it is clear, as Aristotle observed, that the pursuit of that good is the work of politics and the understanding of that good the aim of political science. Whether we regard politics as the pursuit of justice, the uses of power, or the securing of "peace, order, and good government," its study appeals to students interested in government, law, and international affairs, and to those who want to understand the shaping of our political world. At Brock, the MA program in political science usually entails specialization in one of five fields of study: Canadian politics, comparative politics, international relations, political theory or philosophy, and public policy. Our faculty and our students are joined in the common endeavour to see how their diverse interests can contribute to the political understanding of ourselves and our world. This aim is at the heart of our curriculum: It is reflected in the program requirements and in the design of our Core Seminars. Graduates of the program have proceeded to successful careers in government, politics, and business; many have pursued further study to become scholars and teachers.

2.2 Program Objectives

The objectives of the program are to:

- Expose students to leading scholarship in the discipline and its sub-fields, new insights and current problems in the literature relevant to their areas, and an advanced level of critical thinking and analytical skills.
- Provide students with the skills and understanding of the methodologies, ontologies and epistemologies needed to undertake an independent research project.

2.3 Program Outcomes

The Political Science MA program is designed to enable students to:

- Acquire a sophisticated understanding of the fundamental problems and promise of a scientific approach to politics and of understanding the contributions of different research traditions.

- Gather and evaluate leading scholarship on key concepts, theories, and debates in their area of study, and to use these sources to support their verbal and written arguments.
- Situate their work within the broader literature and approaches in their areas (primarily through essays and other written assignments), and to apply advanced knowledge to analyzing questions and problems in political science.
- Acquire the skills needed to successfully undertake independent research projects, including the ability to communicate arguments and conclusions, orally and in writing, at an advanced level to academic audiences.

3 PROGRAM GOVERNANCE AND ADMINISTRATION

The Political Science MA program has several governance and administrative bodies that support students and faculty.

3.1 Program Governance

An overview of Brock University's governance structure can be found on the [University Secretariat](#) webpages. The following committees and units are responsible for varying aspects of the governance and administration of the Political Science MA program.

Faculty of Graduate Studies

The Faculty of Graduate Studies works closely with Brock's six academic Faculties — Applied Health Sciences, Education, Humanities, Mathematics and Science, Social Sciences, and the Goodman School of Business — to:

- support the growth and development of the graduate studies sector;
- integrate graduate studies into the research, pedagogical, and outreach missions of the University;
- provide quality administrative service and support to current and future graduate students, supervisors, and graduate programs; and
- offer competitive funding packages to financially support students through their studies.

Academic regulations and University policies are outlined in the [Undergraduate and Graduate Calendars](#). All students are required to be aware of, and adhere to, these regulations and policies. In the event of a change in policy, students shall be guided by those policies that were in effect upon entry into their degree program.

For more information, visit the [Faculty of Graduate Studies](#) website.

Faculty of Social Sciences

Political Science is a department within the Faculty of Social Sciences. Dr. Ingrid Makus is the Dean of the Faculty of Social Sciences and Dr. Dawn Zinga is the Associate Dean, Graduate Studies and Research.

Department of Political Science

The Department of Political Science is governed by the Departmental Committee, consisting of all full-time faculty members (including cross-appointed faculty members) in the Department of Political Science, as well as student representatives and any other persons to whom membership is extended by a majority vote of the full-time faculty members.

Brock University Graduate Council

Brock's Graduate Council normally meets monthly and is chaired by the Dean of the Faculty of Graduate Studies. The Council provides a forum to exchange and discuss ideas and information about graduate programs and to advise the Dean of Graduate Studies on all matters pertaining to graduate studies at Brock.

Senate Graduate Studies Committee (SGSC)

This Senate standing committee oversees and makes recommendations on all matters directly related to graduate academic programs and related policies, considering and pursuing policy initiatives to enhance the academic programs, well-being and reputation of the University. Meeting schedules and minutes are available from the [University Secretariat's website](#).

Graduate Program Committee (GPC)

The Graduate Program in Political Science is governed by a Graduate Program Committee and is administered by a Graduate Program Director.

Graduate Program Committee (GPC): The Graduate Program Committee is composed of at least 3 regular faculty members, including the Graduate Program Director and the Department Chair. The Graduate Program Committee is responsible for scholarship and competitive research grant adjudication, review of student progress, responding to student concerns, changes to the structure of the graduate program, negotiating annual graduate enrolment targets, and preparing revisions to the Graduate Calendar and to the Graduate Student Handbook.

Graduate Program Director (GPD): The Graduate Program Director is responsible for overseeing the graduate program, including ensuring the provision of information about the program to potential applicants, overseeing the admissions process, correspondence with prospective students at various stages and consultation with colleagues in the fields with a view to assessing admissibility, preparing admissions recommendations for the Faculty of Graduate Studies, overseeing the preparation, maintenance and distribution of program publicity material, providing advice to students on course selection and program regulations, approving course selections, overseeing student progress, and serving as a member of the Faculty of Graduate Studies' Graduate Council. The Graduate Program Director carries out all duties in regular consultation with the Graduate Program Committee.

3.2 Program Administration & Faculty

Administrative Contacts

Important: All Master of Political Science inquiries should be directed to Paul Hamilton, Graduate Program Director (phamilton@brocku.ca).

Graduate Program Director (GPD)

Paul Hamilton
phamilton@brocku.ca

Academic Advisor/Seminar Coordinator

Diane Leon
dleon@brocku.ca

Faculty

Professors: Charles Conteh, Hevina S. Dashwood, Tim Heinmiller, Pierre Lizée

Associate Professors: Stefan Dolgert, Nicole Goodman, Blayne Haggart, Paul Hamilton, Matthew Hennigar, Pascal Lupien, Ingrid Makus, Livianna Tossutti

Assistant Professors: Joanne Heritz, Danielle McNabb, Liam Midzain-Gobin

A full Department of Political Science faculty listing, along with profiles and research interests, can be found on the Department's website: <https://brocku.ca/social-sciences/political-science/people-in-the-department/>

4 ADMISSIONS

Admission Requirements

Successful completion of an Honours Bachelor's degree, an equivalent degree, or a minor in Political Science with a minimum average in their Political Science courses of 78% and an overall average of not less than 75%, during the last two years of undergraduate study. Students who do not have an undergraduate degree in Political Science may be asked to complete a minimum of five half-credit undergraduate courses in the discipline before applying to the program.

The Graduate Admissions Committee will review all applications and recommend admission for a limited number of candidates.

Part-time study is available.

All applications are submitted through Brock's [Faculty of Graduate Studies](#), but prospective students are strongly encouraged to contact the department's Graduate Program Director before doing so. Applications for full-time study in the MA program are due by February 1 of that year, and a

September start is assumed. For students wishing to begin in January on a part-time basis, the deadline November 15.

5 FEES & FUNDING

5.1 Fees

The fee structure of degree programs offered through the Faculty of Social Sciences are as outlined by Brock University and the Faculty of Graduate Studies. Students should consult the [Graduate Calendar](#), the [Graduate Tuition and Fees](#) webpage, and the information provided in their offer letter for the most current fee scale.

5.2 Funding and Financial Assistance

Many students require financial assistance to pursue their studies.

- Check your eligibility to apply for loans through the [Ontario Student Assistance Program \(OSAP\)](#). Additional information is also available on [Brock's OSAP webpages](#).
- Students in the Faculty of Social Sciences are eligible for a variety of scholarships, bursaries, and awards administered by Brock University.
- **Brock internal funding support packages** are available to eligible full-time, research-based Master's students. Personalized funding packages details are normally included as part of your offer of admission and can differ from student to student. Funding sources may include scholarships, Research Fellowships, Graduate Fellowships, and Graduate Assistantships (employment income earned through teaching assistant or research assistant positions).
- **External funding** is generally secured by students through an application for grants and fellowships offered by provincial or federal governments, foundations or other agencies. These applications may be accepted prior to a student beginning their studies, or during their graduate studies.
- A complete listing of available awards may be obtained by consulting the Faculty of Graduate Studies' [Funding Information](#) and [Awards and Scholarships](#) webpages.

6 SUPERVISION & COMMITTEES

6.1 Supervisor

Graduate students must complete as part of their degree requirements an independent research program, in the form of either a Major Research Paper (MRP) or Thesis, with the assistance of a Supervisor who is a member of the Department's graduate faculty. The quality of supervision is an important variable contributing to the quality of the major research paper/thesis, and to a suitable completion time for the major research paper/thesis work. 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.

Attempts are made during the graduate admissions process to identify potential Supervisors for those students offered admission, and students will be advised of suitable prospects for Supervisors by the Graduate Program Director shortly after they begin their program of study (for example, in September for those starting in the Fall). The Department recognizes, however, the need for flexibility based on

possible changes in the student's area of interest or the workload of faculty. The onus is therefore on students to secure a Supervisor by contacting faculty directly; students should do so by the end of the Fall term (or as soon as possible if beginning in the Winter term). The decision by a faculty member to become a Supervisor is a voluntary one, in keeping with the Normal Departmental Workload Standard.

If either the graduate student or supervisor wishes to initiate a change in supervisor the request must be presented in writing, with explanation, to the Graduate Program Director, and approved by the Faculty Dean and the Dean of Graduate Studies in consultation with the Graduate Program Director.

Responsibilities of Major Research Paper/Thesis Supervisors

It is recognized that when faculty members agree to supervise a graduate student, they thereby assume a number of responsibilities. Major research paper and thesis Supervisors are expected to be actively engaged in scholarly activity and linked to a wider scholarly network. 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.

Specific Guidelines for Supervisors

1. 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. It is recommended that Supervisors and students agree to explicit guidelines (preferably in writing) about expectations regarding deadlines for the student to submit work and corrected drafts, and for the Supervisor to return submitted work with feedback.
2. Offer supervision and advice appropriate to the stage of the student's work (proposal stage, research stage, analysis and writing stage, oral defense stage if necessary and if appropriate, with the publication of results).
3. Part of the supervisory role includes advising students in the development of a research proposal as part of POLI 5P81.
4. Help the student establish and maintain a suitable timetable for completion of the various stages of the major research paper/thesis requirements (i.e. selection of Supervisory Committee, approval of Major Research Paper/Thesis proposal, Research Ethics Board approval if required, preparation for defense if required, etc.). The Supervisor should be aware that full-time students receive a significant reduction in fees if both the Supervisor and Graduate Program Director agree that the write-up of a major research paper or thesis is at a stage that could be considered a "first draft" prior to the payment of fees for an additional term (e.g. fourth term).
5. Review the student's progress in preparation for the mid-January, mid-May and end-of-August progress reports.
6. 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: Research Ethics Approval Forms, Human Ethics.
7. Conform to basic principles of academic integrity and professionalism in the supervisory role and in any subsequent publication efforts based on the student's independent research project. Supervisors

are encouraged to clarify with the student (preferably in writing) early in the supervisory relationship how contributions will be acknowledged in such future publication efforts depending on the roles performed by the faculty member and the student, and the degree to which the student's research is part of the Supervisor's larger research project. In particular, the threshold level of contribution for a faculty member to claim co-authorship in future dissemination efforts should be specified. See web page: Graduate Student Intellectual Property Form.

8. Make a suitable alternative arrangement for supervision when on extensive leave or absence from the university.

9. The Supervisor, as an active member of a research community within Brock University and beyond, necessarily serves as a role model for 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, and endeavour to attend academic and social activities organized by the program.

10. Respect commitments to other members of the Supervisory Committee, including: keeping them apprised of the student's progress, including the estimated date of delivery of the research proposal and final draft; and delivering the research proposal and final draft by the deadlines specified in the Graduate Student Handbook.

6.2 Supervisory Committee Composition

Major Research Paper Option

The Supervisor and the student are jointly responsible for selecting an additional member of the Department of Political Science's graduate faculty to serve as a Second Reader, who with the Supervisor forms the student's Supervisory Committee. The committee's composition must be approved by the Graduate Program Director and must be in place and operational by no later than the proposal stage of the major essay, project or thesis. The Supervisor will work closely with the student to produce a complete major research paper that is then read by the Second Reader. The Supervisor and Second Reader will then consult, and jointly determine the final grade for the MRP.

Thesis Option

Students pursuing the thesis option require a thesis supervisory committee of three members, including the graduate supervisor and two additional faculty members. At least one of the three must be a full-time Brock University faculty member. The graduate supervisor in consultation with the graduate student will propose the supervisory committee composition. The committee composition 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. The Supervisor will work closely with the student to produce a draft of the thesis that will be sent to the rest of the supervisory committee for approval. If the supervisory committee approves the draft, the student will be required to defend the thesis as outlined in the Graduate Calendar.

Responsibilities of the Supervisory Committee Members

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 Members to:

1. Offer advice appropriate to the stage of the student's work.
2. Review student's MRP or thesis proposal and suggest improvements. The student's research should not proceed further until the Supervisory Committee approves the proposal.
3. Approve the final draft of the thesis and participate as a member of the Examining Committee, if applicable.

6.3 Responsibilities of Students

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 major research paper/thesis project. The Supervisor and Supervisory Committee have the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:

1. Conform to University and Faculty requirements and procedures with regard to registration, graduation requirements, and to major research paper/thesis style and standards.
2. In co-operation with the Supervisor develop and maintain a timetable for completion of all stages of course and major research paper/thesis work.
3. Meet regularly with the Supervisor to review progress.
4. Give serious consideration to and respond to the advice and criticism received from the Supervisor/Supervisory Committee.
5. Recognize that Supervisors, Second Readers, and Thesis Examination Committee Members have other personal, teaching, research and administrative obligations that may preclude an immediate response to queries or the immediate provision of feedback.
6. Familiarize themselves 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.
7. Conform to provisions regarding hours of employment at Brock University.
8. Conform to basic principles of academic integrity and professionalism with respect to the handling of data and in the development of a mature and professional relationship with the Supervisor, other scholars, as well as fellow students and staff at the University.
9. Consult with their Supervisor and Graduate Program Director if major changes are required during the conduct of the research and submit a revised major research paper/thesis proposal if necessary.
10. Participate in the academic life of the program, including attendance at program-sponsored events when possible.
11. Maintain open lines of communication between themselves and the faculty. This can be facilitated through the Graduate Student representatives who attend Graduate Program Committee meetings.

7 DEGREE REQUIREMENTS

7.1 Overview

For full-time students the program is normally a three term (one year) program. There are three types of courses in the Political Science MA program and all are one term in length. First, there are core courses, which are taught as seminars and are restricted to graduate students. These include POLI 5P80, POLI 5P81, POLI 5P82, POLI 5P83, POLI 5P84, POLI 5P85 and POLI 5P86. These core seminars provide an opportunity for critical examination of some of the most significant writings in the various subfields of the discipline and constitute a key component in the Brock MA program.

Second, there are specialized courses, most of which are taught in conjunction with 4(alpha)00 level honours courses. These are also seminar courses with small class sizes. Students in the graduate course have assignments and responsibilities different from those students in the 4(alpha)00 level honours course when the two meet as a combined class. Please note: Students who previously completed a 400 level course at Brock may not enroll in the same course at the 500 level.

Third, in rare cases there are tutorial courses. These are individualized reading courses approved for students who want to pursue a topic not covered in the graduate curriculum. The precise requirements and topics are a matter of agreement between instructor and student, subject to general departmental regulations.

A thesis or major essay is also a part of all courses of study. A thesis is an independent research project that makes an original contribution to the discipline, and should be at least 100 double-spaced pages in length, and typically not more than 150 pages; a major essay (usually called a major research paper or MRP) is typically 50-60 double-spaced pages. The essay (MRP) stream is the default option, and the one taken by most students.

Acceptance into the thesis stream requires explicit agreement by the Graduate Program Director, based on the candidate's ability to pursue advanced scholarly research, the student's preparation of an acceptable thesis proposal, and the availability of appropriate faculty and other resources for the supervision and completion of the proposed thesis. For more information about thesis requirements, visit the [Thesis Regulations section of the Faculty of Graduate Studies Web site](#).

Students are required to consult with the Graduate Program Director, who will assist students in choosing among the various program options.

7.2 Courses

7.2.1 Required Courses

POLI 5P80 and POLI 5P81 are required in all programs.

Students in the essay (MRP) stream must complete six half credit courses including POLI 5P80, POLI 5P81, and three core seminars. The sixth course should be selected from the list of conjunction courses under the student's field of specialization.

Students in the thesis stream must complete four half-credit courses including POLI 5P80 and POLI 5P81 and the core seminar in their specialization. The fourth course can be another core seminar, or a conjunction course within the student's field of specialization.

7.2.2 Course Evaluation

In evaluating students' course work, the program will follow the regulations articulated in the section titled "Evaluation of Student Performance" in the Brock University Graduate Calendar.

For graduate courses, the grades A+, A, B, C, F, IN (incomplete) and IP (in progress) will be recorded on the transcript. Graduate credit will only be given for grades A+, A and B.

The continuing candidacy of a candidate with a standing of less than B (70%) in one half-credit or equivalent will be subject to review by the Graduate Program Committee, and the Faculty of Graduate Studies will automatically place such students on academic probation.

Instructors of graduate courses are required to indicate the nature and weighting of assignments as well as all due dates on the course syllabus.

Major Research Paper Evaluation

Major essay and project grades shall be reported to the Faculty of Graduate Studies with letter and numerical grades. If a failing grade is awarded for a major essay or project, the student will be withdrawn from the program.

Thesis Evaluation

Thesis grades for master's programs shall be reported to the Faculty of Graduate Studies as either a Pass or Fail grade. A Pass grade must be further differentiated as one of: Acceptable as is, Acceptable with minor revisions, Acceptable with major revisions. A failing grade will be awarded if two or more committee members find the thesis unacceptable or if the External Examiner does not approve the thesis. If a failing grade is awarded for a thesis, the student will be withdrawn from the program.

7.3 Thesis Defence

7.3.1 Procedures

Graduate thesis defences will normally be open defences. A request for a closed defence must be approved by the Dean of Graduate Studies and will be based on certified medical or compassionate grounds.

The arrangements for a thesis defence will commence once all members of the supervisory committee have signed off indicating their approval that the student and the thesis are ready for defence.

7.3.2 *Committee Composition*

The examination committee of a master's thesis defence will minimally comprise the supervisory committee and an external examiner from outside the university or from outside the program but within the University. The approval of the external examiner is the responsibility of the Faculty Dean or designate. In exceptional circumstances, an external examiner who is external to the supervisory committee but internal to the program may be appointed. Such an examiner will have to be approved by both the Faculty Dean and the Dean of Graduate Studies.

7.3.3 *Submission to Brock Digital Repository*

Upon completion of thesis revisions, students must upload their final dissertation document to the [Brock University Digital Repository](#). Further information on processes can be found on the Faculty of Graduate Studies' [Master's Thesis](#) webpage.

Important: Students will not be approved to graduate by the Faculty of Graduate Studies until their dissertation is finalized in the digital repository.

The document should be in PDF format and be saved using the following file naming convention: Brock_LastName_FirstName_Year.pdf.

8 **ACADEMIC PERFORMANCE & PROGRESS**

8.1 **Academic Performance and Continuation**

Graduate students must achieve and maintain minimum satisfactory academic performance to be eligible to continue in a graduate program. Graduate students must maintain a minimum cumulative average of at least a B-(70%) during each term of study. If a graduate student falls below the minimum cumulative average the student will be automatically placed on academic probation for the subsequent term by the Faculty of Graduate Studies. A probationary student must achieve the minimum cumulative average, normally during the probationary term, to be eligible to continue as a graduate student.

8.2 **Progress Reports**

The Department's Graduate Program Committee receives progress reports from all full-time students in mid-January, mid-May, and at the end of August, and reviews each student's progress. The progress of part-time students is reviewed annually at the end of August.

Feedback to each student and Supervisor is given in the form of a brief letter prepared by the Graduate Program Director. Student reviews may occur at other times if there is any concern regarding the student's performance (e.g., poor performance in a course). Progress deemed to be unsatisfactory (see "Evaluation of Student Performance" above) may result in the student being placed on probation, or 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.

The MA program in Political Science is a 12-month (3 term) program, regardless of which option (MRP or Thesis) is pursued. Below are a set of signposts to help students complete their degree in the expected

timeframe.

- Mid-June – on-line graduate student registration opens. Students should consult the calendar and program requirements before registering and contact the Graduate Program Director if they have questions. Full-time students are expected to complete 3 half-credit courses in the Fall term.
- Mid-December - students should have:
 - completed their first three courses (including 5P80)
 - made arrangements for a Supervisor
- Mid-January - **Submit First Term Progress Report** to the Graduate Program Director, according to the guidelines
 - If the MRP or Thesis will require Ethics Certification (see below), students and Supervisors should begin preparing the application to the Research Ethics Board during the winter term, so that it is ready for submission as soon as possible after the Supervisory Committee approves the research proposal in the Spring.
- End of April – students should have completed their remaining course requirements (3 half-credits for MRP option, 1 half-credit for Thesis option), and as part of the required POLI 5P81 course have designed their independent research project, in collaboration with their Supervisor; this will form the basis of their proposal. The remaining members of the Supervisory Committee should be selected by this time. **Register for Spring/Summer term (5F90 for MRP option, 5F99 for Thesis option).**
- Mid-May – send independent research proposal to the Supervisory Committee by this time at the latest; earlier submissions are encouraged. If Ethics Certification is required, it should be sought immediately after the Supervisory Committee approves the project. (Again, because of time constraints, the student and Supervisor should begin preparing for the Ethics Certification process in advance of this, and to seek the Supervisory Committee’s input on ethics issues.)
Submit Second Term Progress Report to Graduate Program Director according to the guidelines.
- In order to graduate, students apply on-line through their Brock Self-Serve account. This may be done before all degree requirements have been completed. Students who wish to convocate at Fall Convocation need to apply to graduate before July 1, but can apply up to September 1 with a late fee. Due dates for Spring Convocation are Feb. 1, and May 1 with a late fee.
- Mid-July - students should have by this date submitted a complete “first draft” of their independent research paper to their Supervisor
- Mid-August – students should have by this date submitted a revised and complete paper for their Supervisory Committee.
- End of August - **Submit Third Term Progress Report** to Graduate Program Director according to the guidelines.

8.3 Final Stage Status

Students approved for Final Stage Status by their graduate program must have completed all course work and must have a complete draft of their Major Research Paper or Thesis, that their supervisory committee agrees requires no further research or additional chapters/sections. Students approved for

Final Stage Status must be able to complete their exit requirement within the subsequent term. Final Stage Status may be awarded only once and for only one term. The Final Stage Status Form is found at: brocku.ca/graduate-studies/current-students/student-forms

8.4 Application to Graduate

Intention to Graduate: The Intention to Graduate is processed online via the Student Portal. Application deadlines are July 1 for Fall Convocation and February 1 for Spring Convocation. For details regarding the convocation ceremonies go to brocku.ca/convocation/

Candidates should note that in addition to the *Intention to Graduate Form*, all degree requirements must be completed by the dates published in the academic calendar before any degree will be awarded.

Graduate Student Record Form: The graduate program submits to the Faculty of Graduate Studies the completed *Graduate Record Form* indicating that all degree requirements have been satisfactorily completed. The completion of graduate degree requirements will be reviewed and approved by the Dean of Graduate Studies (or designate). If academic documentation for graduation is not submitted by the student's program at least one month prior to the convocation date, the student will be required to postpone graduation to the following convocation

Note that if your final grade and Graduate Student Record Form are submitted fewer than 56 days after the last day of the previous term you are not required to register for the term in which you complete your Program requirements. Think of this likelihood in advance and discuss it with your Supervisor.

If you are not finished within 56 days of the last day of the previous term you will need to register for another term (i.e., your fourth term), following the same procedure as for previous registrations.

9 ACADEMIC INTEGRITY, ACADEMIC MISCONDUCT, APPEALS

9.1 Academic Integrity

In accordance with the Brock University [Academic Integrity Policy](#), all students are expected to display the highest standards of academic integrity. Academic integrity means upholding a strong personal and professional ethic within your own work, and that of your colleagues. In upholding the principles of academic integrity, graduate students are expected to demonstrate respect and acknowledgement of others' words and ideas when conducting research, writing, publishing, and teaching.

For more information, visit Brock's [Academic Integrity](#) webpages.

9.2 Academic Misconduct

Integrity is fundamental to the process of research and scholarship, and misconduct damages the entire academic enterprise. Academic dishonesty, while traditionally defined as plagiarism, also includes inappropriate collaboration with other students, data falsification, fabrication of results, and the unauthorized resubmission of previous work.

In the event a student is suspected of engaging in academic dishonesty, professors will contact the Graduate Program Director and there will be an interview between Graduate Program Director and the student. During this interview students have the right to have an advisor present such as their academic advisor or Brock's Ombudsperson. Students have the right to decline to attend this interview but should note that the investigation of academic dishonesty will continue, and they will forfeit their right to defend against the claims. If the Graduate Program Director and the professor find the claims valid, they will be forwarded to the Dean's Office for adjudication. In comprehensive exams and the production of a thesis or dissertation, the department may recommend the student be removed from the program of study with a notation from the Dean appended to the student's record. Please note that an act of academic misconduct constitutes sufficient grounds for dismissal from the program.

University procedures covering academic misconduct can be found on the [Graduate Students - Academic Integrity](#) webpage and in the [Graduate Calendar](#).

9.3 Appeals

Appeal types and procedures at the Graduate level are outlined in the [Faculty Handbook](#) as well as the [Graduate Calendar](#).

Students who have concerns about a grade in a particular course should first discuss the issue with the instructor of the course in question. If the issue cannot be resolved, the student should refer the matter to the Graduate Program Committee through your Faculty / School's Associate Dean, Research and Graduate Studies. If the student is not satisfied with the decision of the Graduate Program Committee, the student may appeal to the Faculty / School Dean. If the student is not satisfied with the Faculty / School's Dean's decision, the student may appeal to the Dean of Graduate Studies. Lastly, if the student is not satisfied with the decision of the Dean of Graduate Studies, the Student may appeal to the University's Student Appeals Board. Dissatisfaction with a penalty will not be considered sufficient grounds for an appeal. For more information on appeals process and timing, see the Brock University [Graduate Calendar](#) and visit the [Brock Ombudsperson](#) website.

10 HEALTH, SAFETY & WELLNESS

The health and safety of individuals is to be a primary objective in every area of University operation. Every person utilizing University premises must comply with this policy and all related regulations, standards, programs, and procedures. [Health, Safety and Wellness](#) provides information, resources, tools, and support to assist each Brock community member in creating and fostering a healthy, safe, and environmentally sustainable place to visit, study, live, and especially, work. Students should also be aware of Brock's [Occupational Health & Safety Policy](#).

Students employed by the University are required under the Ontario Occupational Health and Safety Act to take the mandatory [Health and Safety Awareness Training](#) available via Brock's Health Safety and Wellness Toolbox on SharePoint (requires a Brock employee login).

Under the Accessibility for Ontarians with Disabilities Act (AODA) and Human Rights, students employed at Brock University are legally obliged to undertake [mandatory online training](#). It can also be found on Isaak, Brock University's Sakai-based learning management system. Isaak/Sakai uses the same account and password as the my.Brocku.ca portal. Employees are required to print the page after selecting the

“Submit for Grading” button following completion of the quizzes and provide it to their supervisor. Information about Student Accessibility Services (SAS) can also be found [online](#).

11 STUDENT RESOURCES

There are many services and resources available to students across campus. Some of these are noted below. For a full list of services and supports available at Brock, please visit the University’s A-Z listing at: <https://brocku.ca/directory/a-z/>.

Academic Policies

Academic policies for undergraduate and graduate students are outlined in the respective Brock University Calendars (visit <https://brocku.ca/webcal/>) and the Faculty Handbook (visit: <https://brocku.ca/university-secretariat/faculty-handbook/>).

Graduate Students Association

The Graduate Students’ Association (GSA) is a student organization that represents the interests of all graduate students at Brock University: MBA, MEd, MAcc, MA, MS, MSc, MTL & all PhD students (approximately 1700 in total). For more information on the services they provide, visit: <http://www.brocku.ca/gsa>.

Student Wellness & Accessibility Centre

Staff at the Student Wellness & Accessibility Centre have extensive experience and a wealth of knowledge to help students develop the skills and strategies they need to reach their full potential at Brock, including support in crisis management, personal counselling, student health, and student accessibility. If support is needed, students are encouraged to contact student counselling services at 1-833-BROCK-33, or visit them in Schmon Tower ST 400. For more information, visit: <https://brocku.ca/health-wellness-accessibility/>.

Health, Safety & Wellness

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James A. Gibson Library

The Library at Brock offers a variety of resources to students, including a study space and lockers for graduate students on the 6th floor. To see all the services provided by the library, visit: <https://brocku.ca/library/>.

Faculty of Graduate Studies

The Faculty of Graduate Studies (FGS) aims to help Brock graduate students to become well-rounded, ethical, and creative thinkers and researchers who will contribute to the betterment of society.

The FGS recognizes that alongside coursework and research, graduate school is an opportunity for personal and professional growth and development. Visit the Faculty of Graduate Studies website to

learn more about the Professional Development opportunities available to Brock graduate students: <https://brocku.ca/graduate-studies/student-development/>.

The FGS also has oversight of graduate student admissions, funding, scholarships, student records, and orientation activities. For details, visit: <https://brocku.ca/graduate-studies/>.

Career Services

Graduate students have unique needs when it comes to planning their careers and finding work. Students may be headed towards a career in research or teaching, or preparing for a specific job in the private or not-for-profit sector. Whatever it may be, Career Services has a variety of resources and programming designed to help students figure out where they're going and how to get there. For information on the services and resources Career Services provides for students, visit:

<https://brocku.ca/ccee/career-education/campus/>.

Brock International

Brock International offers in-person and virtual support services tailored specifically to international students, including immigration consulting, academic coaching, language support, transitioning to life in Canada and living in the Niagara region, and working as an international student. For more information on these services as well as a listing of events and workshops for international students, visit

<https://brocku.ca/international/>.

Financial and Administrative Services

Financial and Administrative Services is the place to visit for questions regarding tuition, fees, accessing financial accounts, due dates, how to make payments, how to get refunds from withdrawn courses, and anything else related to student finances. For more information, visit: <https://brocku.ca/safa/tuition-and-fees/overview/graduate/>.
