



Faculty of Education

Graduate Studies in Education: A Handbook

Master of Education

**M.Ed. in Aboriginal and World Indigenous
Educational Studies (AWIES)**

Ph.D. in Education

REVISED September 2011



Faculty of Education

GRADUATE STUDIES IN EDUCATION: A HANDBOOK

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INTRODUCTION

This handbook is designed for the guidance of students in the programs leading to the M.Ed., M.Ed.in Aboriginal and World Indigenous Educational Studies (AWIES), and Ph.D. in Education degrees at the Faculty of Education, Queen's University.

The policies and procedures presented here represent a combination of those of the School of Graduate Studies and of the Faculty of Education. The final authority in matters relating to Graduate Studies in Education shall be the regulations of the School of Graduate Studies.

It is the responsibility of the student to ensure that each stage of his/her program is pursued in accordance with the regulations described in the Handbook and in the current Calendar of the School of Graduate Studies.

The Master of Education, Master of Education (AWIES), and Doctor of Philosophy in Education are programs of the School of Graduate Studies, and so fall under the School's regulations and administrative structure which are detailed in the School's Calendar. The Faculty of Education provides instructional staff, administrative support, and facilities for the programs. Within the Faculty of Education the M.Ed., M.Ed. (AWIES), and Ph.D. in Education programs are staffed by graduate faculty. The responsibility for administering the M.Ed., M.Ed. (AWIES), and Ph.D. in Education programs within the Faculty of Education falls to the Faculty's Associate Dean and Manager of Graduate Studies and Research. Administrative support is provided by a Graduate Assistant and Office Assistant. The Graduate Studies and Research Committee reports to the Faculty of Education's Faculty Board on policy matters.

ADMINISTRATION

	ROOM #	TELEPHONE #
Dean, School of Graduate Studies: Dr. Brenda Brouwer, Gordon Hall	425	533-6079
Associate Dean, School of Graduate Studies: Dr. David Rappaport, Gordon Hall	425	533-6079
Director, Admissions and Student Services School of Graduate Studies: Ms. Monica Corbett, Gordon Hall	425	533-6100
Dean, Faculty of Education: Dr. Stephen Elliott	A117	533-6210
Associate Dean of Graduate Studies and Research Faculty of Education: Dr. Rebecca Luce-Kapler	A102	533-6000, Ext. 77267
Manager: Mrs. Marlene Sayers	A105	533-6000, Ext. 74251
Graduate Assistant: Mrs. Celina Caswell	A106	533-6206
Administrative Assistant to Associate Dean of Graduate Studies and Research: Ms. Erin George/Ms. Vicky Arnold	A106	533-6000, Ext. 78530
Office Assistant, Graduate Studies and Research: Miss Julia Hodgson	A106	533-6000, Ext. 78530
Head Education Librarian: Cory Laverty	B118	533-2191
Reference Librarian: Brenda Reed	B118	533-2191

DEFINITIONS

The following terms are commonly used in connection with the graduate programs in Education.

Associate Dean	The Associate Dean of Graduate Studies and Research in the Faculty of Education is the delegate of the Dean of the Faculty of Education.
Council	The Council of the School of Graduate Studies, Queen's University (consult Graduate School Calendar for information on composition, membership, etc.).
Course	All M.Ed., M.Ed. (AWIES), and Ph.D. courses with the exception of the M.Ed. and Ph.D. thesis and M.Ed. project are half courses, i.e. 36 contact hours
Department	The graduate faculty of the Faculty of Education are viewed as the Department by the School of Graduate Studies.
The Graduate Studies Executive Council (GSEC)	The GSEC has representation from all Faculty offices, which govern a centralized decision-making body for graduate studies at Queen's.
Faculty Graduate Council	Subject to oversight by GSEC. The Faculty of Graduate Council develops and/or reviews changes to graduate degree program curriculum, student requests for additional time-to-completion, etc.
School of Graduate Studies	The School of Graduate Studies, Gordon Hall, 4 th Floor, Rm. 425
Graduate School Calendar	The Calendar of the School of Graduate Studies is the publication, which contains detailed information pertaining to regulations and graduate programs of Queen's University.
Graduate Student	A student enrolled in a program governed by the School of Graduate Studies. (See <i>General Regulations</i> in the Graduate School Calendar.)
Graduate Studies and Research Office (GSRO)	A106 and A107, Duncan McArthur Hall.
Inactive Student	A graduate student who has been permitted to discontinue his/her studies temporarily for professional or other reasons but wishes to maintain registration in the program with a view to completing the degree within the allowed time.
Program Advisor	A faculty member responsible for the supervision of a student's program (M.Ed.).
Project Supervisor	A faculty member responsible for the supervision of a student's project (EDUC 898) (M.Ed.).
Thesis Supervisor	A faculty member responsible for supervising a student's thesis, EDUC-899 (M.Ed.) or EDUC-999 (Ph.D.).
Term	There are three terms during the academic year – Fall (September to December), Winter (January to April), and Spring/Summer (May to August) for full-time student, or summer (July to August) for part-time studies.

MASTER OF EDUCATION

1.0 PROGRAM OF STUDY

The program consists of a minimum credit value of ten half courses. Students select one of two program patterns (see Structure of Graduate Degree Programs in the calendar of the School of Graduate Studies, at http://www.queensu.ca/calendars/sgrs/Structure_of_Graduate_Degree_Programs.html). Each student is assigned to a program advisor. A student's program must be approved by the assigned program advisor, the Faculty's Associate Dean of Graduate Studies and Research, and the Registrar of the School of Graduate Studies.

1.1 Fields of Study

Students at the Master's level do not have to choose a field of study. Course work emphasizes research and the application of knowledge to teaching and learning, and students develop a strong scholarly knowledge base.

1.2 Program Patterns

This applies to students who began their program from May 2005 onwards. Students who began their program before May 2005 must adhere to the rules that existed at the time of their admission.

Pattern I A minimum of six half courses (two must be research courses) and a master's thesis (credit value four half courses).

Pattern II A minimum of eight half courses (one must be a research course) and a master's project (credit value two half courses).

With the approval of the program advisor, the Faculty's Associate Dean of Graduate Studies and, where applicable, the thesis or project supervisor, a student may:

- a) be required to take additional courses from either the graduate offerings of the Faculty of Education, or undergraduate/graduate offerings of the University in support of the thesis (EDUC-899) or project (EDUC-898).
- b) be permitted to take up to two half courses from graduate or advanced undergraduate courses offered by other departments of the University. Please note that if a student wants to substitute a third or fourth year undergraduate course for a graduate course, he/she must i) provide a letter of request, indicating if its of

primary or secondary importance to their program and what type of course is being substituted. i.e. Cognitive, Curriculum or Cultural and Policy Studies; ii) provide a letter to the Faculty's Associate Dean of Graduate Studies and Research from his/her program advisor/supervisor indicating why this request should be considered, iii) the instructor of the proposed course must provide a letter to the Faculty's Associate Dean of Graduate Studies and Research indicating how the course will be adapted, if at all, to make it equivalent to a graduate course. These requests must be approved by the Faculty's Associate Dean of Graduate Studies and Research, the program advisor/supervisor and Graduate Studies Executive Council (GSEC).

For information concerning academic regulations, refer to the current Calendar of the School of Graduate Studies at http://www.queensu.ca/calendars/sgr/Graduate_Degree_Programs_General.html, *General Regulations*, and Sections, 11.0 and 12.0 of this publication.

1.3 Courses by Component

Courses

EDUC - 800*, 801*, 802*, 805*, 809*, 810*, 811*, 812*, 813*, 815*, 820*, 821*, 822*, 823*, 824*, 825*, 826*, 827*, 828*, 830*, 833*, 840*, 842*, 850*, 851*, 852*, 853*, 854*, 855*, 857*, 858*, 860*, 861*, 862*, 867*, 888*, 897*.

Thesis and Project Preparation

EDUC -890*, 892*, 894*, 895*, 896*.

Thesis and Project

EDUC -898, 899.

All students are required to take EDUC-890 (Introduction to Educational Research) and those students who choose to undertake a thesis must also take an advanced research course as part of their course work. Students who intend to write a thesis must also hold a colloquium prior to beginning their research.

2.0 INDIVIDUAL STUDY (EDUC 897*)

2.1 Introduction

A student who wishes to pursue an area of special interest under the supervision of a graduate instructor may do so by registering in EDUC 897* (Individual Study). There are many areas within graduate education, which are not treated in depth in any of the regular courses. Furthermore, there are graduate faculty members with special interests which might coincide with those of students. With the approval of the Faculty's Associate Dean of Graduate Studies and Research and of the student's program advisor, a student may select an Individual Study under the supervision of a graduate faculty member. Students may choose to do one or two Individual Study courses as part of their program; however, the same graduate faculty instructor is not normally recommended.

It is anticipated that an Individual Study will often take the form of a reading course: a course of guided reading, and undertaken with close supervision of the faculty member concerned. Furthermore, it is expected that an Individual Study will be evaluated in the same way as a student's work in a regular half course: there will be an assignment (or assignments), and the work will be graded according to the regular schedule of grades.

2.2 Procedures

- a) A student wishing to pursue an Individual Study will consult with his/her program advisor and with the graduate faculty member with whom the student wishes to study.
- b) The student will complete and submit for the Faculty's Associate Dean of Graduate Studies and Research approval the form *Individual Study* (available from the Graduate Studies and Research Office (GSRO) or downloadable from: <http://educ.queensu.ca/graduate/forms/index.shtml> . The description of the study must include a sample reading list and an indication of how the work is going to be graded.

- c) Upon completion of the Individual Study the instructor will submit a number grade to the GSRO.
- d) Students are reminded that proposals for research involving human subjects must be submitted for Ethical Review in the University and, when applicable, by school boards or other agencies. (See Section 15.0 for details pertaining to Ethical Review.) Students must be registered for their project and complete the online course, SGS 804, Human Research Ethics prior to submitting their proposal for ethical review. Students must officially register for the course using an academic change form. More information about the course can be found on the SGS website under the “Current Student” tab (<http://www.queensu.ca/sgs/Currentstudents/CHRRP.html>)

3.0 THESIS OR PROJECT ROUTE?

3.1 Thesis/Project

Graduate students should understand the differences between a thesis and a research project and consider carefully which route best meets their personal, professional and/or scholarly goals. A thesis always involves research. The proposal and the final report must be written formally to include prescribed components. The Thesis Supervisory Committee includes the supervisor and one other graduate faculty member, who holds a primary appointment in the Faculty of Education. Depending on the nature of the problem or research design, the supervisor may recommend the inclusion of a third faculty member on the committee. Before each student meets the requirements for satisfactory completion of the M.Ed. degree, the thesis must be approved by the Thesis Examining Committee, which is composed of the supervisor and at least one other graduate faculty member; an internal examiner (a faculty member who is not serving on the committee) from the Faculty; and an external examiner (from another department at Queen’s).

A project may involve research or the application of theoretical knowledge to a practical problem in the profession. A project allows the candidate flexibility in:

1. The type of problem or topic selected for study;
2. The processes through which a problem is examined, developed, implemented, or evaluated; and
3. The range of forms, which may be used for reporting.

The final product may be a resource for professionals in the field - a course, handbook, resource guide, a videotape. It may also be a small-scale research study. A project is written under the supervision of the project supervisor, and is then graded by the project supervisor and one other faculty member.

A thesis and project have different weightings: a thesis is equivalent to four half courses; a project is equivalent to two half courses. It is expected that the time spent on the thesis, therefore, is proportionately more than the time spent on the project.

Students wishing to proceed to doctoral studies are advised to follow the thesis route.

3.2 Planning

Students are encouraged to discuss the choice of project or thesis with their program advisor as early as possible, and to orient their work in courses toward the proposed topic of their project or thesis.

4.0 MASTER'S PROJECT (EDUC 898)

4.1 Introduction

A student undertaking a project would be involved in Program Pattern (II), as described in the Calendar of the School of Graduate Studies, Structure of Graduate Degree Programs, at http://www.queensu.ca/calendars/sgrs/Structure_of_Graduate_Degree_Programs.html, *Master's Degree Programs*. For the Master of Education, Program Pattern II comprises eight half credit courses and a project. The project is an investigation under the guidance of a project supervisor terminating in a written report or essay. It is not usually a research endeavour like the thesis but is more of an investigation. Consequently, it involves a student working through a selected question under the supervision of a graduate faculty supervisor. Because of its restricted scope the project is equivalent to two half courses.

The type of topic selected will differ from student to student. In this respect, the project differs from a regular course in that it allows students considerable choice in selecting a topic, which is of urgency or interest to their professional careers.

As with a regular course, the student can expect to embark on required readings. In the project, however, the readings will be directed by a project supervisor and probably take the form of a literature survey, in order to search out the current material in the area of the topic selected.

As with a regular course, the student's progress in a project is carefully monitored. (Students should not expect to produce a project without the guidance of and considerable discussion with a project supervisor.) It is a joint responsibility of student and project supervisor to discuss and amend each stage of the project as it proceeds.

If a student's project produces a CD or DVD it does not exempt him/her from having to write up the standard components of a Master's Project to demonstrate familiarity with the literature.

Finally, a completed project will be graded as is work in a regular course. The completed work is to be graded by the project supervisor and by another faculty member. There is no oral examination of a completed project. However, it is likely that those responsible for grading the work will wish to discuss it with the student either before or after completion.

4.2 Procedures

- a) A student will first select a question or problem in close consultation with his/her program advisor. At some point, the student will produce a brief proposal for the project and will locate a project supervisor, who is a member of graduate faculty in the Faculty of Education to supervise the work. The program advisor will help the student identify an appropriate project supervisor. (The project supervisor may be the program advisor.)
- b) In consultation with the project supervisor from the Faculty, the student will select an additional graduate faculty member to act as second reader for evaluating the project. (The second reader may be the program advisor.)
- c) When the student has selected a topic, he/she should complete and submit the form, *Project Proposal* to the Faculty's Associate Dean of Graduate Studies and Research (available from the Graduate Studies and Research Office (GSRO) or downloadable from: <http://educ.queensu.ca/graduate/current/forms.html>).

- d) Students may not register for EDUC 898 until the *Project Proposal* form has been completed and approved.
- e) Students are advised to register for the project in the term in which the work is to begin.
- f) The student is responsible for maintaining communication with the project supervisor. In this way the student will obtain instruction about each phase of the project. A draft of the project should be submitted to the project supervisor before the final project report is duplicated.

4.3 Project Completion

- a) The student must complete section one and submit the *Request of Project Completion* form to the Faculty's Graduate Studies and Research Office a minimum of 12 working days prior to their intended completion date. The form is available on the GSRO website at: <http://educ.queensu.ca/graduate/current/forms.html>
- b) The student must submit copies of the project to the project supervisor and second reader for reading and grading a minimum of two weeks prior to their intended date of completion.
- c) After the project is graded the project supervisor and second reader will each enter their grade and sign the *Request of Project Completion* form which will be in the Faculty's Graduate Studies and Research Office prepared for your signature.
- d) After the project is graded the project supervisor will provide feedback to the student. If revisions are required it is the student's responsibility to make the revisions and submit a revised final copy to the project supervisor. It is the responsibility of the project supervisor to send an email to the Graduate Studies Assistant to confirm that all revisions have been made as requested and to notify the student that he/she must upload the final copy to QSpace. This is mandatory and must be done a minimum of two working days prior to the intended date of completion.
- e) The Ethics Clearance Letter must be included by the student in the final copy of the Master's Project before it is submitted for marking if applicable.
- f) If students want to have a paper-based copy of their project bound they can deliver a copy to the library and make arrangements to do so at no charge. If students want extra copies bound they can provide the paper-based copies directly to the library. The binding of each copy is \$15.00 and cheques should be made payable to the Education Library.
- g) Grades awarded for the Project will *NOT* be submitted to the Office of the University Registrar until the final project has been uploaded to QSpace and accepted by the Graduate Assistant. Instructions for uploading your project to QSpace can be found on our website at: <http://educ.queensu.ca/graduate/current/project-completion/qspacesubmission.pdf>

NOTE: a) The project is to be prepared according to the format described in *General Form of Theses and Projects* (see Section 21.2) of this handbook and the School of Graduate Studies website <http://www.queensu.ca/sgs/Currentstudents/Completingyourdegree.html>

- b) It is important to know that no extra scrutiny will be done before a project is accepted in QSpace; therefore it is the responsibility of the student and project supervisor to make sure it is publishable before notifying the Graduate Assistant that it is complete.
- c) Students are reminded that proposals for research involving human subjects must be

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submitted for Ethical Review in the University and, when applicable, by school boards or other agencies. (See Section 16.0 for details pertaining to Ethical Review.)

- d) Prior to submitting their proposal for ethical review, students must officially register for the course using an academic change form. More information about the course can be found on the SGS website under the “Current Student” tab (<http://www.chrpp.ca/homepage/QUEENS>)
- e) In some instances, the student or the project supervisor may wish to involve the second reader in the early stages of the project and its development.
- f) Students must maintain registration every term until all degree requirements are complete.

5.0 MASTER’S THESIS (EDUC 899)

The thesis option in the M.Ed. program is available for students who wish to pursue a research program at the Master’s level. A student undertaking a thesis would be involved in Program Pattern (I), as described in the Calendar of the School of Graduate Studies, Structure of Graduate Degree Program, http://www.queensu.ca/calendars/sgsr/Structure_of_Graduate_Degree_Programs.html. The Master of Education, Program Pattern (I) comprises six half courses and a thesis. The thesis would usually be a piece of research, and would be examined in accordance with the regulations of the School of Graduate Studies. This examination involves an oral defence as described in the Calendar.

In the Faculty of Education, the preparation and examination of a Master’s thesis proceeds in five distinct phases: Development of Thesis Proposal, Approval of Thesis Proposal, Thesis Colloquium, Preparation of Thesis, and Defence of Thesis.

5.1 Development of Thesis Proposal

A student should select a tentative thesis topic early in his/her program under the guidance of the program advisor and/or other faculty members. (The program advisor may serve as thesis supervisor or may help identify an appropriate thesis supervisor.) Once the research topic has been selected, the student should discuss the composition of the thesis committee with the thesis supervisor. The thesis supervisory committee consists of the thesis supervisor and one other graduate faculty member who holds a primary appointment in the Faculty of Education. (This committee may be enlarged and/or may include a faculty member from another department of the University.)

A thesis proposal may vary in structure and/or length depending on the topic and focus of the research undertaken. The format of the proposal is determined by the student, thesis supervisor and the committee; however, generally, the thesis proposal includes the following:

1. A description of the problem, question or research focus.
2. A review of the literature that shows how the student came to the ideas and how those ideas connect to the tradition the work is following.
3. A description of the methodology and research methods.
4. A reference list.

Decisions regarding thesis supervision and membership on a thesis committee must be by mutual consent between those concerned, and membership decisions are subject to approval by the Faculty’s Associate Dean of Graduate Studies and Research. Under some circumstances, a student may wish a change in thesis supervisor or the composition of the thesis committee. Such changes are officially negotiated through the

supervisor and the Faculty's Associate Dean of Graduate Studies and Research, if the situation merits it.

The student must complete the form *Appointment of Thesis Supervisory Committee* (available from the Graduate Studies and Research Office (GSRO) or downloadable from <http://educ.queensu.ca/graduate/current/forms.html>) and request the Faculty's Associate Dean of Graduate Studies and Research to approve the composition of the committee.

5.2 Approval of Thesis Proposal

The Thesis Supervisory Committee, chaired by the thesis supervisor, is responsible for formally approving the proposal.

When the thesis proposal is judged acceptable by the Thesis Supervisory Committee the form *Approval of Thesis Proposal* (available from the GSRO or downloadable from <http://educ.queensu.ca/graduate/current/forms.html>) will be completed by the student and the Thesis Supervisory Committee and submitted for approval of the Faculty's Associate Dean of Graduate Studies and Research following which the GSRO will arrange a Thesis Colloquium.

5.3 The Thesis Colloquium

The Thesis Colloquium provides a forum for the sharing of suggestions for and constructive criticism of a student's thesis proposal. All students who choose to do a thesis must have a colloquium. The student must be registered for the thesis prior to arranging the colloquium. The GSRO will arrange a Thesis Colloquium when in receipt of the completed form *Approval of Thesis Proposal*. It is the student's responsibility to get the *Approval of Thesis Proposal* form from the GSRO website at <http://educ.queensu.ca/graduate/current/forms.html> or pick one up in person in Room A106, obtain the required signatures, and submit the completed form one e-copy and one hard copy of the proposal, and an e-copy of their abstract to the Graduate Studies Assistant a minimum of 10 working days prior to the proposed colloquium date. An e-copy of the proposal will be available for review upon request, by contacting the Graduate Assistant for those who plan to attend the colloquium.

Each thesis proposal is presented to the colloquium by the student and the thesis supervisor. The colloquium is chaired by the Faculty's Associate Dean of Graduate Studies and Research or his/her delegate and is open to all Queen's University faculty, staff and Faculty of Education graduate students. The student may make a brief presentation to open the colloquium. Note that this should be no longer than fifteen minutes. No research should commence before the study has ethics approval, see section 15.0 for further information.

A quorum is the Faculty's Associate Dean of Graduate Studies and Research (or delegate), the Thesis Supervisory Committee and the student.

5.4 Preparation of the Thesis

Following the Thesis Colloquium the student is encouraged to pursue work necessary to complete the study and the thesis itself. The student assumes responsibility for keeping the thesis supervisor informed of progress, and for arranging for the Thesis Supervisory Committee to meet when necessary.

NOTE: Students must continue to register until all degree requirements are complete.

The thesis is to be prepared according to the stipulations in *General Form of Theses and Projects* (see Section 20.2 and the Graduate School website at:

http://www.queensu.ca/calendars/sgrs/Completion_of_Programs.html). The student must use a

consistent style, approved by the Thesis Supervisory Committee (e.g., APA; see Section 12.4).

5.5 Defence of the Thesis

The defence of a student's thesis will be arranged and conducted in accordance with the regulations of the Graduate School detailed on their website at:

http://www.queensu.ca/calendars/sgsr/Completion_of_Programs.html.

When the thesis is completed to the satisfaction of the Thesis Supervisory Committee, the student is given permission to proceed toward thesis examination. It is important to note that the Ethics Clearance Letter must be included in the thesis by the student prior to defence if applicable.

Students may choose to hold an open presentation of their research to faculty, staff and students before their official defence. Their interest in doing this must be indicated on the Request for M.Ed. Oral Examination form available on our website at <http://educ.queensu.ca/graduate/current/forms.html>.

5.6 Procedures for Scheduling Oral Thesis Examinations in the Faculty of Education

These procedures are supplementary to those of the School of Graduate Studies. Please review the following section of the Graduate School calendar online at:

<http://www.queensu.ca/calendars/sgsr/Thesis.html>, *General Regulations, Thesis*.

The supervisor, in consultation with the Associate Dean of Graduate Studies and Research, shall nominate members for the Master's Oral Thesis Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/she nominates for the committee.

- a) The applicable departmental form is completed and signed by the supervisor and the Associate Dean of Graduate Studies and Research (Education).

The Master's Thesis Examination Committee for Master's students in Education shall comprise at least the following members: a) Supervisor(s); b) Committee member(s); c) Chair appointed by the Associate Dean, Graduate Studies and Research; and d) At least one other faculty member, who may be: i. From the department OR ii. External to the department, OR iii. In exceptional circumstances external to Queen's. This person is nominated by the Supervisor(s) and approved by the Associate Dean, Graduate Studies and Research.

1. The completed signed Faculty form to schedule a Master's Oral Thesis Examination shall be delivered to the designated department person no less than **twelve working days** prior to the scheduled date of the examination, along with one copy of the thesis for the Associate Dean, which may be used for the Dean's Delegate if no changes are required, and email a 50 word description of their thesis to the Graduate Assistant. When these items are received the GSRO will prepare the formal thesis examination request form and arrange for it to be signed by the thesis supervisor. The form can be downloaded from <http://educ.queensu.ca/graduate/current/forms.html>.
2. The candidate shall deliver a copy of the thesis to each member of the Thesis Examining Committee no later than ten working days before the tentative examination date.
3. The designated department person shall confirm the date, time and place of the examination via an email to all committee members and the candidate.
4. The examiners **must indicate whether the defense should proceed by sending a "yes" or "no" 3 working days prior to the examination to the designated graduate studies staff person. If an**

examiner votes “no,” a report must also be submitted. All positive reports are brought to the oral thesis examination in hard copy. These reports shall be read aloud at the beginning of the examination by the Chair.

5. If, on the basis of the thesis submitted for oral examination, any committee member feels the examination should **NOT proceed**, he or she **must submit a report that lists some substantive reasons why the thesis should not proceed to examination, no later than 3 working days prior** to the scheduled date of the examination. The “negative report” shall be submitted to a designated departmental person who could either be the Chair of the committee, or the Associate Dean of Graduate Studies and Research. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled and a copy will be provided to the student’s thesis supervisor prior to the examination.
6. If **two negative** reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Associate Dean of Graduate Studies and Research to see if they wish to proceed with the oral thesis examination. The School of Graduate Studies shall be notified whenever two or more examiners recommend that the thesis oral examination not proceed. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. **The School of Graduate Studies shall be informed when an oral thesis examination has been postponed due to two negative reports.**
7. After the oral thesis examination, examiners are to submit reports (a standard form shall be provided) on the conduct of the examination to the Associate Dean of Graduate Studies and Research. In particular, any member of the committee who is external to the candidate’s home department shall submit this report.

NOTES:

- a) *In the exceptional case, where a faculty member of another Department, with sufficient expertise, cannot be found within Queen’s University, a suitable member from another nearby institution may be **recommended for the approval of the Dean of the School of Graduate Studies.***
- b) *The Chair of the Master’s Thesis examination committee is not a voting member of the committee.*
- c) *In cases where ALL members of the Master’s Thesis Examination Committee are internal to the department, **both** the Associate Dean of Graduate Studies and Research and the Dean of Education must approve the committee.*

5.7 Other Important Instructions

Part-time students who do not live in Kingston who need assistance with delivering their thesis copies. School contact the Graduate Assistant to make alternative arrangements.

The thesis examination cannot be scheduled unless the student is currently registered, has completed all academic and program requirements, and has paid all due fees. The Manager of the GSRO will check to make sure these conditions are met.

At the thesis examination, the supervisor is usually delegated by the committee to ensure, in writing to the School of Graduate Studies, that any necessary corrections to the thesis are made before the student submits

the final pdf version of their thesis to QShare. The SGS will bind one copy of the thesis for the student and the supervisor if the student provides the copies and makes the appropriate arrangements with them, however, this is elective.

If the student requires technical support it is their responsibility to indicate this on the Request for M.Ed. Oral Examination form.

Students are reminded that proposals for research involving human subjects must be submitted for Ethical Review in the Faculty of Education and, when applicable, by school boards or other agencies. (See Section 15.0 for details pertaining to Ethical Review.)

It is the student's and supervisor's responsibility to make sure the formatting is correct. Instructions about formatting can be found on the Graduate School's website at:

<http://www.queensu.ca/sgs/forstudents/NewCurrentStudents/completingyourdegree.html>

5.8 Visitors at the Oral Thesis Examination

At the oral thesis examination, other members of the academic staff may attend but may question the candidate only at the discretion of the Chairperson. Only the members of the committee may be present during the preliminary and post-examination sessions. No student or person other than the regular staff of the University and the Examining Committee may attend the thesis examination of another student unless individual permission from the Chairperson of the Examining Committee has been granted. The Chairperson of the Committee will not grant such permission without obtaining agreement from the student being examined and from the Head of the Department. Only the members of the Committee may be present during the preliminary and post-examination sessions.

5.9 Study Status and Time Limits

The M.Ed. degree requirements must be fulfilled within five years of initial registration. A student who does not complete his/her degree program within the allowed period is not permitted to re-register until he/she has been reinstated by the School of Graduate Studies on the recommendation of the Faculty of Education. Students initiate requests for reinstatement or extensions of time by writing to their supervisor, and completing a *Time Limit Extension* application, available in the GSRO, Room A106 or downloadable from the Graduate School website at: <http://www.queensu.ca/sgsr/Currentstudents/formsforstudents.html>. All students are required to meet regularly with their supervisors. The rules governing transfer from full-time to part-time status are described in Section 10.5.2 of this document.

The minimum period for completion of degree for M.Ed. students is 12 months for full-time students, and 24 months for part-time students.

MASTER OF EDUCATION IN ABORIGINAL AND WORLD INDIGENOUS EDUCATIONAL STUDIES (AWIES)

6.0 PROGRAM OF STUDY

This is a part-time blended (on-line and on-campus) program which consists of a minimum credit value of ten half courses. Students select one of two program patterns (see Structure of Graduate Degree Programs in the calendar of the School of Graduate Studies at

http://www.queensu.ca/calendars/sgsr/Structure_of_Graduate_Degree_Programs.html. Each student is assigned to a program advisor. A student's program must be approved by the assigned program advisor, the Faculty's Associate Dean of Graduate Studies and Research, and the Registrar of the School of Graduate Studies.

The first summer of the program is on-campus for three weeks commencing after Canada Day each year, and students must take EDUC-872 (Educational Research in Aboriginal and Indigenous Contexts) as their first course. A second course in the first summer is optional. Beginning the program face-to-face provides an opportunity for students to establish a cohort, meet faculty, program and library staff, and explore resources available at the Faculty.

6.1 Program Patterns

For information about program patterns, please see Section 1.2 on page 10 of this handbook.

6.2 Courses by Component

- a) *AWIES courses* EDUC-870*, 871*, 874*, 877*, 878*, 897*
- b) *Thesis and Project Preparation* EDUC- 872*, 875*, 876*
- c) *Thesis and Project* EDUC-898, 899

Additional Regulations

1. Advanced credit may be granted for up to two graduate half courses taken at another university provided that the courses cohere with the student's program of study, and provided that the request for advance credit is made at the time of application. In no case will credit be granted for courses, which have been credited to another degree or diploma
2. Part-time students are required to attend classes at the Queen's campus for the first summer and may not register in more than two half courses in the summer term. If students choose to take only one course the first summer face-to-face, he/she must take EDUC-872.
3. The total number of half courses taken by a student from outside the offerings of the Queen's M.Ed. (AWIES) program may not normally exceed two.

6.3 Additional Course Information

For additional information about Individual Study Projects (EDUC-897*), a Master's Project (EDUC-898), and a Master's Thesis (EDUC-899), please see sections 2.0, 3.0, 4.0, and 5.0 of this handbook.

6.4 Switching from the Part-time M.Ed. (AWIES) to the Part-time M.Ed. (Non-AWIES)

In exceptional cases students may want to switch from the part-time M.Ed. (AWIES) program to the part-time M.Ed. (non-AWIES) program. Students who are considering this must consult with the Manager of Graduate Studies and Research regarding the procedures for how to proceed with their request.

7.0 EXPECTED PROGRESSION THROUGH THE PROGRAM

Core themes across courses are Indigenous Education rooted in culture, practical applications, and Indigenous ways of knowing. Students in this program have the option to complete either a master’s project or a master’s thesis in addition to their coursework (a total of 10 half credits are required to fulfil degree requirements). The typical student is expected to progress through the program as follows:

7.1 Project Pattern

Year 1			Year 2			Year 3		
Summer	Fall	Winter	Summer	Fall	Winter	Fall	Winter	Summer
EDUC-872 and one other AWIES course or see options*	1 AWIES course or see options*	1 AWIES course or see options*	Choose 2 AWIES courses or see options*	1 AWIES course or see options*	1 AWIES course or see options*	Project	Project	Project

*Options: Project pattern (8 x 0.5 course credits + 2 x 0.5 project credits) students may:

- 1) Choose a maximum of two half credit M.Ed. courses at another university; OR
 - 2) Choose a maximum of two half credit courses offered through the non-AWIES Queen’s Faculty of Education M.Ed. program; OR
 - 3) Complete an internship or an Individual Study in a relevant area in either Year One or Year Two or both.
- Students may do one of each or two of one.

All students are expected to be on-campus in the summer of Year 1.

7.2 Thesis Pattern

Year 1			Year 2			Year 3		
Summer	Fall	Winter	Summer	Fall	Winter	Fall	Winter	Summer
EDUC-872 and one other AWIES course or see options*	1 AWIES course or see options*	1 AWIES course or see options*	1 AWIES course	1 AWIES course or see options*	Thesis or courses	Thesis	Thesis	Thesis

*Options: Thesis pattern (6.0 x 0.5 credits + 4 x 0.5 thesis credits) students may:

- 1) Choose a maximum of two half credit M.Ed. courses at another university; OR
- 2) Choose a maximum of two half credit courses offered through the non-AWIES Queen's Faculty of Education M.Ed. program; OR
- 3) Complete an internship or individual study in a relevant area in Year One or Year Two or both. Students may do one of each or two of one.

All students must be on-campus in the summer of Year 1, and the thesis must be defended in person, on – campus.

8.0 MASTER'S INTERNSHIP

8.1 Introduction

The Master's Internship is a course for students who want to learn through experience under the guidance of an approved community/institutional internship supervisor and a Queen's Faculty of Education internship supervisor about issues that relate to Aboriginal and World Indigenous Educational Studies, and is completed in the student's first or second year of the program, and is intended to develop leadership abilities and theoretical, practical and experiential knowledge. It is anticipated that a Master's internship will take place on-site, guided and supervised by both the on-site and Faculty of Education internship supervisor. It is expected that an internship will be evaluated in the same way as a student's work in a regular half course; there will be an assignment (or assignments), and the work will be graded according to the regular schedule of grades. It is also expected that this grade will incorporate feedback from the on-site supervisor of the internship.

8.2 Procedures

- a) A student who wants to pursue an internship will consult with his/her program advisor and the proposed Faculty of Education and community/institutional supervisor to arrange to obtain approval for the internship and confirmation that everyone is willing to supervise the work.
- b) The student will complete and arrange for the internship supervisor to sign the Internship form and submit it along with the academic change form signed by their program advisor to the GSRO. The form may be downloaded from: <http://educ.queensu.ca/graduate/forms/documents/InternshipFormAWIES.pdf>. Description of the internship must include a sample reading list if applicable, and an indication of how the work is going to be graded.
- c) Upon completion of the internship the Community/Institutional supervisor will submit their feedback to the Faculty of Education supervisor, and he/she will include this information as part of his/her final mark, which is a number grade, to the GSRO.
- d) Students are reminded that proposals for research involving human subjects must be submitted for Ethical Review at Queen's University and, when applicable, to school boards or other agencies. (See Section 15.0 for details pertaining to Ethical Review.)

Students must be registered for their project and complete the online course, SGS 804, Human Research Ethics prior to submitting their proposal for ethical review. Students must officially register for the course using an academic change form. More information about the course can be found on the SGS website under the "Current Student" tab (<http://www.chrpp.ca/homepage/QUEENS>)

- e) Students may do a maximum of two internships if appropriate at a different site and under the supervision of different supervisors. Students who choose to do two internships are not eligible to do an Individual Study.

PH.D. IN EDUCATION

9.0 FIELDS OF STUDY AND OBJECTIVES

The program has three fields that are strongly interrelated: Curriculum Studies, Cognitive Studies, and Cultural and Policy Studies. Curriculum Studies includes the exploration of all aspects of curriculum, including the intended curriculum, the enacted curriculum, the learned curriculum, and the relationships among these constituents of curriculum. Cognitive Studies examines the psychological foundations of human learning and development. The domain encompasses both the mental processes of the individual learner and the situated contexts of learning. It focuses on processes by which people learn to think, reason, solve problems, and make meanings. Cultural and Policy Studies examines, from a critical perspective, the implications of the social, cultural, philosophical, historical and political contexts for education, in its broadest sense, and for institutional policies and practices.

The program of study leading to the Ph.D. in Education is designed to educate researchers and professionals to address critical educational issues in curriculum, culture and policy, and learning, within and beyond the traditional formal school systems; to educate these researchers and professionals regarding the fields of curriculum studies, cultural and policy studies, and cognitive studies from an integrated and interdisciplinary perspective through participation in on-going research programs; and to provide these researchers and professionals with the scholarly, methodological, and critical knowledge and skills to conduct original research in these fields.

9.1 Program Components

Students will follow a program with the following components.

9.2 Coursework

Students must complete five graduate courses which includes EDUC-900*, three of which must be in their major field. The three required courses vary by field. The three required courses for Curriculum Studies are EDUC-910*, EDUC-911*, and one additional graduate course in curriculum studies to be chosen in consultation between the student and the supervisor. The three required courses in Cognitive Studies are EDUC-920*, EDUC-922*, EDUC-924*. The three required courses for Cultural and Policy Studies are EDUC-930*, EDUC-932*, and EDUC-934*. Some students, in consultation with their supervisors, may also select one of the other two fields as a minor field of study. Those who choose a minor will select one doctoral course in that field. Those who do not choose a minor will select a fifth course in consultation with their supervisor. Students are encouraged to take one graduate course in another department, and may be required by their supervisory committee to take further courses beyond the five normally required.

9.3 Portfolio (Personal Program Plan) of Research and Development Skills

In conjunction with their Supervisory Committee, students will compile a portfolio (personal program plan) of appropriate research and development skills and demonstrate to the Committee's satisfaction that these skills have been attained.

The portfolio requirement for the Ph.D. program offers candidates the opportunity to develop skills and competencies in keeping with their future career plans. The portfolio could also demonstrate a candidate's abilities to potential employers.

A candidate will establish a profile for his or her portfolio in consultation with the supervisor. A copy of the profile must be submitted to the Graduate Studies and Research Office (GSRO) by the student within

the candidate's first two terms. The portfolio contents will vary according to the candidate's needs and can be amended as the candidate evolves in his or her research and thinking. Please complete the online form available at:

<https://authoring.wp.queensu.ca/lenya/educwww/authoring/graduate/current/forms/PhDportfolioform.pdf>

A portfolio may include some of the following:

- a paper for publication
- preparation of a research grant
- review of a paper submitted to a refereed journal
- demonstrated competency with data analysis methods
- design of an instructional unit
- evaluation of a curriculum
- a conference presentation
- development of a curriculum vitae
- creation of a web page
- supervision of teacher candidates
- preparation of industry reports
- teaching an undergraduate course

There is no set number of items for the portfolio and the purpose of the form is to initiate a discussion between students and supervisors as to their future plans post-graduation. The portfolio items should be activities and goals outside of the program requirements that will help students achieve those future plans.

9.4 COMPREHENSIVE EXAMINATION

The comprehensive examination will comprise a set of two tasks. It is expected that these tasks will be completed within the two terms following the completion of the student's final required course, which is after about five terms in the doctoral program. The first task will be negotiated among the student, the supervisory committee, and the Faculty's Associate Dean of Graduate Studies and Research. It will take the form of one of the following: (a) the writing of a literature review on one or more specified topics; (b) the novel analyses of existing data or consideration of methodological issues; or (c) a grant proposal on one or more specified topics. A period of three weeks will be available for the first task. For the second task all doctoral students will submit a dissertation proposal. Following submission of this proposal an oral candidacy exam will be held. Both the written proposal and the student's competency at the oral candidacy exam will be evaluated for this task. All parts of the examination will be marked by the supervisory committee. Failure of any part of the comprehensive examination will require the retaking of that part only; each part may be retaken only once.

9.4.1 Interruption of Examination Due to Unexpected Circumstances

During the examination period if unexpected circumstances arise, such as a death in the family, health issues, etc. that interfere with the student's ability to successfully complete their comprehensive examination by the submission deadline agreed upon by the examining committee and the student, the student must contact the Manager or Associate Dean of Graduate Studies before the submission deadline. The Associate Dean of Graduate Studies will review the situation with the student's supervisor and a new deadline will be negotiated if appropriate.

9.5 Establishment of the Ph.D. Supervisory Committee

Before the comprehensive examination process may begin, the student must ensure that he or she has an appropriate and approved Supervisory Committee. The Supervisory Committee must consist of the supervisor and two other members of the Faculty of Education (including those holding cross appointments from other departments). With consultation, permission may be granted to replace one graduate faculty member from the Faculty of Education with a graduate faculty member from another department within Queen's. The membership of the Supervisory Committee is suggested by the student and supervisor, and approved by the Faculty's Associate Dean of Graduate Studies and Research by completing and submitting the "*Appointment of Doctoral Supervisory Committee*" form to the GSRO. The form can be downloaded from: <http://www.educ.queensu.ca/graduate/forms/index.shtml>. Changes in the membership of the Supervisory Committee must be approved by the Faculty's Associate Dean of Graduate Studies and Research.

The student will propose dates for the two parts of the examination to the Supervisory Committee. Once these are agreed to, the supervisor shall convene a meeting of the Supervisory Committee and the student to prepare the first task, determine the format in which the task will be completed and which committee members will grade the task. These decisions will be submitted in writing by the supervisor to the GSRO for the Faculty's Associate Dean of Graduate Studies and Research's (or delegate, if the Faculty's Associate Dean of Graduate Studies and Research is a member of the committee) approval normally **a minimum of 10 working days prior** to the examination date by completing and submitting the "*Approval of Comprehensive Examination, Task I*" form or the "*Approval of the Oral Candidacy Examination and Thesis Proposal Comprehensive Examination, Task II*" form as applicable, downloadable from the GSRO website at: <http://www.educ.queensu.ca/graduate/forms/index.shtml>.

9.6 Comprehensive Examination, Task I

9.6.1 *Approval of Task I*

The student and the student's Supervisory Committee will agree on the task, which must be chosen from the three options for Task I as stated above. The GSRO will arrange for the student to receive the approved task as approved by the student and the supervisory committee after the appropriate signed paperwork has been submitted. It is normally expected that students will go to the GSRO to pick up their question in person. Alternative arrangements may be considered under exceptional circumstances.

During the three week examination period for the first task the student may not consult with members of the Supervisory/Examining Committee about the subject matter of the task, except on matters of clarification. The student may use all other resources available to researchers, giving acknowledgment when appropriate. The rules concerning plagiarism stated in the Calendar of the School of Graduate Studies apply.

The student must also submit an e-copy of their paper by the submission deadline to the Faculty's Graduate Assistant, which will be kept on file. The student shall submit one copy of the examination paper for each Examining Committee member who will mark it. The student should retain a copy of all work submitted.

9.6.2 *Grading of Task I*

The GSRO will distribute the paper to the appropriate members of the Supervisory Committee for grading if it is requested paper-based by the examiners. Normally within two weeks of the submission of the paper, each grader will submit a grade and substantive comments in writing and return the paper to the GSRO.

The graders' detailed comments should be sent via email attachment to the Faculty's Graduate Assistant, who will circulate them to the student after the grades have been submitted by the graders. In the case of disagreement over grades, the Faculty's Associate Dean of Graduate Studies and Research (or delegate, if the Faculty's Associate Dean of Graduate Studies and Research is a member of the committee) will convene a meeting of the Examining Committee, within two weeks. Disagreements shall be resolved by discussion or if necessary by majority vote (the Faculty's Associate Dean of Graduate Studies and Research or delegate shall not have a vote). This meeting shall decide only what grade to submit.

The student will receive the grade, the paper, and the graders' comments from the GSRO. The Office will retain an e-copy of each paper and each grader's comments on file. Grades for each paper may be Pass, Conditional Pass, or Fail, as follows:

- Pass: The approach, methods, and arguments are sound and complete.
- Conditional Pass: The approach, methods, and arguments are sound, but the work is incomplete in a way that can be remedied in one week or less.
- Fail: The work is below the standard of scholarship acceptable at the doctoral level.

The following regulations apply:

1. A grade of Pass for both Task I and Task II is required to pass the comprehensive examination.
2. Papers graded Conditional Pass must be completed in a one-week period, to begin no later than three weeks after receipt of the grade.
3. A paper that is graded Conditional Pass must receive a grade of Pass or Fail when it is completed.
4. If a Fail is received, the failed paper must be re-taken within six months. The Supervisory Committee, student and Faculty's Associate Dean of Graduate Studies and Research may agree to a change in the specifications of the task, but this must be done before the task is re-taken (the procedures are the same as for the first examination).
5. Following a grade of Fail, a resubmitted paper may be awarded a grade of Pass, Conditional Pass, or Fail. If the grade is Conditional Pass, regulations 2 and 3 above apply. If the grade is Fail, the student will be deemed to have failed the comprehensive examination and will be required to withdraw from the program.

In the event of the awarding of a grade of Conditional Pass or Fail, the Faculty's Associate Dean of Graduate Studies and Research shall convene a face-to-face meeting of the student, Supervisory Committee, and the Faculty's Associate Dean of Graduate Studies and Research (or delegate if a member of the committee) to develop a schedule for the completing of any Conditional Pass paper or the re-taking of any Failed paper.

The Manager will ensure that all documents pertaining to the examination (the questions, the papers, graders' comments, and the minutes of all meetings) will be retained in the student's file for one year after convocation. The GSRO will inform the School of Graduate Studies of the result of the examination.

9.7 Comprehensive Examination, Task II

9.7.1 *Dissertation Proposal, Part A, Task II*

For the second task all doctoral students will submit a dissertation proposal to their supervisor and supervisory committee. Following submission of this proposal, an oral candidacy examination will be held once the supervisor and supervisory committee approve the proposal and agree that the student should advance to the Oral Candidacy Examination.

A dissertation proposal may vary in structure and/or length depending on the topic and focus of the research undertaken. The format of the proposal is determined by the student, thesis supervisor and the supervisory committee; however, generally, the thesis proposal includes the following:

1. A description of the problem, question or research focus.
2. A critical review of the literature that shows how the student came to the ideas and how those ideas connect to the tradition the work is following.
3. A description of the methodology and research methods.
4. A reference list.

Typically proposals range from 40 – 60 pages double spaced.

9.7.2 *Oral Candidacy Examination, Part B, Task II*

The oral candidacy examination has two primary objectives: to determine whether the student has an adequate knowledge of the discipline and of the subject matter relevant to the proposed thesis; and to determine whether the student has the ability to complete original research at an advanced level. It also provides the student with a forum for the sharing of suggestions for and constructive criticism of a student's dissertation proposal.

The Graduate Studies and Research Office staff will arrange the student's Oral Candidacy Examination, Task II, as requested by the student, the supervisor, and the supervisory committee, after one e-copy and one paper-based copy of the approved proposal and the signed "*Approval of the Oral Candidacy Examination, Task II*" form have been submitted to their office for the approval of the Faculty's Associate Dean of Graduate Studies and Research. Normally, this would be done a minimum of ten working days prior to the proposed examination date. It is the student's responsibility to ensure that final copies of the proposal are provided to their supervisor and supervisory committee prior to the candidacy examination.

The candidacy examination is normally held before the end of the second year of the student's program when most (if not all) of the required course work is completed. The candidacy examination must normally be passed no less than six months prior to the final examination of the thesis.

The candidacy examination is chaired by the Faculty's Associate Dean of Graduate Studies and Research or his/her delegate and in addition to the student, must be attended by the student's thesis supervisor and supervisory committee. The chair is responsible for determining specific examination/questioning procedures before the candidacy examination and discussing them with both the student and the committee members. The Chair may participate as an examiner during the candidacy examination. If the student requires technical support it is their responsibility to arrange this with the Graduate Assistant in advance of their candidacy examination.

9.7.3 *Visitors at the Oral Candidacy Examination*

It is possible for Ph.D. students to choose to have their Oral Candidacy Examination open so others may attend. Visitors will not be allowed to ask questions, and only the members of the committee may be present during the preliminary and post-examination sessions.

9.7.4 *Grading of the Oral Candidacy Examination*

At the conclusion of the candidacy examination, the committee will complete and sign the *Report of Completion of Candidacy Examination Result* form. The committee will reach one of the following decisions:

- **Pass:** The approach, methods, and arguments are sound and complete.
- **Conditional Pass:** Performance was weak. The approach, methods, and arguments are sound, but specific conditions need to be met for the student to continue with his/her program that can be remedied in two weeks or less.
- **Fail:** The work is below the standard of scholarship acceptable at the doctoral level.

The student will be asked to leave the room at the beginning of the examination to permit the committee to discuss how they want to conduct the examination, and a second time for the committee to discuss and reach a decision on the outcome of the examination.

If the grade is a conditional pass the chair of the exam must list the required revisions on the 'Report of Completion of Candidacy Examination Result' form, including the name(s) and signature(s) of those who will be responsible for ensuring that the revisions are completed satisfactorily by the student.

After the revisions are accepted by the supervisor and the committee, the supervisor must send an email message to the Graduate Assistant in the Faculty of Education, Graduate Studies and Research Office with a copy to all committee members, confirming that the revisions have been submitted and approved by him/her and the committee, and the student has successfully completed their candidacy exam.

The following option may be considered by the committee when the outcome of a student's candidacy is "fail":

Repeat the Candidacy Examination

If the student's candidacy examination performance was inadequate, but the student's performance and work completed to date indicate that the student has the potential to succeed at the doctoral level, the examining committee may consider the option of recommending that the student be given an opportunity to repeat the examination.

9.7.5 *Appeals*

Appeals of comprehensive examination results will follow the procedures of the School of Graduate Studies and be addressed in the first instance to the Faculty's Associate Dean of Graduate Studies and Research (or, if the Faculty's Associate Dean of Graduate Studies and Research is a member of the supervisory committee, to the Dean of the Faculty of Education).

10.0 THE DISSERTATION

10.1 Preparation of the Dissertation

Following the successful completion of the Oral Candidacy Examination the student is encouraged to pursue work necessary to complete the study and the dissertation itself. The dissertation research is planned, conducted, and written up under the supervision of a dissertation supervisor and a supervisory committee. The student assumes responsibility for keeping the dissertation supervisor informed of progress, and for arranging for the thesis supervisory committee to meet when necessary.

The research presented in the thesis should constitute a substantial and original contribution to its field. The student must defend the thesis at an oral examination conducted according to the General Regulations of the Graduate School.

NOTE: Students must continue to register until all degree requirements are complete.

The thesis is to be prepared according to the stipulations in *General Format of Theses and Projects* (see Section 20.2 and the Graduate School website: http://www.queensu.ca/calendars/sgsr/Completion_of_Programs.html). The student must use a consistent style, approved by the Dissertation Supervisory Committee (e.g., APA; see Section 11.4).

10.2 Procedures for Scheduling Oral Thesis Examinations

The defence of a student's thesis will be arranged and conducted in accordance with the regulations of the Graduate School detailed on their website at: http://www.queensu.ca/calendars/sgsr/Completion_of_Programs.html.

These procedures are supplementary to those of the School of Graduate Studies. The following procedures should be followed when arranging an oral thesis examination:

1. The Ethics Clearance Letter must be included by the student in the dissertation prior to defence if applicable.
2. The thesis examination cannot be scheduled unless the student is currently registered, has completed all academic and program requirements, and has paid all due fees.
3. In preparation for the thesis examination, the candidate must submit the *Request for Ph.D. Oral Examination form* signed by their supervisor, to the Graduate Studies and Research Office, and one copy of the thesis for the Faculty's Associate Dean of Graduate Studies and Research/Dean's Delegate a minimum of 30 working days prior to their proposed defence date. When these items are received the Graduate Studies and Research Office will prepare the formal thesis examination request form and arrange for it to be signed by the thesis supervisor and advise the candidate when it's ready to be picked up. This form can be downloaded from <http://educ.queensu.ca/graduate/forms/index.shtml>.
4. The candidate must pick up the signed Oral Thesis Examination form from the Graduate Studies and Research Office and deliver it to the School of Graduate Studies, submit one copy of the Thesis (in temporary binding – no binders), to each member of the Thesis Examining Committee, one copy to the GSRO for delivery to the Chair, who will be appointed by the Graduate School,

and submit a PDF copy of the thesis to the School of Graduate Studies (thesis@queensu.ca) to be reviewed for formatting, a minimum of 25 working days prior to the tentative examination date. There are no exceptions to this deadline.

5. The members of the Examining Committee will receive a form from the Graduate School, confirming all the details of the examination, and including the name of the appointed Chair. The bottom portion of this form is the *Confidential Report* on the thesis. Each examiner, including the supervisor, must complete and return this form to the School of Graduate Studies by the deadline listed on the form. Examiners must indicate whether or not they think the examination should proceed, by checking either the Yes or No box on the form. These reports will be read aloud at the examination. If any two reports recommend that the thesis examination not proceed, the student, supervisor, and head of department will be contacted (see General Regulation, in the *Thesis, Calendar of the School of Graduate Studies* at: <http://www.queensu.ca/calendars/sgsr/Thesis.html>).
6. At the thesis examination, the supervisor is usually delegated by the Committee to ensure, in writing to the School of Graduate Studies, that any necessary corrections to the thesis are made before the student submits the required two copies to the School of Graduate Studies for final permanent binding, and have submitted a pdf version of their thesis to QShare.
7. If the student requires technical support it is their responsibility to indicate this on the Request for Ph.D. Oral Examination form.

NOTE: Students are reminded that proposals for research involving human subjects must be submitted for Ethical Review in the Faculty of Education and, when applicable, by school boards or other agencies. (See Section 15.0 for details pertaining to Ethical Review.)

10.3 Visitors at the Oral Thesis Examination

At the oral thesis examination, other members of the academic staff may attend but may question the candidate only at the discretion of the Chairperson. Only the members of the committee may be present during the preliminary and post-examination sessions. No student or person other than the regular staff of the University and the Examining Committee may attend the thesis examination of another student unless individual permission from the Chairperson of the Examining Committee has been granted. The Chairperson of the Committee will not grant such permission without obtaining agreement from the student being examined and from the Head of the Department. Only the members of the Committee may be present during the preliminary and post-examination sessions.

10.4 Study Status and Time Limits

The Ph.D. in Education program is fundamentally a full-time program; therefore, registered students are expected to pay full-time fees for the duration of their program. An academic year consists of three terms, which are fall, winter, and spring/summer. All doctoral students registering initially as a full-time student, must pay full-time fees at least for the first six terms, whatever their registration status. After that time the Faculty and the School of Graduate Studies will consider applications for a transfer from full-time to part-time status for reasons such as (1) the student has an opportunity for full-time professional employment or (2) there has been a change in the student's personal circumstances that prevent his/her studies from being pursued on a full-time basis. All students will be required to meet regularly with their supervisor, and to maintain appropriate levels of communication in order to maintain sufficient academic progress. The minimum time to complete the Ph.D. in Education program is nine academic terms. Students normally take courses for the first five terms, and then complete their comprehensive examination which consists of two tasks (see Section 7.0). It is expected that many full-time students will complete their degree requirements within four years. All students are required to complete the degree within seven years of initial registration.

10.5 Part-time Studies

The Admissions Committee *may* recommend acceptance of students specifically as part-time students. Note that for at least four academic terms students must be in full-time residency at Queen's University; at least two of these full-time terms must be consecutive. Applicants interested in this possibility must provide a detailed program of study proposal lasting for not less than six terms of active study as part of their application, which has to be considered and approved by the Faculty, GSEC and Council before an offer of admission may be made. If approved, the part-time student will normally register for no more than one half course, or its equivalent, per term.

M.Ed., M.Ed. (AWIES) AND PH.D. IN EDUCATION: OTHER REGULATIONS AND INFORMATION

11.0 ACADEMIC REGULATIONS

Students who fail to comply with the University regulations may jeopardize their status in the Graduate School.

All students are strongly advised to maintain active student status (see 10.2 and 10.3.3).

M.Ed. Program Advisor. On admission each student is assigned a graduate faculty member who acts as the student's program advisor. For all matters relating to a student's academic program (e.g., study status, course selection and requests to waive a regulation) the student must consult with and have the approval of the program advisor.

Ph.D. Supervision. On admission to the program each student has an assigned supervisor appointed by the Faculty's Associate Dean of Graduate Studies and Research. If a change in supervisor is required a request must be made in writing to the Faculty's Associate Dean of Graduate Studies and Research for approval.

Prior to *initial registration* each M.Ed. student must arrange to meet with his/her program advisor, and each Ph.D. student must meet with their supervisor to establish a program of study, which will take into consideration the student's professional goals and be consistent with degree requirements.

Every new student is provided with a *Program Planning* form on admission to be completed in consultation with his/her advisor/supervisor. The completed form must be submitted to the Graduate Studies and Research Office, Room A106 prior to August 15th. This program plan will constitute the student's approved course of study. A student who wishes to change an approved course of study should direct a request, in writing, to his or her advisor/supervisor.

11.1 Guidelines for Dealing with Disputes between Supervisors/Advisors and Graduate Students

The Faculty of Education provides a productive and supportive academic and working environment for all graduate students.

If, in the rare event there is a breakdown in the academic and/or working relationship between a supervisor and a graduate student, and the student and supervisor have attempted to find a mutually acceptable way to deal with the situation but were unsuccessful, the supervisor and/or the graduate student should contact the Associate Dean of Graduate Studies and Research or the Manager of Graduate Studies and Research in Education to report the situation.

The Dean of Graduate Studies and Research will review the situation in consultation with the graduate student and the supervisor/advisor and attempt to resolve any differences to the satisfaction of all parties involved. In extreme cases, where a resolution cannot be reached, a change of supervisor/advisor may be recommended or in the case of an employment contract, cancellation of the contract.

For additional information, please see the policies and procedures of the School of Graduate Studies at <http://www.queensu.ca/sgs/forstudents/policiesprocedures.html>.

These guidelines do not apply to academic decisions; in this case see section 14.0 and 15.0 of the Handbook.

11.2 Annual Student Progress Reports

Progress reports are valuable tools for helping students stay on track throughout their graduate program at Queen's. Not only do they allow students to clarify, in consultation with their advisor/supervisor, their academic expectations from year to year, they allow them to gauge their progress in the various areas of their program, making it easier to identify the areas in which they need to improve and the requirements they still need to complete. At the same time, progress reports are a useful mechanism for ensuring a constructive dialogue between students and their advisor/supervisor.

As a mechanism for tracking students' progress throughout their graduate program, Queen's University will be requiring graduate students to complete, with their advisor/supervisor, an annual academic progress report during the winter term.

The intention of the progress report is to provide a structured mechanism that students and their advisor/supervisor can use to maintain an ongoing dialogue about their progress in the graduate program. By meeting at least annually to discuss their progress, they can make sure that the student and their advisor/supervisor are aware of how the student is proceeding through the program and can discuss any changes that might need to take place in order to ensure that students finish in a timely manner.

Although the progress report provides an excellent opportunity for students to meet with their advisor/supervisor, it is important that students communicate with their advisor/supervisor on a regular basis to discuss their progress in their program.

11.3 Maintaining Continuous Registration

A student who does not maintain continuous registration from the time of admission until the time of completion of degree requirements will be considered to have withdrawn voluntarily from the program.

11.4 Registration Procedures

11.4.1 Initial Registration

After new students beginning their program in September accept their offer of admission on-line the School of Graduate Studies will send an email to them early in July reminding them of the upcoming preregistration/registration steps and deadlines. The Office of the University Registrar's Office (OUR) will mail out personal data forms and specific details regarding payment selection and registration.

New students beginning their program in May (full-time) or July (part-time) must register in person, and will receive information about registration from the School of Graduate Studies.

For additional information and registration steps, students should go to the following website: <http://www.queensu.ca/registrar/currentstudents/registration.html>.

11.4.2 *Continuing Registration*

Students who are registering for their second or subsequent year will receive an email message in late March, which will include details about registration steps, deadlines, and course information.

For additional information and registration steps, students should go to the following website: <http://www.queensu.ca/registrar/currentstudents/registration.html>.

11.4.3 *All Students*

All students who have not pre-registered and paid or made arrangements for the payment of their tuition fees and/or outstanding debts with the University prior to August 15 will be liable for a late registration charge unless they have previously been permitted to do so by the Registrar of the Graduate School.

11.4.4 *Dual Registration*

Dual Registration is allowed through the School of Graduate Studies, but only under **special limited circumstances**. These requests are not automatic, and must be considered and approved through the faculty/department of the student, the GSEC II Chair, and the Registrar of the School of Graduate Studies. This status is not encouraged past the fall term, and must be applied for each term if a student for some reason does not complete their Master's degree in the fall.

The reasons for approving this should be mainly academic. Some examples of situations to approve such a request for the fall term would be:

- The student is finished all of their Master's work but is just waiting to defend
- The student must begin the Doctoral program because of the structure of the program, e.g. level one courses are offered in the fall and level two courses are offered in the winter
- The student holds an OGS or SSHRC that applies to their doctoral study
- They have only a very small amount of work to do and know they can defend before the end of the fall term

Please also see the School of Graduate Studies calendar for further details: <http://www.queensu.ca/calendars/sgsr/index.html>.

11.5 **Study Status and Course Load**

11.5.1 *Full-time M.Ed. Students*

A student is normally registered for three half courses in each of the fall and winter terms. Only under exceptional circumstances, and with the Faculty's Associate Dean of Graduate Studies and Research's permission, will a student be permitted to take more than three half courses in each of the fall and winter terms and two half courses in each summer term. All employment of more than 10 hours per week should be undertaken after consultation with the student's advisor/supervisor to ensure that progress on the degree will be maintained. Employment as a Teaching Assistant is limited to 10 hours per week on average. Employment in any capacity is limited to a maximum of

30 hours per week on average.

11.5.2 *Part-time M.Ed. Students*

Part-time students may enrol in no more than one half course in each of the fall and winter terms, and in no more than two half courses in each summer term. It is possible with prior approval of the Faculty's Associate Dean of Graduate Studies and Research and the School of Graduate Studies to take two courses in the fall and/or winter as long as the student does not take more than four half courses in the same academic year.

NOTE: Part-time students are not required to live in Residences; however, experience has indicated that students taking two half courses in the summer term are severely handicapped if they have to commute a considerable distance. For this reason, students are advised to spend summer terms in Residences or in the immediate vicinity of the campus.

11.5.3 *Inactive*

A part-time course assessed student who does not wish to enrol in a course for any given term is considered to be *inactive* for that term, and must formally register as *inactive* study status. A full-time graduate student who has completed residence requirements may register as *inactive* if permitted by the Faculty's Associate Dean of Graduate Studies and Research and Registrar of the Graduate School, e.g. illness. It is not recommended that a student remain inactive for more than three terms.

In the case of withdrawal, full-time students will face re-admission fees should they choose to re-apply, as stipulated in the calendar of the School of Graduate Studies. Upon re-admitting a student to the program (part-time or full-time), the Faculty's Associate Dean of Graduate Studies and Research may stipulate a date by which all degree requirements must be completed. Students have the right to petition the Faculty's Associate Dean of Graduate Studies and Research regarding exceptional circumstances.

NOTE: Students who wish to register as *inactive* must notify their program advisor/supervisor giving reasons for the *inactive* status.

11.5.4 *Ph.D. Students*

Ph.D. students will normally take one or two courses per term in the fall and winter, up until the completion of the comprehensive examination. Although more courses may be taken, a student is only allowed to do so with the consent of his/her supervisor and the Faculty's Associate Dean of Graduate Studies and Research. In no circumstance should more than three courses be taken in any one term. All employment of more than 30 hours per week should be undertaken after consultation with the student's supervisor to ensure that progress on the degree will be maintained. Employment as a Teaching Assistant is limited to 10 hours per week on average. Employment in any capacity is limited to a maximum of 30 hours per week on average.

11.5.5 *On-Campus*

For all Queen's M.Ed. and Ph.D. course registrations study status is *on-campus*.

11.5.6 *Off-Campus*

For all course registrations at another university for credit to the Queen's M.Ed. and Ph.D. degree, the registration study status is *off-campus*

11.6 **Changes in Registration**

11.6.1 *Course Changes*

All changes in registration, e.g. addition or deletion of a course, require an *Academic Change* form completed by the student who must consult with and have the approval of the program advisor/supervisor. All changes in registration must also receive the approval of the Faculty's Associate Dean of Graduate Studies and Research and the Registrar of the Graduate School.

A student wishing to withdraw from a course without academic penalty must complete an academic change form prior to the completion of one-quarter of the contact hours of that course. (Normally, each course comprises 36 contact hours.) A student wishing to withdraw after the deadline must consult his/her program advisor/supervisor. The Faculty's Associate Dean of Graduate Studies and Research will make a recommendation to GSEC II upon the advice of the program advisor/supervisor.

11.6.2 *Transfer from Full-Time to Part-Time Status*

Transfers from full-time to part-time status are considered at Queen's University (see *Admission and Registration Study Status* of the School of Graduate Studies, at <http://www.queensu.ca/calendars/sgsr/index.html>).

In general students registered in full-time programs are expected to maintain full-time status throughout their programs. Requests for change of status from full-time to part-time must be approved both by the Department and by the School of Graduate Studies; such requests normally will not be approved until after the student has completed the period of BIU eligibility (6 terms for Master's students and 12 terms for Doctoral students).

Transfers from full-time to part-time status will be considered in the following circumstances:

- a) When there has been a change in the student's personal circumstances, which prevent her/his studies from being pursued on a full-time basis. This would include increases in family commitments for childcare or care of other dependents or changes in personal health.
- b) An opportunity for full-time professional employment arises which would make it impossible for the student to maintain their studies on a full-time basis.
- c) If a student registers full-time in another degree program.

In order for the transition from full-time to part-time to be approved, the application to the School of Graduate Studies for transfer must be accompanied by:

- i) a statement by the student of the reasons for requesting the transfer, a plan of study setting out the steps to be taken and a timetable for completion. Documentation is required to support changes associated with health, employment or registration in another full-time program.
- ii) a statement from the program advisor/supervisor that the study plan and timetable are realistic. It is expected that the student applying for a transfer for reasons other than those set out in (a) above will have completed all data collection for the research and that the thesis is scheduled to be finished within one year of the time of transfer.

In cases of financial hardship after the period of BIU eligibility has expired, the taking up of full-time employment of a general nature may be considered provided that i) and ii) above are satisfied and completion is expected within one year of the time of transfer.

The registration of a student who has transferred to part-time status will be reviewed after one year; if the student has failed to make substantial progress during the year, he/she may be required to return to full-time status or to withdraw from the program.

- NOTE:**
- a) All Master's students registering initially in a full-time program as a full-time student must pay full-time fees at least for the first three terms, whatever their registration status, and all doctoral students registering initially in a full-time program as a full-time student must pay full-time fees at least for the first six terms whatever their registration status.
 - b) Students who meet the conditions for part-time status will be charged the part-time fee, which is currently one half of the full-time fee.
 - c) No changes of registration will be granted after the Ontario government enrolment count date for that term (1 November for Full term, 1 February for the Winter term, 30 June for Spring/Summer term, and 23 July for the Summer term).

11.6.3 *Transfers from Part-time to Full-time Status*

Students who begin as part-time students may transfer to full-time status if this modified registration plan is approved as part of their program prior to being accepted (see *Admission and Registration* of the Graduate Studies Calendar at <http://www.queensu.ca/calendars/sgr/index.html>). Applications for transfer to full-time status would also be considered if the circumstances of the student, which led to the original request for part-time enrolment have changed. However, subsequent return to part-time status would then be in the context of the guidelines set out in section (9.5.2 *Transfers from Full-time to Part-time Status*).

11.6.4 *Full-Time Off-Campus Status*

Without forfeiting full-time status a graduate student may be absent from the University for the purposes of visiting libraries, undertaking field work or taking a course at another institution, provided that, if the period exceeds four weeks in any one term, written permission is obtained from the student's department and the School of Graduate Studies. For additional information

please refer to the SGS calendar on the website at:
<http://www.queensu.ca/calendars/sgr/index.html>. The application form can be downloaded from the Graduate School's website at:
<http://www.queensu.ca/sgr/Currentstudents/formsforstudents.html>.

11.7 Credit for Courses External to the Offerings of the Faculty of Education

M.Ed. students, with the approval of the program advisor and the Faculty's Associate Dean of Graduate Studies and Research, may take up to two half courses, either at the graduate level or at the advanced undergraduate level, from another university or from another degree program at Queen's for credit toward their M.Ed. degree. The final approving authority for a course registration at another university is the Dean of Graduate Studies. If approved, such courses would become part of the ten half courses required for the M.Ed. Please note that advanced undergraduate courses would have to be accompanied by a memo from the instructor of the course to make it equivalent to a graduate level course.

Ph.D. students are encouraged to take courses in other departments or at other universities, but such courses will not normally take the place of the required courses in the Ph.D. program. Courses from other departments or universities must be approved by the supervisor and Faculty's Associate Dean of Graduate Studies and Research and by the Dean of Graduate Studies.

1. *Courses Taken at Other Universities.* There are two procedures by which a student may take courses at another university.
 - a) Many Ontario universities cooperate in graduate instruction. Graduate students visiting such a university must apply using a *Visiting Graduate Student Application* form. Completion and approval of this form by appropriate authorities at both institutions constitutes a registration. Information and application forms are available in the Graduate Studies and Research Office.
 - b) Students taking a course from a university not belonging to the inter-university scheme outlined in (a) above must formally register using a registration form with the host university under its regulations and ensure that, upon completion of the course, an official transcript of his/her record is forwarded to the Graduate School. Please see the SGS online calendar <http://www.queensu.ca/calendars/sgr/index.html> for further details. Full-time students requesting an exemption of tuition fees at Queen's for the period of off-campus study must provide proof that they are being charged full-time fees at the other university. Normally that is related to a full-time course load as defined by the other university. If the student is not studying full-time at the other university the student would be expected to pay tuition fees at both universities.

NOTE: Students taking a course under either category (a) or (b) must submit an outline of the course(s) they propose to take to the GSRO for approval of the Faculty's Associate Dean of Graduate Studies and Research and the School of Graduate Studies, and continue to register at Queen's using an academic change form available from the GSRO.

2. *Courses Taken from Other Degree Programs at Queen's.* Students taking a course from another Queen's degree program must include that course registration on an academic change form and receive the instructor's signature of approval on that form prior to submission to the Graduate Studies and Research Office.

11.8 Voluntary Withdrawal from the Program

Students may choose to withdraw voluntarily from their graduate program; however, it is strongly recommended that they consult with their program advisor/supervisor before doing so. Files for students who have withdrawn are retained for five years after the term of withdrawal.

To withdraw, a student must complete an Academic Change (ACF) form, have it signed by the program advisor/supervisor, and deliver it to the Graduate Studies and Research Office for the signature of the Associate Dean of Graduate Studies and Research along with their student card. The ACF will be forwarded to the School of Graduate Studies for final approval.

11.9 Re-Admission Guidelines

Students who have voluntarily withdrawn from their graduate program who want to return to complete their degree at a later date must apply for readmission and pay the application fee. If returning in September this application may be submitted online, otherwise the applicant will need to request a paper-based application from the Graduate Studies and Research Office.

In addition to the normal application procedures the student must provide the following information:

- Provide a detailed plan of study showing a timeline for the completion of the remaining degree requirements
- An optional letter outlining the circumstances initiating the withdrawal originally and what has changed to make it possible to return to their studies is encouraged
- If the applicant has finished all of their coursework the applicant must put together a thesis supervisory committee and submit their Appointment of Thesis Supervisory Committee form, which must also be signed by their supervisor and committee members OR a Project Proposal form and a description of their proposed research signed by their project supervisor (if the student was already working on their project or thesis at the time of withdrawal they must submit updated paperwork)

After all of the above has been received the application will be reviewed by the Admissions Committee and a recommendation will be forwarded to the School of Graduate Studies for a final decision and they will advise the applicant of the outcome of their application; readmission is not guaranteed.

Re-admission fees for those initially enrolled as full-time may apply. See Readmission Fees at http://www.queensu.ca/calendars/sgsr/Admission_Registration.html.

12.0 MATERNITY, PARENTAL, AND MEDICAL LEAVE

Graduate students who plan to take a maternity, parental, and/or medical leave from their program of study may register inactive without prejudice to their academic standing. The maximum duration of the maternity and parental leave is two terms and two terms respectively. Both parents are entitled to a parental leave. In addition, mothers are entitled to a maternity leave. The maternity and/or parental leave would normally be taken during the first year of the child's life. A fee waiver for the period of the leave will be granted by the School of Graduate Studies.

Graduate students may apply for a leave of absence on medical grounds for one term and up to a maximum of three terms. Students are required to provide documentation from a doctor or a health practitioner to support a medical leave of absence for the duration of the request. For further details please see the School of Graduate Studies calendar section *Admission and Registration* at:

http://www.queensu.ca/calendars/sgsr/Admission_Registration.html

For students taking a maternity, parental, and/or medical leave, the statutory periods for completion of degree programs, together with the prescribed maximum periods of eligibility for financial support from Graduate School sources will, on resumption of studies, be extended by the time-period taken for the leave.

Awards to individual students, which are derived from the resources of the Graduate School (Queen's Graduate Fellowships, Dean's Awards, Tuition Bursaries and Queens' Graduate Awards) will be suspended for the duration of a maternity, parental, and/or medical leave. On resumption of studies, the award will recommence to make up the full time-span for which support was originally granted.

Students holding externally funded fellowships, or other forms of support derived from sources external to the university, must observe the regulations prescribed by the granting agency concerned.

Requests for maternity, parental, and/or medical leave should be submitted in writing to the Graduate Studies and Research Office, Room A106 in advance of the leave. All such requests must be approved by the program advisor/supervisor and the School of Graduate Studies.

12.1 Maternity/Parental Leave Funding

Effective January 2011, the School of Graduate Studies (SGS) is making available Maternity-Parental Leave Funding for doctoral students. These funds provide support to a new parent who takes a leave from full-time graduate study to start or expand their family.

The SGS will provide \$5,000 to funding-eligible Ph.D. students who have been granted maternity or parental leave under the Maternity and Parental Leave regulation. This regulation can be found at: http://www.queensu.ca/calendars/sgar/Maternity_and_Parental_Leave.html.

The eligibility criteria for Doctoral Student Maternity/Parental Leave Funding can be found on the SGS website at: <http://www.queensu.ca/sgs/forstudents/prospectivestudents/funding/html#maternity>

13.0 COURSE CONDUCT

13.1 Primary Courses

The courses prescribed for a student's approved program of study are designated as primary. In other words, all courses counted toward the M.Ed. or Ph.D. degree are considered to be primary courses. Courses extra to the degree are designated as secondary. (See also Section 11.6.)

13.2 Hours

With the exception of the M.Ed. project, M.Ed. thesis, and Ph.D. thesis (EDUC 898, 899, and 999), all courses are half courses offered on a term basis. In the fall and winter terms, classes meet for 3 hours per week for 12 weeks, for a total of 36 contact hours. In the summer term, the 36 contact hours occur over a more compressed period of time, normally five weeks beginning after the July 1st statutory holiday.

13.3 Timetable and Course Offerings

Not all courses listed in the current Calendar of the Graduate School are offered in each term. Details of available courses and the timetable are available on the Graduate Studies and Research Office website at

<http://educ.queensu.ca/graduate/current/timetables.html>. It is recommended that students check this site regularly for updates when making course selections to ensure they are working with the most recent version of the timetable.

13.4 Style Guide

Term papers, projects, and theses must be written in accordance with an approved and consistent style. The following manuals, available from the Campus Bookstore, are examples.

Publication Manual of the American Psychological Association (4th edition, revised; 1994) (APA manual).

Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th Edition, revised; University of Chicago Press)

Instructors will indicate which style is preferred for their classes. Please consult the theses and projects in the Education Library located on the second floor of the library at the top of the stairs for examples of formats, and General Format of Thesis on the Graduate School website at http://www.queensu.ca/calendars/sgrs/Completion_of_Programs.html. Project students should use this as a guide as well.

13.5 Copyright Act

For information on the Canadian Copyright Act, please go to the following website: www.faircopyright.ca.

14.0 ACADEMIC STANDARDS

The maintenance of high standards is seen as a responsibility to students in the program, to the University, and to the field of Education at large. In this section, details of the grading system used are given, followed by procedures relating to failure and appeal. These procedures are designed to ensure that overall standards are maintained in the program by the faculty and students alike.

14.1 Student Assessment

The performance of each student is assessed in every course constituting his or her program. Instructors use their discretion as to the most fair and fruitful means of assessment. At the beginning of a term instructors will provide a clear statement of the basis on which final marks are assigned. They will also specify the term work expected and weight, if any, that it will contribute to the final mark. It should be noted, however, that the Faculty's Associate Dean of Graduate Studies and Research is responsible to the Graduate School for the maintenance of overall standards in course evaluations.

14.2 Grading System

The grading system used is that of the University. Letter grades should be used for all graduate courses offered in the Faculty except for EDUC-900 which is a pass/fail.

The following table interprets the letter grade system in marks.

Letter Grade	Percentage	Descriptor
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A+	90 – 100	Exceptional; significantly exceeds the highest expectations for the assignment or course
A	85 – 89.9	Outstanding; meets the highest standards for the assignment or course
A-	80 – 84.9	Excellent; meets very high standards for the assignment or course
B+	77 – 79.9	Very good; meets high standards for the assignment or course
B	73 – 76.9	Good; meets most standards for the assignment or course
B-	70 – 72.9	More than adequate; shows some reasonable command of material
Fail	less than 70%	Covers a range between patchy work, some inaccuracy and confusion, clumsy application of techniques and principles, inadequate indications of knowing the most important features of the topic, of not having ability to synthesize, etc. and glaring inaccuracy and confusion, little or no grasp of techniques and principles, trivial and irrelevant treatment of topic, etc. In general, this category characterizes work that fails to demonstrate the minimal knowledge and skills for effective work in the discipline. (Also see 14.6 below.)

14.3 Incomplete Grades: Policy

Under special circumstances **only** a student may receive an “incomplete” (IN) standing in a course.

It is left up to the instructor’s discretion whether or not to accept work submitted after the due date. It is important to note that extensions are not automatic, and the Faculty’s Associate Dean of Graduate Studies and Research will only approve a grade of IN after receiving notification in writing from the instructor of the course that an extension has been granted and dates have been set for receipt of the outstanding work. For submission of the work, the instructor may allow the student a maximum of one full term, or any part thereof, immediately following the student’s term of registration in the course. Instructors who choose to submit an incomplete grade are required to submit an Incomplete Grade Statement outlining the agreement between the instructor and the student on the plan to complete the course. Forms are available in the Faculty’s Graduate Studies and Research Office.

If the student does not submit the outstanding work by the deadline as set by the instructor a final mark will be submitted. If the final grade is a failing mark, the student may not register for further courses until the failure has been dealt with.

Once an instructor has submitted their grades through PeopleSoft any change of grade will need to be submitted via email to the Graduate Assistant a minimum of five working days prior to the end of the term following the initial term of registration in the course.

It is also important for full-time students to note that having "IN's" on their internal transcript may be held against them when decisions are made on rankings for university awards.

14.4 Incomplete Grades: Procedures

- the student must request an extension from the instructor of the course before the end of the term in which he/she originally registered for it
- if the instructor agrees, the instructor and student must complete and submit the Incomplete Grade Statement to the Graduate Studies and Research Office
- after the Incomplete Grade Statement is submitted to the Graduate Studies and Research Office the instructor may enter the grade of 'IN' into their grade roster, except Individual Studies (EDUC-897's) which will be entered by the Graduate Assistant
- the Faculty's Associate Dean of Graduate Studies and Research will approve/post the grades in SOLUS
- it is expected that the instructor will normally submit a grade for the course to the Graduate Studies and Research Office within two weeks following the submission of the student's "incomplete" work via email
- when instructors approve an extension it is important for him/her to build in marking time so the grade can be submitted before the end of the following term

Additional extensions are not expected unless there are unusual extenuating circumstances such as illness. In this event the student must:

- discuss their situation with their instructor before their extension expires as early as possible
- prepare a letter addressed to the Associate Dean of Graduate Studies and Research outlining the reasons for why a further extension is required
- get a copy of the Incomplete Grade Statement from the Faculty's Graduate Studies and Research Office, meet with the instructor to complete and sign the form and submit it along with their letter to the Graduate Studies and Research Office before their original extension expires

Failure to follow these procedures before 120 days after the previous term ended will result in an automatic 'fail' for the course.

A student will not be normally permitted to register for further courses until the "failed" course has been dealt with in accordance with the policies of the School of Graduate Studies.

14.5 Appeal of an Assigned Grade in a Graduate Course

These procedures represent the course of action that is to be followed if a graduate student in the Faculty of Education wishes to appeal a grade in a graduate course. These procedures should be read in conjunction with sections http://www.queensu.ca/calendars/sgsr/Appeals_Against_Academic_Decisions.html, *Appeals Against Academic Decisions* and http://www.queensu.ca/calendars/sgsr/Appeal_of_an_Assigned_Grade_in_a_Graduate_Course.html, *Appeal of an Assigned Grade in a Graduate Course*, in the Calendar of the School of Graduate Studies. These procedures do not apply when a failing grade (FA) has been received in a course; in this case section 14.6 of this Handbook applies.

14.5.1 Informal Appeal

If a student wishes to appeal a grade in a graduate course he or she shall first appeal informally to the instructor of the course and ensure that the instructor is aware of all the facts which the student believes should bear on the decision. The informal appeal should be made as soon as possible after the grade is announced and, in all cases, within ten working days of the posting of the grades.

14.5.2 Formal Appeal

If the student is not satisfied by the informal review outlined above and still feels the decision is not academically just, then he or she may appeal to the Graduate Studies Faculty's Associate Dean of Graduate Studies and Research for a further review within ten working days of the date on which the formal appeal was requested. This request shall be in the form of a letter to the Graduate Studies Faculty's Associate Dean of Graduate Studies and Research and should outline all the relevant facts presented at the informal review. This request shall be lodged within ten working days of the informal review. Upon application, the student shall pay a fee of \$25 CAN to submit the appeal payable via a cheque made out to Queen's University. In the event that the grade is raised, the fee will be returned; however, if the grade remains the same or is lowered, the fee will not be returned.

The Graduate Studies Faculty's Associate Dean of Graduate Studies and Research will then appoint an ad hoc committee to undertake the review. The review committee shall consist of the student's program advisor, and two graduate faculty members appointed by the Graduate Studies Faculty's Associate Dean of Graduate Studies and Research. The student and the instructor of the course in question shall be interviewed by the committee to ensure that all the pertinent facts are taken into consideration. The committee will submit a written report, which will represent the final departmental decision on the matter including the final grade. In the event that the advisor is the course instructor and/or is unavailable to serve on the committee, the student shall nominate another graduate faculty member for the committee. In the event that the Graduate Studies Faculty's Associate Dean of Graduate Studies and Research is the instructor and/or the program advisor, the Dean shall appoint the second committee member.

The grade determined by means of the review shall be recorded as the final official grade, irrespective of whether it is identical to, or higher or lower than, the original grade. If the ad hoc committee is unable to reach an agreement on the final grade for the course, the three grades submitted by the committee members will be averaged by the Faculty's Associate Dean of Graduate Studies and Research, and the result will be recorded as the final official grade. The Graduate Studies Faculty's Associate Dean of Graduate Studies and Research will inform all parties, including the Dean of the School of Graduate Studies, of the result of the review.

Further appeal of an assigned grade can be made only on the basis of a specific procedural error or errors made in the departmental grade review procedures. This process would be done through convening the Academic Appeal Board of the School of Graduate Studies (see Step 4 through Step 5, *Appeals Against Academic Decisions*).

NOTE: This policy does not supersede the School of Graduate Studies' general regulation, *Course work Requirements, b, Failure of a primary course* (http://www.queensu.ca/calendars/sgrs/Course_Work_Requirements.html). These procedures for review of an assigned grade also do not apply when a failing grade (FA) has been received on courses numbered 899 (Master's Thesis) or 999 (Doctoral Thesis). A grade of Fail on a graduate thesis is appealed through the School of Graduate Studies' general regulation, *Appeal of Thesis Examination Committee Decision*, under *Appeals Against Academic Decisions*.

14.6 Failure in a Primary Course

(See Section *General Regulations* of the Graduate School Calendar at http://www.queensu.ca/calendars/sgrs/General_Regulations.html)

Any student who receives a grade of less than 70% in a Primary Course has failed that course. A student who fails a Primary Course may be required to withdraw from the program on academic grounds. (A Primary Course is any course prescribed for a student's approved program of study. Only courses additional to the student's approved program are designated as Secondary. For these courses a mark of less than second class may be accepted).

When a failing mark is reported to the Graduate Studies and Research Office, the following procedures apply.

- a) The student's instructor will notify the student, the program advisor/supervisor and the Faculty's Associate Dean of Graduate Studies and Research.
- b) The Faculty's Associate Dean of Graduate Studies and Research will strike an *ad hoc* committee to review the case. The failing grade will be reported to the Graduate School. *In no circumstance can the Committee recommend a change of grade.*
- c) The *ad hoc* committee must consist of the instructor who assigned the failing grade and all available instructors who have taught the student at the Graduate level, the student's program supervisor, and the Faculty's Associate Dean of Graduate Studies and Research. The student may be requested to appear before the committee. The program supervisor should ask the student to advise him/her of the circumstances that bear on the case, prior to any meeting of the Committee.
- d) The *ad hoc* Committee may make one of the following three recommendations to the Faculty's Associate Dean of Graduate Studies and Research who will forward the recommendation to GSEC of the Graduate School for consideration. That the student:
 - i) repeat the examination within one year after the original examination, or
 - ii) repeats the course, or
 - iii) take a substitute course. If iii is approved, a student may take another course approved by the Chair of the Faculty Graduate Council/Committee to allow them the opportunity to complete the degree requirements. Supplemental examinations are not normally offered.

In the case of a failing grade and in accordance with Calendar procedures the action to initiate the withdrawal procedure is taken normally by the Faculty's Associate Dean of Graduate Studies and Research and is implemented by GSEC.

14.7 Failure or Referral of the Thesis by an Examining Committee

(Excerpt from Graduate School Calendar <http://www.queensu.ca/calendars/sgsr/>)

The properly constituted Examining Committee of a thesis establishes the academic decision concerning the thesis and its defence. It, therefore, holds the same position with respect to the thesis as the instructor holds in relation to the marking of an examination or other test in a primary course. The academic decision of the Committee cannot be overturned.

Outcome categories of the oral thesis examination: At the thesis examination the examining committee will reach one of the three decisions listed below:

i Passed

A thesis is passed if it is acceptable in its present form or pending minor revisions. A thesis may be passed if no substantive changes are required. Changes in the form of corrections to include typographical or grammatical errors, minor modifications to the thesis, editorial revisions or the like, may be recommended with a thesis classified as passed. The Chairperson should indicate clearly whether or not some changes are required before final acceptance of the thesis by the School of Graduate Studies.

A list of the required revisions must be provided by the Chairperson to the student and the supervisor and the completion of the revisions must be certified to the School of Graduate Studies by the thesis supervisor or other designated person.

ii Referred

A thesis is referred if it is not acceptable in its present form, but could be acceptable pending major revisions. A thesis will be referred if it requires substantive changes such as rewriting a chapter, reinterpretation of data, corrections to calculations or additional research in order to attain acceptable standards of coherence and integrity in argument and presentation. The nature of the revisions and or additional work must be specified in writing by the Chairperson to avoid dispute or ambiguity. When outlining the revisions and or additional work required, the Chairperson must be as specific as possible. These comments will be passed on to the candidate by the School of Graduate Studies as conditions to be met for the thesis to be passed. The Chair, in consultation with the committee, may decide to reconvene the examining committee and hold another oral exam.

The examining committee may also use the referred category if it determines that the oral examination itself, either separate from or in conjunction with the written thesis, is unsatisfactory. In such cases, a second oral examination must be held, and the committee must then return a decision of either “pass” or “failed”.

In all cases of referral, the nature of the revisions and/or additional work, and/or the holding of a second oral examination, must be specified in writing by the Chairperson to avoid dispute or ambiguity. When outlining the revisions and/or additional work required, the Chairperson must be as specific as possible. These comments will be passed on to the candidate by the School of Graduate Studies as conditions to be met for the thesis to be passed. Any outlined revisions must be certified by the Chairperson or delegate as having been completed satisfactorily. Usually, this certification is delegated to at least two members of the Committee.

In all cases of referral, the examining committee remains in being until it has agreed that the thesis is either passed or failed.

NOTES ON THE "REFERRED" CATEGORY

1. If the committee returns two or more votes for referral it may hold another examination after the candidate has carried out further research and/or rewritten the thesis, but normally not more than one year later.
2. Candidates have up to twelve months to complete revisions to their thesis but should be

encouraged to do so as soon as possible. In cases where the thesis has to be re-submitted to the examining committee, and/or a second oral examination has to be held, this has to be done no later than twelve months from the date of the first oral examination.

3. A thesis that has been defended by oral examination can be submitted once more only in revised form. A candidate whose thesis does not satisfy the examining committee on the second submission will be failed (see Withdrawal on General Academic Grounds).

iii Failed

A thesis is failed if it is unacceptable to the discipline even with substantive revisions. If the examining committee returns two or more votes showing failure, the committee will advise that the student be required to withdraw on general academic grounds. The student will be notified of the result immediately by the Chair of the committee and the decision confirmed in writing by the School of Graduate Studies.

Completion of degree requirements after the oral thesis examination: The Registrar of the Graduate School will notify the successful candidate of the completion of the degree requirements only after submission to the School by the candidate, a final pdf of their thesis to QSpace after the Thesis Examining Committee and the supervisor/committee has approved the revisions, formatting, etc. Tuition fees will be charged up to the date of receipt of these items.

14.8 Withdrawal on General Academic Grounds

In addition to the circumstances outlined in sections 14.6 and 14.7, there are other academic circumstances that could lead to a recommendation that the student be required to withdraw. To cite several examples: in the judgment of the supervisor or a supervisory committee the student may be making unsatisfactory progress in research; the student may have failed the comprehensive examination; there may have been marginal performance in seminars; preliminary drafts of chapters of the thesis may reveal an unsatisfactory standard of scholarship; or in the judgment of the supervisor or supervisory committee or other departmental academic committee, the student's overall academic performance in the required coursework is not acceptable. For such cases the Department shall recommend withdrawal to the Chair of the Faculty Graduate Council/Committee and shall inform the student in writing that such a recommendation is being made and the grounds for this recommendation.

The departmental recommendation shall be taken to a meeting of the Faculty Graduate Council/Committee. The Chair/Associate Chair of the Faculty Graduate Council/Committee shall inform the student that they may attend the appropriate meeting of the Faculty Graduate Council/Committee, with or without a representative, and that they are entitled to present the case. If the student does not wish to attend the meeting, the student can submit a written response to the recommendation, for circulation to the Committee and for discussion by the Committee at the appropriate meeting. If the student does not respond to an invitation to attend the meeting, or does not make a written submission, the process will continue without the student's input.

Review of the case by the Faculty Graduate Council/Committee is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Faculty Graduate Council/Committee approves the recommendation of the Department, the Chair of the Faculty Graduate Council/Committee shall report the case to the Dean of the School of Graduate Studies who shall notify the student in writing of the recommendation by the Faculty Graduate Council/Committee. This letter will also inform the student of the relevant appeal procedure under SGS

General Regulation Appeals Against Academic Decisions and will inform the student of the academic services provided by the Coordinator of Dispute Resolution Mechanisms and the Society of Graduate and Professional Students' Student Advisors.

15.0 REVIEW PROCEDURES FOR ACADEMIC DECISIONS AFFECTING GRADUATE STUDENTS

Appeals Against Academic Decisions (Section *General Regulations* Graduate School Calendar at [http://www.queensu.ca/calendars/sgsr/Graduate Degree Programs General.html](http://www.queensu.ca/calendars/sgsr/Graduate_Degree_Programs_General.html).

Many problems arise from misunderstandings that can be cleared up by informal discussion. If you are upset about the way in which another person (or body) has acted toward you, it is wise to first seek confidential advice from your supervisor, a friend, colleague or University Grievance Advisor, whom you feel will be sympathetic but also fair minded. The general approach of the University is to encourage the speedy resolution of problems informally and through normal administrative routes, i.e. Faculty's Associate Dean of Graduate Studies and Research and department heads before pursuing formal appeal processes. If this approach does not lead to a resolution to the problem then you may request that your appeal be heard by the Academic Appeal Board.

If you request that your appeal be heard by the Academic Appeal Board, you should be aware that any documents you submit to support your appeal must be distributed to each party to the appeal. You should also be aware that as an appeal progresses, there will necessarily be more respondent parties, the original respondent being joined first by your department's Faculty's Associate Dean of Graduate Studies and Research of Graduate Studies and by the Head.

The fairness or consequences of academic assessments, decisions or regulations may be appealed. Course marks or exam committee decisions cannot be overturned but alternative actions (including the possibilities of further exams) may be mandated.

The normal steps in the Appeal process are outlined in the School of Graduate Studies calendar as noted above.

Disposition of Appeals

Upon completing its review, the Academic Appeal Board may make one or more of the following dispositions:

1. Uphold the Appeal

If the Academic Appeal Board upholds the student's appeal, it shall refer the matter back to the Department or body concerned with specific recommendations *for settlement of the appeal*.

The Department shall report back to the Academic Appeal Board on the resolution of the appeal. The Academic Appeal Board shall retain jurisdiction over the appeal pending receipt of a report from the Department.

2. Deny the Appeal

If the Academic Appeal Board denies the appeal, it shall report to the parties to the appeal that no action

shall be taken with respect to the appeal and dismiss the appeal. The decision of the Academic Appeal Board shall be final, unless the appeal is based on grounds of unfair procedures or allegations of bias. In this event, the student may appeal further to the Senate Grievance Board.

3. Make Recommendations on Policy, Procedure and Principle to the Graduate Council

If the Academic Appeal Board, in hearing a case, identifies matters of policy, procedure or principle that have broad implications for the Graduate School, it should draw these to the attention of the Dean and the Graduate Council.

16.0 ETHICAL REVIEW PROCEDURES

Research involving humans in Canada is guided by the *Tri-Council Policy Statement* (1998) which can be accessed at the Queen's University website (<http://www.queensu.ca/vpr/greb/grebinfo1.htm>). The primary principle that guides the ethics review of research proposals is respect for human dignity. This principle aspires to protect the interests of persons participating in research. Seven other principles that follow from this primary principle are discussed in the *Tri-Council Policy Statement* and in Queen's *General Research Ethics Board Ethics Document*. In both documents, concerns specific to educational research are raised. For example, teachers are seen to be in a position of authority in relation to their students and students may feel coerced to participate in research when their teachers make this request. You are urged to read the documentation about research ethics early in your graduate program, discuss the ethical aspects of your proposed research with your research supervisor, pay particular attention to the deadlines, and submit your ethical review materials one to two months before you expect to begin your research.

It is University policy that applicants whose research involves the use of human subjects submit their proposals to ethical review. You should complete this process by working closely with the faculty member supervising the research. Details of Queen's ethical review process can be found in the document Queen's University *General Research Ethics Board Ethics Document*, known as GREB. This document, the forms, a 22-item Ethics Checklist, and instructions to submit a proposal or protocol for review can be accessed at the following website (<http://www.queensu.ca/ors/researchethics/>).

The Faculty of Education has a Unit Research Ethics Board referred to as the E-REB whose members are appointed by the Dean of Education. Proposals are submitted to the Graduate Studies and Research Office in **triplicate**. Incomplete submissions are returned for re-submission. Submission dates to E-REB normally occur in the last week of each month with the regularly scheduled meeting taking place in the following week. The full process can take up to two months depending on the thoroughness of the initial submission, the complexity of the study, and whether the proposal is recommended by E-REB for expedited review or full review by GREB. Therefore, it is very important to start this process as early as possible. For submission deadlines and meeting dates of the Education Research Ethics Board, E-REB, please check the Graduate Studies and Research Office web page: <http://educ.queensu.ca/research/ethics/index.shtml>.

The Queen's GREB document and website contain the GREB's descriptions of two categories of submission and two possible recommendations E-REB can make for each category. All submissions for both categories should be made using the full protocol, "Submission for Ethics Review of Research Involving Humans" and should be submitted to the Graduate Studies and Research Office.

Prior to submitting a research proposal to Education's Research Ethics Board (EREB), graduate students must be registered for their thesis, project or dissertation. Also, for thesis research there must be an indication that the proposal has been accepted by the student's committee, or in the case of the Master's Project, the project supervisor.

This non-credit course on human research participant protection ([CORE](#)) is mandatory for all graduate students who will engage in research involving human subjects. This is a web-based tutorial providing familiarity with the practical application of Canada's national standard of ethics for research (as outlined in the Tri-Council Policy Statement).

All students who take SGS 804 must officially register for it so that it will appear on their transcript via an Academic Change form, which is available from the Faculty's Graduate Studies and Research Office, Room A106.

The responsibility of ensuring that graduate students who must take the course (i.e. involved in human research) complete the requirement lies with the department/faculty. Therefore, all Education students must successfully complete the course prior to submitting their proposal to EREB for review. Students must confirm that they have taken the course and indicate the date of completion on the EREB checklist. If a student, who is required to take this course, submits a proposal to EREB before successfully completing [CORE](#) their application will not be forwarded to EREB.

More information about the course can be found on the [TCPS 2 website under \(http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/\)](http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/)

A complete application to E-REB consists of THREE COPIES of each of the following:

- Completed Protocol (signed and dated by you and your supervisor)
 - Two-page research summary, clearly titled and with references
 - Information Letter and Consent Forms, clearly titled
 - Letters of Information and Consent Forms checklists (available on the Graduate Studies and Bureau of Research Office web site at <http://educ.queensu.ca/research/ethics/index.shtml>)
1. The first category is submissions for undergraduate student research and graduate student research that is course based or supervised pilot work.
 - 1.1. The first recommendation REB can make is to judge the research to be of low ethical concern and minimal risk (as defined in the policy), approve the research, and report the approval to GREB. (This is the only case in which E-REB makes a decision; in all other cases, the REB makes a recommendation).
 - 1.2. The second recommendation REB can make is to judge that the proposal does not meet the criteria for low ethical concern and minimal risk, and then ask for resubmission. Upon resubmission, REB can approve the research and report the approval to GREB (as above), or recommend that GREB conduct a full review at its next meeting if the proposal does not yet meet the criteria for low ethical concern and minimal risk.
 2. The second category is for graduate theses and projects, and faculty and adjunct research.
 - 2.1. The first recommendation REB can make: if the research is of low ethical concern and minimal risk, it is forwarded to GREB with a recommendation for expedited review. Expedited reviews are considered by the GREB as they are received.

- 2.2. The second recommendation REB can make: if the research is of higher ethical concern and risk, it is forwarded to GREB for full review at the next scheduled meeting of the GREB.

Ensure that you submit all the documents prior to the deadline: from the website (<http://www.queensu.ca/ors/researchethics/>) you can obtain the online form to complete, the 22-item Ethics Checklist, and instructions for the two-page proposal and the letters of information and consent. There are also a checklist required by the REB (Education), which are available through the Graduate Studies and Research Office website (<http://educ.queensu.ca/research/ethics/index.shtml>).

For more information, refer to the EREB binder which is available to be signed out from the Office Assistant.

All documentation must be submitted in triplicate to the Graduate Studies and Research Office (Room A106) prior to 4:00 P.M. by the appropriate submission deadline.

17.0 RESEARCH ABROAD

17.1 Emergency Support Program for Students

Students intending to conduct field research outside Canada are required by the Faculty of Education to participate in the Queen's University Emergency Support Program (ESP) for Study/Work/Travel Participants. This program is administered through the International Centre, and details can be obtained by visiting the following website: <http://www.queensu.ca/quic/wsa/esp.htm> and by contacting the Education Abroad Advisor at (613) 533-6000, ext. 74646. Generally the sessions are held in late October and early January, however, individual sessions may be arranged through the Education Abroad Advisor if necessary.

It is very important that all students contact the Embassy of the country that they plan to visit in order to find out what the exact requirements for that country are. Depending on the host country, some students will require work visas for conducting research work, while others will not.

17.2 Off-Campus Activity Safety Policy (OCASP)

Students should also read the "Off-campus Activity Safety Policy", which can be viewed at <http://www.safety.queensu.ca/policy/activity>, and the "Policy Statement on Health & Safety" at <http://www.safety.queensu.ca/pol.htm>. There is also a form called "Off-campus Activity Safety Policy Planning Record", which is required as part of your ethical review available at the following website: <http://www.safety.queensu.ca/policy/activity/form1.pdf> if you will be working off-campus. Failure to complete the three main elements related to out of country research may jeopardize the completion of your program.

18.0 GENERAL INFORMATION

18.1 Biographic Information

Students are responsible for notifying the University Registrar's Office via the Student Online University System (SOLUS) of changes in personal data such as address, telephone number, citizenship, and name.

Students should ensure that the names appearing on registration forms are consistent, and that they correspond exactly with the names that they wish to appear on degree lists and degree certificates.

18.2 Change of Program Advisor/Supervisor

Any request for a change in assigned program advisor/supervisor should be made in writing to the Faculty's Associate Dean of Graduate Studies and Research with the knowledge of the previously assigned program advisor/supervisor.

18.3 Convocation

Queen's University holds a Convocation ceremony in the spring and fall of each year. However, degree lists are prepared by the Graduate Studies and Research Office at the end of each term, i.e. in January, May, and September. Students completing degree requirements during the fall term, whose names appear on the January degree list, are laureate at the spring Convocation. Upon notification by the Faculty's Associate Dean of Graduate Studies and Research, the Registrar of the Graduate School advises the student of his/her successful completion of the degree and of the date of Convocation.

The hood for the degree of Master of Education follows the same pattern as the hoods of other Faculties within Queen's University. It is black silk, lined with powder blue silk, bordered with powder blue silk. The hood for the Ph.D. in Education is scarlet silk, lined with gold, and bordered with blue.

Please remember that you must apply for convocation. Please go to the School of Graduate Studies website at: http://www.queensu.ca/calendars/sgsr/Completion_of_Programs.html for details.

18.4 Guidelines for Student Vacation

(Approved by the Queen's School of Graduate Studies, July 2009)

Scheduled leaves and vacations are a recognized benefit in terms of personal health and workplace productivity. We recommend that graduate students think about and plan regular vacation leaves. Graduate students are not employees of the School of Graduate Studies and as a result, there is no mandated entitlement for a vacation benefit. However, the following guidelines are offered to students, graduate Faculty's Associate Dean of Graduate Studies and Research, program directors, department heads and graduate student supervisors.

Student should be able to take up to 10 working days off, over and above statutory holidays and/or periods when the University is officially closed (i.e. the period between the December-January holidays) provided that the time off:

- Should not compromise the progress of a student's studies;
- Is negotiated and approved well in advance. As a rule of thumb, one month's notice should be given prior to scheduling a leave;
- Is compatible with terms and conditions of the governing grant, or contract under which the student is being paid;
- Cannot be carried forward from year to year

Vacation periods do not result in any changes to registered student status; students remain registered and pay all fees during the vacation period in the academic session until completion or withdrawal.

It is expected that negotiations for time off for vacation will be free from controversy or disagreement. In the case of dispute, the usual dispute resolution procedures will apply. These procedures can be found in

the Guide to Graduate Supervision booklet (section 10) published by the School of Graduate Studies or through the School's website at www.queensu.ca/sgs.

18.5 Fees

Detailed information concerning the assessment of academic fees for full and part-time students can be found at the following website, <http://www.queensu.ca/registrar/fees>, by calling (613) 533-2040, or by visiting the University Registrar's Office in person. Their office is located in Gordon Hall, Room 125. Fees are not the responsibility of the Faculty of Education.

Appeals concerning student interest fees should be directed to the Society of Graduate and Professional Students (SGPS) at (613) 533-2924.

18.6 Student Identification Cards

Upon completion of initial registration a student is assigned a student number and is issued a Student Identification Card. This I.D. Card is renewed at the beginning of each academic session by obtaining a new validation sticker as instructed by the Office of the University Registrar. This card is required to sign out materials from the University libraries.

Students who withdraw or complete their degree requirements and would like to keep their student card as a memento of their time spent at Queen's may do so. However, if they are eligible for a refund or a prorating of their student activity fees they must:

- a) Go to the Registrar's Office and staff will place an off-campus (yellow) sticker on their card. If a student does not want to keep their card they may forward the unwanted student card to the Registrar's Office in Gordon Hall, Rm. 125 for confidential disposal.
- b) If the student is withdrawing or has finished their degree requirements and does not want to keep their student card, the unwanted student card should be submitted to the GSRO for confidential disposal.

If a student loses his/her I.D. Card, a replacement card may be obtained in the Office of the University Registrar's Office, Gordon Hall, Room 125. A fee is required.

18.7 Transcripts

Your transcript is a confidential document. To ensure that your records are kept secure, your signature is required for verification purposes or if ordering online a combination of your student number and either birth date or personal identification number (PIN) is required before copies of your academic record can be released. For that reason, they are unable to accept transcript requests via email, and to maintain the security of your transcript, they are unable to send your transcript by facsimile. All transcripts will either be held for pick-up, sent by regular mail or sent by regular mail or sent by courier if you require a speedier mail delivery service.

Please note if you have any overdue debts to the University the Senate Ruling applies and you will be unable to place a transcript order until the debt is cleared.

For further instructions about how to order transcripts, please go to the following website: <http://www.queensu.ca/registrar/currentstudents/transcripts.html>.

Transcripts submitted with applications for admission become the property of Queen's University, are subject to verification, are not available for copying and will not be returned to the applicant.

19.0 OTHER FACILITIES AND SERVICES

19.1 Faculty of Education

19.1.1 Graduate Students' Facility

The Graduate Students' Facility, officially opened in December 2002, and is designed to promote an active, engaged community, and to enhance quality of life for graduate students. It includes personal and collaborative work areas, specially designed furniture and lighting, a conference room, coffee bar, kitchen, computers, and printer and a fax machine. An access card is required to enter this facility at all times. Desk spaces and lockers are assigned by the Office Assistant, and students must apply each academic year. Desks with Faculty owned computers are not assigned spaces but are available for the use of all graduate students in the Faculty.

19.1.2 Building Access Fobs

Duncan McArthur Hall is open during the day from 8:00 a.m. to 4:30 p.m. and the main doors of the building are open during library hours on the weekends and in the evenings. Access after hours can only be gained with a valid access fob. This fob is also the same one needed for access to the Graduate Students' Facility. Registered graduate students may obtain a fob by going to the Financial/Staffing Assistant in Rm. A103B of the Faculty and making a \$20.00 cash deposit and pick up their access fob after completing a key sign out form. Fobs will automatically be deactivated after 10 working days from the date of the student's completion letter from the School of Graduate Studies. It is expected that students will return their fob in person to the Financial/Staffing Assistant for a return of their deposit within this time. Refunds will be issued by the Finance Office via cheque requisition. Students who fail to do so will forfeit their deposit.

19.1.3 Education Graduate Student Society (EGSS)

The Education Graduate Student Society (EGSS) is the official organization of graduate students in the Faculty of Education at Queen's University. The role of the EGSS is to act as a facilitator between the Faculty of Education and the graduate student body. As well, the EGSS organizes various academic and social activities for Faculty of Education graduate students. For additional information please visit the EGSS website at: <http://educ.queensu.ca/~egss>.

19.1.4 Graduate Student Listserve

The Graduate Studies and Research Office administer a listserv for registered graduate students. This list is used by graduate students and administrative staff in the Graduate Studies and Research Office (Room A105 and A106, Duncan McArthur Hall) to post important information relevant to graduate students in Education, e.g., workshops; colloquia notices, scholarship competitions, seminar notices, Graduate Student Society information, graduate student gatherings, etc. It would be appreciated if all students would ensure that the Office Assistant always has an up-to-date email address so they receive all important communications.

19.1.5 Workstations

Due to space limitations, only full-time students may be assigned a workstation through the Office Assistant in the GSRO, Rm. A106. Spaces cannot be passed on by the student when he/she completes their program. If students discover that they are not using the space on a regular basis it is important to let the Office Assistant know so the space can be reallocated if needed. Students must apply for a workstation annually.

All Education graduate students are encouraged to use the workstations that are not assigned; these are the ones with Faculty owned computers on a daily basis. In order to ensure there is available space for everyone it is important that students do not leave their personal belongings at these workstations when they're not planning to use the space. All workstations are equipped for Internet access for students who have a laptop.

19.1.6 Lockers

There are a limited number of lockers available in the Graduate Students' Facility. Full-time graduate students who require the use of a locker (only one per student) must go to the Office Assistant in the GSRO to make a request. If no lockers are available, the Office Assistant will maintain a wait list, and notify the applicant as soon as one becomes available. There is no charge for the use of these lockers; however, students are responsible for providing their own lock. Students are not permitted to claim a locker if they notice one that appears to be vacant. All locker allocations must be arranged through the Office Assistant.

There are also lockers available for a minimal fee in the Technology Wing of the building. To make arrangements to use one of these, students should go the mailroom to inquire. It is expected that students will remove their belongings from all lockers within two weeks of completing their program. The Faculty is not responsible for lost or stolen items.

19.1.7 Computers and Printing

The office of the Dean has provided sixteen computers and software for the use of our graduate students. This equipment is maintained by e-Learning Services on the second floor of the building. Printing facilities are available on Student Street. Copy cards can be purchased from E-Services.

19.1.8 Fax Machine

The Office of the Dean has provided a fax machine in the Graduate Students' Facility for graduate students. It is maintained by the Building Supervisor.

19.2 Outside of the Faculty of Education

19.2.1 Accommodations

Students wishing accommodation in the residential complex at Duncan McArthur Hall should direct inquiries to Residence Admissions, by calling (613) 533-2550 or by visiting their website at <http://housing.queensu.ca/residence/index.asp>.

Information about off-campus rooms and housing for rent may be obtained from the Director of Apartment

and Housing, 169 University Avenue, (613) 533-2501, Fax (613) 533-2196, website:
http://housing.queensu.ca/community_housing/.

19.2.2 Campus Bookstore

Textbooks and supplies are normally available through the Campus Bookstore, Clark Hall, on the main campus. It is suggested that students phone 533-2955. Further information about business hours, etc. can be found at the following website: <http://www.campusbookstore.com/>

19.2.3 Campus Security

The mandate of Campus Security is to promote a safe and welcoming environment that recognizes and is respectful of the diverse nature of the Queen's Community. They will respect requests for confidentiality, however, please note that they have an obligation to respond to situations that may threaten the safety of community members. Please see their website at <http://www.queensu.ca/security/> for information. You may need to make informed decisions about your personal security.

19.2.4 Childcare

Queen's childcare policy states the following:

“Queen's University promotes shared responsibility of child care among parents, government and the University. As part of its commitment, Queen's views as important the availability and accessibility of high quality childcare for the children of University students, faculty, and staff. Because the needs of the Queen's community are diverse, the University's role will be primarily one of facilitator, assisting students and employees to obtain suitable child care, rather than through the direct provision of services.”

Queen's recognizes that child care is a particularly critical issue in the lives of many students as they balance parenting responsibilities with academic commitments, as well as in the lives of faculty and staff as they coordinate work and family responsibilities. The information guide located at <http://www.hr.queensu.ca/guides/childcare/> is intended to assist student, faculty, and staff parents in their search for childcare in the Kingston area.

The intent of this guide is to make information about childcare accessible; in no way is this booklet judging or assessing the various centres, agencies, and organizations listed within. Omission of any relevant organization should be considered an oversight and not a comment on the quality of services provided by that organization.

The information contained in this guide is current as of July 2008. Fees and policies are subject to change, and should be verified with the individual centres and organizations.

19.2.5 Computing Access at Queen's University

Your Queen's NetID

You need to use your Queen's NetID to log in to electronic services at Queen's, such as the Queen's Portal at <https://my.queensu.ca>. The portal is a convenient collection of links where you can access your email, search for library resources and e-journals, read the latest Queen's news, and access SOLUS (for obtaining

your marks, and for updating your personal information records). Check out all the tabs at the top of the portal window to find out what other information is available to you.

Candidates can activate their own Queen's NetID using their student number. Complete instructions for activating your NetID and other FAQs are available at <http://www.queensu.ca/its/netid/faqs.html>.

NOTE: You should never send your password to anyone in response to an email notice. Spammers often try to elicit personal information this way.

Queen's Email

You may read your Queen's email online via the web page <http://webmail.queensu.ca> so it is easy to access and requires no special setup on your part once you have your NetID and password. You may use other popular email programs, such as Outlook or Apple Mail, to read your Queen's email on your home computer. See <http://www.queensu.ca/its/email/tutorials.html> for details on configuring other mail clients for use with your Queen's email.

*Your email address is your Queen's NetID followed by @queensu.ca but you may also apply for an alternate email address that includes your first and last name instead of your NetID. Look for the **your.name** link on this page: <http://www.queensu.ca/its/email.html>.*

Be sure to read your Queen's email regularly to ensure that you receive important academic, financial and administrative information from the University. Queen's assumes that you have received important email communications once they have been sent to your Queen's account.

Forwarding your Queen's email to another "free" email account (such as Hotmail) is not recommended. You are at risk of missing important email messages from the university if your "free" account has exceeded its quota, or if messages get automatically filtered into a "junk" folder. Messages may also be lost if you mis-type the forwarding address, or if your forwarded account service is temporarily unavailable.

Queen's Library Access

Access to Queen's library electronic journals is available to all Queen's students. See <http://library.queensu.ca/research/databases/subject/education> for a list of journals of special interest in Education. Off-campus journal access is also possible using your Queen's NetID for authentication with the Queen's web proxy server. Look for the "Connect from Home" links on the Queen's library pages which take you to a login screen and access to library resources from off-campus.

Internet Access

Graduate students have access to a number of internet-connected computers in the Graduate student area. There are also several sites around the Faculty of Education building in which students may access computers. The easiest site to access is the computing lab located in the Faculty of Education's Library (go all the way around the library circulation desk to the far side). Room B217 is also available for student use when not booked for classes. Wireless internet access is available in most parts of the building. See <http://www.queensu.ca/its/networks/wireless/tutorials.html> for further information about connecting to Queen's wireless networks.

Of special note are the E-Nook Kiosk (main first floor hallway), which is always available for checking your email, and the EducTuck Shop (B137c), which has a colour printer and printing workstations. (A

printing account is required. See <http://educ.queensu.ca/e-services/store/printing.html> for information.) Building floor plans are available using the *Virtual Tour* of the Faculty of Education home page at <http://educ.queensu.ca/tour.html> and information about adaptive technology can be found at <http://educ.queensu.ca/adaptech.html>.

Further Information

Information Technology Services at Queen's University publishes a number of useful information items about computing use at <http://www.queensu.ca/its/itsc/self.html>.

This site has links to such things as webmail, dial-in computing access, anti-virus protection, information for Windows and Mac users, SOLUS (student marks and address information database), and Qshare (digital locker space).

E-Learning Services (<http://educ.queensu.ca/e-services.html>) at the Faculty of Education has links to other useful resources for educators, and further information about computing within the Faculty.

Anti-Virus Software

It is highly recommended that you install good anti-virus software on your computer. Queen's has a site license for anti-virus protection software which you can download for free (your NetID will be required). See <http://www.queensu.ca/its/software/symantecendpoint.html> for further information.

19.2.6 Health Counselling and Disability Services

Health Counselling and Disability Services is located in the LaSalle Building, 146 Stuart Street. Additional information can be found at their website <http://www.queensu-hcdis.org/>.

19.2.7 International Centre

The International Centre, as a student service of Queen's University, supports the academic and personal development of international students and staff, their families and internationally minded Canadians. Through its core of services and programs the Centre aims to promote an internationally informed and cross-culturally sensitive university community. Their lounge provides a comfortable setting for relaxation, reading, conversation, and meeting people from other countries, and they are located on the first floor of the John Deutsch University Centre, at the corner of Union Street and University Avenue. They can be reached at 613-533-2604 (tel.) or 613-533-6190 (fax), and their office hours are: 8:30 a.m. - 4:30 p.m.; Monday to Friday, and their web site is <http://quic.queensu.ca>.

19.2.8 Parking

All parking areas are controlled by University Parking Regulations. Thus, cars not displaying a parking permit may be impounded if parked in these areas between 7:00 a.m. and 5:00 p.m., Monday to Friday inclusive. For short-term parking, students should use the "Pay and Display" parking in the south parking lot, entered from Union Street, or beside the Richardson Stadium. Additional information can be found at the following website: <http://www.queensu.ca/pps/parking/parking.html>

Students who want to purchase parking permits may obtain them from the Physical Plant Services, Rideau Building, (613) 533-6979. After 5:00 p.m. and before 7:00 a.m. weekdays, and all day on weekends and

statutory holidays, parking permits are not required. Students attending night classes are encouraged to move their vehicles to a Queen's parking lot close to the building after 5:00 p.m. The 'Pay and Display' parking is also free after 5:00 p.m.

19.2.9 *Education Graduate Student Society (EGSS)*

The Education Student Society (EGSS) represents all registered graduate students in the Faculty of Education at Queen's University. Further details can be found on their website at: <http://orgs.educ.queensu.ca/egss/>.

19.2.10 *Society of Graduate and Professional Students (SGPS)*

The Society of Graduate and Professional Students represent over 2,300 students, including all graduate, law and theology students of Queen's University. Further details can be found at the following website: <http://www.sgps.ca/>.

20.0 PUBLICATION AUTHORSHIP IN COLLABORATIVE RESEARCH

Graduate students are encouraged to publish results from their term paper, project, and thesis work. Such publications usually result from collaboration between a student and a faculty member. Sometimes the collaboration is in the form of a faculty member's intellectual contributions during the supervision of a project or thesis. Also, collaboration may have occurred if the research flows from a faculty member's ongoing research project. If the faculty member's editorial contributions have been significant, this too can be considered as collaboration.

Whatever the extent of the collaboration, some form of joint authorship is usually appropriate. The issue of joint authorship should be discussed prior to the beginning of collaborative work, or as early as possible otherwise. Generally, neither a faculty member nor a student may claim sole authorship of a work to which another person has materially contributed without the consent of the other person(s). So, where joint authorship is in question, the following points should enter the discussions between faculty and students.

- a) The graduate student is usually first author on publications arising directly from his/her project or thesis research.
- b) Where a significant amount of additional research, analysis, or writing is done by the supervising faculty member in order to bring the work to an acceptable level, then the faculty member might be expected to claim first authorship, and would be entitled to claim second authorship.
- c) If a student expects to be sole author on publications based on his/her research, both the student and the supervisor need to be mindful of the latter's intellectual contributions, and financial contributions if the student's work is associated with a faculty member's funded research.
- d) Students employed as research assistants on a faculty member's research project should not expect joint authorship unless they have made significant original contributions to the research program.

21.0 AWARDS AND ASSISTANTSHIPS

The following are some of the awards and other sources of financial support available to graduate students at the Faculty of Education. Students are also encouraged to examine the School of Graduate Studies calendar, *Awards*

and Financial Assistance at: <http://www.queensu.ca/calendars/sgsr/pg75.html> and the Student Awards Office website at <http://www.queensu.ca/registrar/awards> to locate additional awards and support for which they may be eligible.

21.1 External Awards

There may be many potential funding sources that you might be eligible for, depending on your interests and area of research. The key is to find them and the World Wide Web can be a useful tool. The websites for specific government agencies (both Canadian and elsewhere), various international agencies and foundations working in your area, as well as specialized bodies such as professional associations are good places to start.

21.1.1 Social Sciences and Humanities Research Council of Canada Doctoral Fellowships Program

Applications for Doctoral Fellowships and the Guidebooks are normally available on the website: <http://www.sshrc.ca> in late August each year. Please check with the Graduate Studies and Research Office for current submission deadlines. Graduate students in the final year of their Master's program who are planning to enter a doctoral program are eligible to apply.

21.1.2 Social Sciences and Humanities Research Council of Canada (SSHRC) Joseph-Armand Bombardier Canada Graduate Scholarship – Master's

The SSHRC Joseph-Armand Bombardier Canada Graduate Scholarship – Master's Program (CGS) offer non-renewable twelve-month awards tenable at recognized Canadian universities, to students who intend to pursue full-time studies at the master's level in a discipline supported by SSHRC. Awards must be taken up in May, September or January.

Additional information about these scholarships can be found at: <http://www.sshrc.ca/>

21.1.3 Ontario Graduate Scholarships

The Ontario Graduate Scholarship (OGS) program is designed to encourage excellence in graduate studies at the Master's and doctoral levels. Applications and information can be found at the following website:

<http://osap.gov.on.ca/> in late August each year. Please check with the Graduate Studies and Research Office for internal submission deadlines.

21.2 Internal Awards

21.2.1 The Alice Corry Award in Education

The Alice Corry Award in Education was established through gifts from members of the Faculty Women's Club at Queen's University, along with gifts from family and friends of Alice Corry and was established to assist women pursuing graduate studies in Education, either at the Master's or Doctorate level. Normally recipients of these awards must be in the first 2 years of the Master's program or the first 4 years of the doctoral program. The award may be used to help fund fieldwork outside the province or may be used to assist with expenses associated with conference travel if the recipient is presenting a paper and the Graduate School Conference Award has been exhausted.

Eligibility

Full-time female M.Ed. and Ph.D. in Education students who are considered an Ontario resident, have first class standing in the last two years of university study, and can demonstrate financial need are eligible to apply for this award, which may be used to help defray the cost of tuition or fieldwork outside the province and/or to assist with expenses associated with conference travel if the recipient is presenting a paper and has exhausted their Graduate School Conference Award eligibility for the fiscal year.

Application Procedures

Applications for both fieldwork outside of the province and conference travel must be submitted along with a proposed budget to the Faculty's Graduate Studies and Research Office by September 30th each year for consideration. Applications for fieldwork also must include an executive summary of the student's proposal (2 to 3 pages) or the two-page summary used for ethics review approval. Applications for conference travel also must include the title of the student's presentation and an abstract.

Maximum Award

The maximum amount awarded to each successful applicant will be variable determined by the amount available, and priority will be given to applicants proposing fieldwork outside of the province. If there is a request for more than the award, it will be adjudicated by a Faculty of Education subcommittee. Nominations are submitted to the Graduate School by the Faculty's Associate Dean of Graduate Studies and Research.

21.2.2 The Rosa Baier and Luis Bruno Award

The Rosa Baier and Luis Bruno Fund was established with a gift of \$7,000 made to the University by Rosa Bruno-Jofré, Dean of Education, in September 2008 in memory of her mother Rosa Baier and father Luis Bruno.

It was established to support initiatives of full-time graduate students at the Faculty of Education. A call will be made in the fall of each year for the submission of applications by the GSRO.

Fund Guidelines

The funds will be distributed by the Associate Dean, Faculty of Education on the recommendation of the Graduate Studies Office at the Faculty of Education, Queen's University to support initiatives of graduate students at the Faculty of Education.

Example initiatives include: conference travel, research expenses, and other student expenses associated with graduate studies at the Faculty of Education.

Awards will be distributed based on financial need.

21.2.3 The Walter F. Light Awards

These awards were established by gifts from Walter F. Light (Sc 49, LL.D. 81), who was a former Chair of

the Queen's University Board of Trustees, and CEO and Chair of Nortel (Northern Telecom), gifts from Margaret Light (Arts 47), and gifts in memory of Walter F. Light. These awards include bursaries, scholarships, fellowships, and funds for research. Applications for these awards may be made annually. Bursaries are given on the basis of financial need; other awards are made on the basis of excellence.

The Walter F. Light Graduate Fellowships in Education

Walter F. Light Graduate Fellowships in Education are awarded, on the basis of academic achievement, to full-time students in graduate programs offered by the Faculty of Education. The Fellowships are awarded by the Dean of Education on the advice of the Advisory Committee on the Walter F. Light Endowments for Education.

The number and value of the Fellowships awarded each year may vary.

To apply for these awards, students must complete the *Application for Funding*, available from the Graduate Studies and Research Office.

The Walter F. Light Graduate Scholarships in Education

Walter F. Light Graduate Scholarships in Education are awarded, based on academic achievement and financial need, to full-time students in graduate programs offered by the Faculty of Education. In order to be eligible for these Scholarships, applicants must demonstrate financial need in accordance with Queen's University's policies on student assistance. The Scholarships are awarded by the Dean of Education on the advice of the Advisory Committee on the Walter F. Light Endowments for Education.

The number and value of the Scholarships awarded each year may vary.

To apply for these awards, students must complete the *Statement of Financial Need*, available from the Graduate Studies and Research Office.

The Walter F. Light Awards for Research in Education

Walter F. Light Awards for Research in Education will be made to full-time students in graduate programs offered by the Faculty of Education to fund projects, purchases and other expenditures that will enhance research opportunities for graduate students in Education. For example, these awards may be made for conference travel, sponsoring of conferences, study travel, visiting scholars, hardware and software acquisition and upgrading, or other expenditures that will improve the research climate and infrastructure in the Faculty of Education. These Awards are made by the Dean of Education on the advice of the advisory Committee on the Walter F. Light Endowments for Education.

The number and value of the Awards for Research made each year may vary.

Application must be made to the Dean of Education.

The Faculty of Education will advertise the Awards for Research and the deadline by which applications must be received.

The Walter F. Light Bursaries for Graduate Students in Education

Walter F. Light Bursaries for graduate students in Education are awarded, on the basis of financial need, to full-time students in graduate programs offered by the Faculty of Education. In order to be eligible for

these Bursaries, applicants must demonstrate financial need in accordance with Queen's University's policies on student assistance, and be a resident of Ontario for greater than one year. The Bursaries are awarded by the Dean of Education on the advice of the Advisory Committee on the Walter F. Light Endowments for Education, or by the Student Awards Office on the advice of the Dean of Education and the Advisory Committee.

The number and value of the Bursaries awarded each year may vary.

Application must be made to the Student Awards Office no later than October 31 and January 31 each year.

21.2.4 The Elliott Travel Fellowships

The Elliott Travel Fellowships are intended to fund study outside Canada by Education students, and are matched by the OSOTF program, therefore student applicants must demonstrate financial need in relation to the study and travel that is proposed. The assessment of financial need, in relation to the proposed study and travel outside Canada, will be done by the Queen's Student Awards Office. Student applicants must submit a financial information form directly to the Student Awards Office, Gordon Hall, Room 225. The application deadline for these Fellowships is normally in late November each year.

21.2.5 The Frank Wyatt MacLean Graduate Fellowships in Education

The MacLean Fellowships were established by a bequest from the late Frank Wyatt MacLean (BA '49) who spent many years in the field of Education. They are awarded to full-time students in the M.Ed. program on the basis of academic achievement at the B.Ed. level and demonstrated professional achievement in the field of education.

Students applying for full-time admission to the M.Ed. program who are graduates of this Faculty's B.Ed. program are automatically considered for this award if they indicate that they are applying for financial aid on their application form for admission. The value of a MacLean Fellowship is variable. Recipients may also hold other Queen's scholarships up to \$2,000 in value and are eligible to be considered for Teaching Research and/or Assistantship.

21.2.6 The Upitis International Study Award

The Upitis International Study Award was established through an initial gift of \$10,000, made to Queen's University at Kingston, by Z.R. Upitis, in April 1998. A further \$10,000 was added to the bursary by a matching grant from the Ontario Government's Ontario Student Opportunity Trust Fund (OSOTF). The bursary has been established to provide capital to the Upitis International Study Award to worthy students currently enrolled in the Faculty of Education, requiring financial assistance for international study. The award will be open to full-time students enrolled in studies within the Faculty of Education. Candidates must have a record of academic achievement and involvement in extra-curricular activities, preferably, volunteer work for humanitarian causes. The award will be also based on demonstrated financial need. The value of the award will be variable. The application deadline is normally in late November each year.

21.2.7 Queen's Graduate Awards

Queen's Graduate Awards may be granted to full-time graduate students who maintain their registration

throughout the period of the award. They are only available to students in the first six terms of their Master of Education program, and to students in the first twelve terms of their Ph.D. in Education program.

To apply for these awards, students must complete the *Application for Funding*, available from the Graduate Studies and Research Office.

21.2.8 Queen's Fellowships and Scholarships

These merit awards, established by benefactors of Queen's University, make an important contribution to the support of graduates and other students. All applications for admission submitted before 1 March are considered for these awards. For further details, please see the School of Graduate Studies Calendar, Awards and Financial Assistance at:

http://www.queensu.ca/calendars/sgsr/Awards_Financial_Assistance.html.

21.2.9 Teaching Assistantships and Research Assistantships

Financial support to full-time students is also available as teaching assistantships or research assistantships.

Teaching assistantships are supported by The Faculty of Education's Dean Office and assigned on the basis of financial need and of the match between each assistantship and the experience and qualifications of the applicant. They are for one or two academic terms, and are based on a ten-week term, ten hours per week. Students must maintain their registration throughout the period of the assistantship. To apply for these, students must complete the *Application for Funding*, available from the Graduate Studies and Research Office. Additional details about teaching Assistantship in the Faculty of Education can be found at: http://www.queensu.ca/calendars/sgsr/Teaching_Assistantships.html.

Research assistantships are made available through the budgets of faculty research and development projects. These assistantships are awarded by the faculty member responsible for the project budget, and in conjunction with the Manager of Graduate Studies and Research. Usually, the awarding of research assistantships is based upon competence and experience rather than upon financial need. The remuneration and conditions of award for research assistantships vary according to the project budget. Research assistantships can be for one, two or more terms. To apply for these students must complete the *Application for Funding*; available from the GSRO. The Manager will also maintain a short list of students if requested by the student for the Spring/Summer term if he/she did not complete an *Application for Funding* when requested because he/she planned to finish their degree before then.

21.2.10 Rose A. Freeman Memorial Award

Established in September 2006 by John G. Freeman, B.A. 1976, B.Ed. 1977, M.Ed. 1990, in memory of his mother Rose A. Freeman.

Eligibility

Awarded to a graduate student Teaching Assistant in the Faculty of Education who directly contributes to the learning experience of Bachelor of Education (Con. Ed., B.Ed., Dip. Ed.) students through exhibiting outstanding commitment to the value of learning, availability to students, good organizational skills, and motivation.

Nomination Procedures

- Con. Ed., B.Ed., Dip. Ed. students and professors may nominate a TA for this award by submitting a letter in support of the nominee to the Faculty's Graduate Studies and Research Office, Room A106, Duncan McArthur Hall, Queens University by **November 30th and April 15th** each year. Complete nomination packages must consist of a minimum of two letters, one of which must be from a professor. The name of the TA and courses taught by him or her must be included in the nomination document as well as the details for why the TA is being nominated as deserving of the award.
- There will be a maximum of two awards per academic year.
- Selection is made by the Graduate Studies and Research Committee in the Faculty of Education. The Committee will review all nomination packages and determine Award winning TAs by taking into consideration all information received from both students and professors. All decisions are final.

21.2.11 The Robert J. Wilson Thesis/Dissertation Development Award

This trust was established in July 2004 by the Assessment and Evaluation Group (AEG) with support of the Dean of Education. The award recognizes the contribution of Dr. Robert J. Wilson to graduate student learning and his dedication to the growth and development of new scholars in assessment and evaluation. The annual award and prize of \$500.00 will be sustained by funds currently held in a Faculty of Education trust account.

This award supports the research of M.Ed. and Ph.D. students at the Faculty of Education who wish to make theoretical and practical contributions to the fields of (a) classroom assessment practice, (b) large scale assessment practice, or (c) program evaluation. Applicants are required to use established or innovative theoretical frameworks in at least one of these areas as a foundation for their research to be eligible for this award.

Applicants who have had their research approved by their supervisory committee as part of their graduate degree at the Faculty of Education within one year of the application deadline are eligible to apply.

Application Procedures

Each applicant must submit the standard cover page describing how their research addresses the eligibility criteria as stated above (see attached). This will be followed by a 2-page (maximum) research proposal consistent with guidelines published by the Social Sciences and Humanities Research Council (SSHRC) for its Master's or Doctoral graduate scholarship awards (see http://www.sshrc.ca/web/apply/students_e.asp).

The application deadline will be the same as the one established each year by the Faculty's Graduate Studies and Research Office for student award applications to SSHRC. The proposal and the cover page will be submitted both in paper form and digitally to the Office of Graduate Studies and Research, Faculty of Education, subject heading, <Wilson Award>.

21.2.12 Thesis and Project Competitions

There are a number of awards available for exceptional theses and projects. Please consult your supervisor.

21.2.13 The Annual Thesis in Education Prize

The Annual Thesis in Education Prize was established by the Faculty of Education's Graduate Studies and Research Committee in 1993 to be awarded for the most outstanding M.Ed. thesis completed each year at the Faculty of Education.

Eligibility

All students who have completed and defended a M.Ed. thesis in the Faculty of Education at Queen's (and who have received their bound thesis from the School of Graduate Studies) are eligible to apply for this prize. All complete applications received between August 1st of the preceding year and July 31st of the current year will be considered.

Application Procedures

Each applicant must submit the following:

- (a) a letter requesting that she/he be considered for the Annual Thesis in Education Prize
- (b) a letter of support from the thesis supervisor (maximum one page)
- (c) a three to five page summary (exclusive of references) of the thesis

The summary should indicate how the study is contextualized in the extant literature, the research methods or scholarship approaches, the findings and interpretations as well as the presentation of the findings.

Application Submission Deadline

The above-listed materials must be submitted to the Faculty's Graduate Studies and Research Office, Room A106 no later than one year following the student's completion date as stated in his/her letter from the School of Graduate Studies notifying him/her of the successful completion of the M.Ed. degree.

Adjudication Procedures

Selection will be made by a subcommittee to be selected by the Graduate Studies and Research Committee, who will judge the theses in terms of their contribution to education, quality of writing, and quality of argument or analysis. Adjudication will take place in August each year.

Value of Award

The value of the award is \$250. In addition, the recipient will receive a framed certificate and his/her name will be included on a Prize plaque that is displayed in Student Street.

21.2.14 Travel to Conferences

The School of Graduate Studies and the Faculty's Office of the Dean awards a limited amount of money to support *full-time graduate students who are presenting a paper at a conference*, which is administered through the GSRO on a first come first serve basis.

Full-time graduate students are eligible to apply for up to \$600 each year. Awards may be used to provide partial support for travel, accommodation, food, and registration fees associated with a recognized

conference at which an authored/co-authored paper is being presented. Applications from students who have completed their programs are not eligible.

Application must be made **prior** to the conference. Applications for support submitted after the conference will not be accepted.

Application forms can be downloaded from our website at <http://educ.queensu.ca/graduate/current/forms.html>. A letter of invitation or a program from the conference secretariat naming the student presenter must accompany the application. If the invitation is in the name of the supervisor, it should be indicated that the student will present and be signed by the program advisor/supervisor.

Students may apply to maximum of two times per year; however the award cannot exceed \$600 combined.

Within one week after returning from the conference the student must complete and submit a travel expense claim form, available on the Financial Services website at <http://www.queensu.ca/fins/forms/index.html> along with original receipts, and a copy of the conference program to the Office Assistant. **Monies not claimed within this period will be allocated to another student.**

22.0 FORMAT OF TERM PAPERS, PROJECTS, AND THESES

22.1 General Format of Term Papers

Papers should conform to the following format requirements.

Sheet size:	Pages must be 21.5 x 28 cm. (8 1/2 x 11 inches).
Paper:	All term papers must be produced on white, cream or ivory paper of good bond.
Production:	The text must be double-spaced except for footnotes, figure captions and quotations of five lines or more that should be single-spaced. The same type size and font must appear throughout. A typesize of 10-12 points in a standard font is required, but a smaller typesize may be used for graphs, formulas, and appendices. Ornate type styles are not acceptable. Italics may be used only for emphasis, or where appropriate (e.g. scientific names).
Style:	A consistent style should be used (e.g., APA or Turabian style) for text references, footnotes, bibliography, and figures and tables as required (see Section 13.4). The choice of which style to be used is up to the student's 898, 899 or 999 supervisor or the instructor of the course with respect to papers
References:	All references must be given in full at the end of the paper. The following examples are in APA format.

Anderson, C. R. (1970). An experiment on behavioural learning in a consumer credit game. *Simulation*

that the author of the dissertation will normally be the senior author in the majority of the manuscripts. In keeping with the requirements of the Graduate School for such theses, a formal section on co-authorship, which outlines the candidate's contribution to knowledge and makes clear the contribution of co-authors must be included in the thesis. It is required that every dissertation contain a comprehensive review of previous research; in the manuscript method, this may be (a) an additional chapter not intended for publication, (b) a separate chapter intended for publication as a review paper, or (c) included in one or more of the manuscripts. It is also required that there be an integrative chapter, discussing the findings of the entire dissertation.

Regardless of publication status of the manuscripts, the supervisory committee, the examining committee, the Faculty's Associate Dean of Graduate Studies and Research, and the graduate school will retain their rights to judge the suitability of particular chapters for inclusion in the dissertation and/or the acceptability of the dissertation for the degree.

Proposal/Committee Approval

Under normal circumstances, a doctoral student is expected to submit a research proposal for supervisory committee approval within 6 months of completing the comprehensive examination. Under the manuscript method, this could delay the beginning of the doctoral research, and in other cases it may not be possible to anticipate the direction that subsequent studies (i.e., within the dissertation) will take. Therefore, under the manuscript method, students may present their doctoral proposal as a cumulative series of proposals for separate studies, the timing of these proposals being subject to supervisory committee approval. The separate proposals must be coherent, indicating how the later studies relate to the earlier ones. All research involving human participants must receive ethics clearance; students are advised that thesis work involving multiple studies may involve multiple submissions for ethical approval.

It is essential, for the protection of the student and the university, that each component of doctoral research only be carried out after formal approval of a proposal. Furthermore, because a dissertation must be coherent and of high quality, there is no guarantee that any particular study, even though approved, will be suitable for inclusion in the dissertation.

Written Form of Thesis

The Graduate Handbook lists the contents of the manuscript method thesis and the order in which they should appear. Students should seek to avoid unnecessary redundancy across manuscripts by eliminating duplicate material. This overlap may be necessary in the original manuscripts (e.g., the same previous studies reviewed, or the same measures described), but should be avoided in the dissertation.

22.4 Personal Thesis Binding

The Graduate School is willing to accept and bind two (2) copies of the thesis if the student makes arrangements to do so. Students who want to have extra copies of the thesis bound for themselves may do so by contacting Bernadette Pratt at (613) 547-0751. Please call Bernadette to arrange a mutually convenient time. The usual turnaround time is two weeks. All payments must be made in cash. Please check with Bernadette for current prices.

22.5 Degree Completions After September 30, Fees

Students who have been assessed Student Activity Fees and complete their degree requirements after September 30th need to do one of the following in order to receive a pro-rated refund for their student

activity fees (not including health & dental):

1. Bring student card to Registrar's Office – Gordon Hall, Room 125 to have a “yellow” sticker placed on their student card (if student would like to keep their card).
2. Return student card to the Registrar's Office immediately following completion of degree requirements via mail to the following address:
Office of the University Registrar
Queen's University
74 Union St.
Gordon Hall – Room 125
Kingston, ON K7L 3N6

If the student fails to comply with one of the above mentioned options, there will be NO refund for student activity fees.

Any students wishing to receive a pro-rated refund for Health & Dental Fees, must contact the SGPS office immediately after completing degree requirements in one of the following forms:

1. In person at JDUC, Room 021
2. By phone – (613) 533-2924
3. By email – info@sgps.ca

If the student fails to comply with one of the above mentioned options, there will be NO refund for the health & dental fees.

ROLES AND RESPONSIBILITIES

(Guide to Graduate Supervision)

The Guide to Graduate Supervision was published by the School of Graduate Studies in September 2007, and is intended to provide graduate students, faculty members, departments, and research units with guidelines that encourage and promote an enriched and collegial work environment in which to pursue knowledge and academic inquiry. This book is available on the Graduate School's website at <http://www.queensu.ca/sgs/Currentstudents/Keydatesanddeadlines/Resourcesforsupervisorsandadvisors.html>.