BALSILLIE SCHOOL
OF INTERNATIONAL AFFAIRS

GRADUATE HANDBOOK

Joint WLU-UW Global Governance Ph.D. Program

2021-2022

LAURIER
Inspiring Lives!

UNIVERSITY OF
WATERLOO

Contents

1. GETTING STARTED

In this handbook, we use the term "Graduate Chair or Advisor" to refer to whichever of the Director (Professor Donais) or Associate Director (Professor Habib) is at the student's home university.

1.1 Where to Find Us

Name	BSIA Office	University Office
Professor Habib, Associate Director, Graduate Chair, PhD Global Governance, University of Waterloo	319	UW – HH 307
Professor Donais, Director, Graduate Advisor, PhD Global Governance, Wilfrid Laurier University	216	
Professor Welch, Acting Associate Director, Graduate Chair, PhD Global Governance, University of Waterloo	301	---
Andrew Thompson, Program Manager (Waterloo)	217	---
Tiffany Bradley, BSIA Administrative Manager	220	---
Joanne Weston, BSIA Administrative Assistant	213	
Kelly Brown, Program Officer (Laurier)	211	---
Maha Eid, Graduate Program Coordinator (UW)	212 (W + Th only)	UW – HH 314

1.2 Helpful Information

The first thing you should do is visit our websites:
- [Balsillie School of International Affairs](#)
- [Global Governance PhD Program](#)

- **University of Waterloo**:
  - [Graduate Studies and Postdoctoral Affairs](#)
  - [Graduate Studies Forms](#)
  - [Graduate Calendar](#) - The calendar has PDF capabilities for printing the full document or sections
  - [Graduate Student Association](#)
  - [LEARN](#) (learning management system)
  - [Quest](#) (Student Information System)
  - [UW Portal](#)

- **Wilfrid Laurier University**:
  - [Laurier Faculty of Graduate and Postdoctoral Studies](#)
  - [Graduate Calendar](#)
  - [Graduate Student Association](#)
  - [Registration](#) (LORIS)

UW students in both the Faculty of Arts and Faculty of Environment are members of the Graduate Students' Association (GSA) of the respective faculties and are encouraged to contact the GSA office for information on related services and events.

All graduate and professional students at Laurier are members of the WLUGSA, which is the student government for all graduate and professional students at Laurier, representing more than 1,000 full-time

and part-time students. The GSA supports and advocates for graduate students by providing access to services, resources, and space and by ensuring representation both internally and externally to Laurier.

Please see either Graduate Program Coordinator (UW) or Program Officer (Laurier) for general help **after** you have accessed the websites provided in this information package.

1.3 Questions?

a) See Graduate Program Coordinator (UW) to enrol in UW graduate classes labelled "*Instructor/Department Consent Required*" or Program Officer (Laurier) for Laurier classes.
b) If you wish to take a reading course (after having consulted with the program director/associate director), please fill in a reading course form (available from either Graduate Program Coordinator (UW) or the office of the Faculty of Graduate and Postdoctoral Studies at Laurier). Please get the instructor's signature and course number and return the completed form to either the Graduate Program Coordinator (UW) or the Program Officer (Laurier). More information on reading courses follows.
c) If you wish to take a course at a university other than the one you are registered at, check first to see if there is an equivalent course number at your own university. If such a course does not exist, please download the **Ontario Visiting Graduate Student** (OVGS) form from the GSPA website (UW students) or the online form at Laurier (see section 6).
d) Use your respective systems to register for classes, update your address, view your tuition account, etc. For more information, refer to: UW – Quest or Laurier – LORIS

Housekeeping

All program information and e-mail correspondence from the program administration will be directed to your University account (xxx@uwaterloo.ca or xxx@mylaurier.ca) and your Balsillie School account (xxx@balsillieschool.ca), respectively. It is your responsibility to check **BOTH** these accounts regularly and/or have the email from these accounts forwarded to one that you check on a daily basis. Any problems arising from the failure of a student to check their email for messages sent to these accounts will be the full responsibility of the student.

1.4 What to do when you arrive

If you are a UW student

You will need to pick up your student WATCard (more information is in section 3.1).

If you are a Laurier student

You will need to get a OneCard, which will act as your identification, library card, athletics membership card, meal plan card, and door access card for labs. The OneCard office is located on Laurier's campus in the main concourse, across from the university bookstore and adjacent to the Dr. Alvin Woods (DAWB) Building. You will need proof of acceptance with your student number to get your OneCard and can do so at any time.

2. REGISTRATION

2.1 University of Waterloo

Students are encouraged to register for courses as soon as registration is open (August 4, 2021, but do not *need* to register prior to the beginning of the first term. New students who have outstanding admission conditions and who have only been issued an Offer of Admission will not have access.

You can find important academic term deadlines for enrolment and registration in the Graduate Studies Academic Calendar.

2.1.1 Notes

You will use Quest to register for classes, update your address, and view your tuition account and your unofficial transcript.

For assistance in registering for courses, please see the Quest course enrolment step-by-step guide.

Graduate students who wish to enrol in undergraduate courses, or enrol in courses for Audit or extra to degree will have to complete a Graduate Studies Course Drop/Add form. In these cases, the courses cannot be added through Quest.

Also note that students do not need to enrol on Quest for the thesis. This will be done automatically.
Students having difficulties with QUEST should:
- review the Frequently Asked Questions for using Quest
- Visit the Quest help page

2.2 Wilfrid Laurier University

Consult the Graduate Calendar for a comprehensive description of available courses. You may only register for courses after you have accepted your offer of admission.

Laurier has an online registration system called LORIS. This system is used to add or drop courses. Any other changes need to go through the Faculty of Graduate and Postdoctoral Studies office. Complete instructions on how to use LORIS are on the Graduate Studies website under the Registration link.

3. ENROLLING FOR YOUR FIRST TERM OF GRADUATE STUDIES

3.1 University of Waterloo Students
(Source: Graduate Studies and Postdoctoral Affairs New Student Information)

Payment/Fee Arrangement (Tuition)

Student Financial Services will post your tuition fees on Quest approximately one month prior to the beginning of each term in your graduate studies program. Payment/fee arrangements can be made by bank payment, certified cheque, money order, bank draft, Western Union transfer, International wire transfer, or, through payroll deduction (with a promissory note) for scholarship/bursary payments. For more information about tuition fees, fee arrangements, promissory note, and payment deadlines refer to Student Financial Services.

Please note students are expected to pay tuition for all active terms in the program. Graduate students are charged tuition on a per term basis, not a per course basis.

Any scholarship/award funding not used toward tuition for the term will be refunded directly to the student by Student Financial Services during the first few weeks of classes each term. If you have a Canadian bank account, it is recommended you set up direct deposits for faster refunds.

Student Card (WatCard)

Visit the WatCard Office (Student Life Centre, inside the Campus Tech Shop) at the beginning of your academic term to pick up your student identification card. You will need to show a valid piece of photo ID. The WatCard is your one card to access many facilities and services both on and off campus. You will use it every day for food, photocopying, Physical Activities Complex access, libraries, and computer labs. Please be sure to check that the WatCard office has recorded the correct Faculty at which you are registered (Faculty of Arts or Faculty of Environment)

3.2 Wilfrid Laurier University Students

You will need to get a Laurier OneCard, which will act as your identification, library card, athletics membership card, meal plan card and door access card for labs (see 1.4 above).

4. FORMAL REQUIREMENTS FOR THE Ph.D. IN GLOBAL GOVERNANCE

The Ph.D. in Global Governance requires the completion of six courses and the following program milestones: two comprehensive examinations, doctoral seminars (see 4.4.1), dissertation proposal defence, dissertation defence. The expected time to completion is four years. Please note: students are expected to be in residence until the time their dissertation proposal has been approved/defended (normally, by the end of the 5th term or 20 months).

Typical progress through the Program is as follows:

Year	Course and Milestone Requirements	
Year 1	Term 1:	- GGOV 700/GV 710 Globalization & Global Governance - GGOV 701/GV 701 Research Methods - Normally, one other course to meet other course requirements - Doctoral Seminars
	Term 2:	- ECON 637/GV730 Economic Analysis & Global Governance - HIST 605/GV 720 The History of Global Governance - Normally, one other course to meet other course requirements - Doctoral Seminars
	Term 3:	Prepare for Comprehensive Exams
Year 2	Term 1:	Comprehensive Exams
	Term 2:	Dissertation Proposal and Defence
	Term 3:	Begin Dissertation Work
Year 3	-	Dissertation Work
Year 4	-	Dissertation Work and Thesis Defence

4.1 Degree Requirements for Students Entering from the MAGG/MIPP program

4.1.1 Entering the Ph.D. from UW's MAGG

Students entering the Ph.D. program from the University of Waterloo's MA program in Global Governance (MAGG) will normally have completed GGOV 600, ECON 637, HIST 605 as well as three other courses from the lists in section 4.4. To meet formal course requirements for the Ph.D. degree, students must complete GGOV 700 (Globalization and Global Governance) and GGOV 701 (Research Methods) along with four new term courses that meet the requirements listed in section 4.1.3, which could include alternative graduate level History and Economics courses, subject to approval by the program directors.
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UW Registration Template (entering from MAGG program)

Year One

Fall	Winter	Spring
GGOV 700	GGOV 701	Prepare for comprehensive Exams
2 electives	2 electives	

Years Two to Four: Refer to table above (Section 4)

4.1.2 Entering the Ph.D. from Laurier's MIPP

Students entering the Ph.D. program from Laurier's Master in International Public Policy (MIPP) program can count the following parts of the MIPP program toward their course requirements in the Ph.D.:
- If a MIPP graduate has done the International Economic Relations field, they will be exempt from the Economics core component. Students entering from the MIPP program will have the option of taking an alternative economics course.
- If a MIPP graduate has completed equivalent courses, they will be exempt from some Ph.D. program requirements, as decided in consultation with the Program Director. To meet their formal course requirements for the Ph.D. degree, these students must complete six new term courses that meet the requirements listed in section 4.1.4.

Laurier Registration Template

Year One[1] (non-MAGG/MIPP)

Fall	Winter	Spring
GV 710	GV 730	GV 791*
GV 720	GV 701	GV 792*
GV 702	GV 702	GV 702

Must include at least two courses from chosen field

Year One[1] (MAGG/MIPP)

Fall	Winter	Spring
GV 710	GV 701	GV 791[2]
1 elective	1 elective	GV 792[2]
GV 702	GV 702	GV 702

Must include at least two courses from chosen field

Year Two (All)

Fall	Winter	Spring
GV 791[2]	GV 799	GV 799
GV 792[2]	see below	see below

Years Three and Four (All)

Fall	Winter	Spring
GV 799	GV 799	GV 799
see below	see below	see below

1 – In Year One all students must complete six courses (Note: GV 702 does not count as a course)
2 – Students register for their comprehensive exams (GV 791 and GV 792) in Spring of Year One and Fall of Year Two.

Notes:
- MAGG/MIPP - first year electives taken by students entering from the MA in Global Governance or Master of International Public Policy require program approval.

4.1.3 Additional Degree Requirements

1. In preparation for their comprehensive exam in Global Governance, one of these courses must be chosen from the following list of field core courses.

   - GV 731/GGOV 610/PSCI 688 Governance of the Global Economy (Global Political Economy Field)
   - GV 732/GGOV 620/ERS 604/PSCI 604 Global Environmental Governance (Global Environmental Governance Field)
   - GV 733/ GGOV 630/PSCI 678 Security Ontology (Conflict and Security Field)
   - GV 734/GGOV 650/PSCI 657 International Orgs & Global Governance (Multilateral Institutions and Diplomacy Field)
   - GV 735/GGOV 642/PSCI 639 Global Social Governance (Global Social Governance Field)

   In the event that a field core is not being offered in a given academic year, for example, in Global Justice Human Rights field, the program will designate an alternate course(s) as the field core.

2. Students must choose to specialize in one of the six fields of the program. To prepare for the comprehensive exam in that field, they must select at least two of their six courses from their chosen field. (Courses taken to fulfill requirement #1 above can be counted towards this requirement). Of these two, at least one course must be a course identified as "core" for that field. The courses for each field, and the "core" courses, are listed in section 4.4. The core course requirements can be waived only if students have already taken all of the core courses for their chosen field during their MA studies.

3. After students have met these various requirements, any additional courses required to meet the total of six new courses are elective options that can be selected from any of the graduate courses offered at the two universities, subject to the approval of the respective Program Director or Associate Director.

4.2 Course Requirements

All students must complete six courses, including the following four mandatory courses: the Global Governance core course, an Economics component, the History component, and the Research Methods course (see listing below). Students are required to maintain an overall average of 80% in their graduate coursework in order to remain in good standing in the program.

Core Course component (must be completed in the first term of registration in the program)
- GGOV 700 (UW) / GV 710 (Laurier) Globalization and Global Governance

Economics Component
- Econ 637 (UW) / GV 730 (Laurier) Economic Analysis and Global Governance
- or equivalent (students who have higher than second year macro/micro economics are required to take an economics course other than Econ 637)

History Component
- HIST 605/HIST720 (UW) Global Governance in Historical Perspective
- GV720 (Laurier) The History of Global Governance

Research Methods
- GGOV 701 (UW) / GV 701 (Laurier) Research Methods

4.3 Specializing

Students must choose to specialize in one of the six fields of the program. To prepare for the comprehensive exam in that field, they must select at least two courses from their chosen field. Of these two, at least one course must be a course identified as "core" for that field (marked with an asterisk in the lists below).

Not all courses are offered each year and more courses may be available. Consult the respective Program Director or Associate Director for information on available courses in a given year. Consult the BSIA website for full course descriptions.

PLEASE NOTE: In most cases, courses are listed in only one field, but because the content of some courses ranges across more than one field, the Program tries to be flexible in interpreting their placement. As a result, if there is a course you would like to take that is placed in a field other than the one in which you are planning to specialize, you are encouraged to make a case to the respective Program Director or Associate Director that you be allowed to count this course towards your field of specialization. Students pursuing a specialized Reading Course must also consult with the respective Program Director or Associate Director for approvals as well as about the field to which the course can be allocated.

4.3.1 Conflict and Security
This field is concerned with the referent objects of security and associated threats; the causes and management of conflict; and the global governance challenges of human, state, societal, national, international, ecospheric, and global security. Courses in this stream examine the theory and practice of security at all levels of analysis. Students must choose at least two courses from among those offered at the partner universities, one of which must be the field core (see 4.1.3).

4.3.2 Global Environmental Governance
This field is concerned with the global governance of environmental issues. Courses in this stream examine contemporary dilemmas relating to the ways in which environmental challenges are being addressed and managed by multiple agents through a range of transnational institutions and governance

structures, both existing and proposed. Conceptual issues and debates, set within the context of a variety of internationally significant sustainability challenges, are investigated. Multilevel governance of these challenges at the international, regional, national and local levels are examined. Key topics covered include: global climate change, agriculture and food security, international water resource management and environmental aspects of the global economy. Students must choose at least two courses from among those offered at the partner universities, one of which must be the field core (see 4.1.3).

4.3.3 Global Justice and Human Rights
This field is concerned with the study of the relationship between global governance and issues of global justice and human rights. Courses in this stream explore themes such as: the practical and ethical challenges that international human rights and relief organizations encounter when operating in the global south; theoretical approaches to understanding global justice as a contemporary social justice issue, with a particular focus on the cultural constructs relating to conceptions of freedom, obligation, and community; and contemporary debates in the field of human rights, such as those related to cultural relativism and universal human rights, human rights and foreign policy, the place of economic rights, the relationship between gender and human rights, and human rights and retrospective justice. Students must choose at least two courses from among those offered at the partner universities, one of which must be the field core (see 4.1.3):

4.3.4 Global Political Economy
This field is concerned with the governance of the global economy and contemporary issues in international economic relations. Courses in this stream focus on the theoretical and public policy debates relating to governance of the global economy, as well as the evolution of international trade policy. Topics covered include: international finance and intellectual property rights; labour and environmental standards; the control of illicit economic activity; the removal of tariffs on goods and services; and current efforts to integrate services, investment, and intellectual property into the trading regime through the increasing overlap of trade policy with monetary, competition, cultural, environmental and labour policies. Students must choose at least two courses from among those offered at the partner universities, one of which must be the field core (see 4.1.3):

4.3.5 Global Social Governance
This field examines the prospects for the supranational governance of social issues with a particular focus on the political and philosophical underpinnings of transnational social policy cooperation. Topics covered include: the implicit and explicit prescriptions for and impact upon national social policy of intergovernmental organizations (such as the UN and Bretton Woods Institutions), international non-governmental organizations and international private actors (such as TNCs and consultancy companies); the contribution of supranational organizations, international NGOs and other global actors to the global discourse on social policy; the role of private actors and global public-private partnerships in global health policy; the development of systems of transnational social redistribution, social regulation and social provision and empowerment; the implications of human migration for social policy, and the methods and concepts used by development agencies to assess the social policy of countries and shape their interventions. Students must choose at least two courses from among those offered at the partner universities, one of which must be the field core (see 4.1.3):

4.3.6 Multilateral Institutions and Diplomacy
This field is concerned with the formal and informal practices, institutions and organizations which generate global governance. Courses in this stream focus primarily on the theory, practice and machinery of international organization, public policy, and diplomacy. Topics covered include organization theory, multilateral co-operation, foreign policy, diplomatic history, global social and public policy, representation and negotiation. Students must choose at least two courses from among those

offered at the partner universities, one of which must be the field core (see 4.1.3):

4.4 Seminars

4.4.1 Doctoral Seminar

In addition to the six courses described above, students must also participate in the Doctoral Seminars during their first year.

Please note: Laurier students are expected, according to the Calendar requirements, to register in GV702, the doctoral seminar, for all 3 terms of their **first** year in the program.

The Doctoral Seminar requires attendance yearlong. The seminar may also include specified program and school colloquia, seminars and related presentations, including public lectures at CIGI and elsewhere. Credit for the Doctoral Seminar will be assigned by the respective Program Director or Associate Director on a credit/non-credit basis. The Seminar is designed to provide structured opportunities for meaningful interaction among students, with faculty and with outside researchers and policymakers, as well as to expose incoming Ph.D. students to the range of opportunities for learning in the area of global governance within the Waterloo community.

Events, which may include in-person or virtual events, will normally be scheduled on Thursdays and Fridays, although many events will take place at other times in the week. Students should plan to be available for sessions in these time slots throughout both Fall and Winter terms.

4.4.2 Research Methods
The research methods course exposes students to methodological debates and approaches in order to help them develop the ability to professionally assess academic work as well as to help them prepare for their own dissertation research. The course typically includes topics that fall outside or transcend the appropriate scope of topics within the three core component courses and, secondly, are necessary for all students in the program either as producers or consumers of scholarly knowledge, such as Office of Research Ethics preparation.

4.5 Additional Courses
Students are allowed to take two additional courses at no cost at any time in their program. Consult with the respective Program Director or Associate Director for approvals and the Graduate Program Coordinator/Officer about the required paperwork.

4.6 Internship
Students may complete a four-to-eight-month internship working on global governance issues in the public or private sector, at a research institute, or for a non-governmental organization. The "work-term," for which no formal credit will be offered, would normally take place after the successful defence of the dissertation proposal. Students must first consult with the respective Program Director or Associate Director and normally also their Supervisor before doing an internship.

4.7 Language Requirement
Prior to beginning their field research, students whose doctoral dissertation is concerned with a non-English speaking country or region will be required to demonstrate proficiency in the language of that country. To fulfill the requirement, students will need to demonstrate to their supervisory committee proficiency in the second language, and may do so by completing designated language courses at either UW or Laurier. The language requirement must be met before the doctoral candidate proceeds to the thesis stage.

4.8 Comprehensive Examinations

Normally, candidates must write comprehensive examinations in two areas within 16 months of starting the program. Normally, students will write comprehensive exams in September at the start of their second year. The first examination will be on Global Governance and will test the breadth and depth of a student's comprehension of the leading literature. For their second examination, students will choose to write a comprehensive examination in one of the six fields of the program. Students can only write an examination in a field if they have completed two courses, one of which must be a "core course" in that field. For further details on the comprehensive exams, see the program document "*Guidelines for Comprehensive Exams for Ph.D. Students in Global Governance*" which can be found in Appendix A.

4.9 Supervisory Committees

(As amended by IUPC, May 2011)

Students are assigned a supervisor upon admission to the program; the assignment is based on the student's research interests as outlined in their application to the program. By February of the student's first academic year in the program, the student and the supervisor may discuss other possible committee members and the supervisor or student may approach these members to form the student's supervisory committee. A full committee does not have to be formed prior to the completion of the comprehensive exam, however (see below). The supervisor will be a member of the comprehensive exams field examination committee (see appendix A).

A first meeting with the supervisor and of the doctoral committee, if one has been formed, is ideally before April 30 of the student's first year in the program. Students and their supervisors are required to complete an Annual Progress Report. The UW and Laurier Annual Progress Report forms can be accessed on the "PhD Program Handbook and Forms" page of the BSIA website. Completed forms are to be submitted to the respective Graduate Program Coordinator (UW) or Program Officer (Laurier) and will be signed by the respective Program Director or Associate Director.

After a student has successfully completed their comprehensive examinations, the student should plan a meeting with the respective Program Director or Associate Director to discuss whether changes should be made to the committee in light of the student's tentative focus of research for the doctoral dissertation. If changes are to be made, the respective Program Director or Associate Director and the student will then meet with the student's supervisor to finalize changes. Normally, the committee is composed of a supervisor from the home university of the student as well as two other faculty members who are core faculty of the Global Governance program from either university. Subject to the agreement of the respective Program Director or Associate Director, and the regulations in place at the respective university, a faculty member who is not employed at UW or Laurier may be permitted to be one of the three members of the supervisory committee.

Supervisory committee meetings will normally be held before April 15 of each subsequent year in the program. Committee meetings may be held sooner than 12 months based on the particular needs of the student or of the supervisor. The form is completed and signed by all committee members and the student at each committee meeting and submitted before June 1 of the given year. The Program Graduate Coordinator/Program Officer will remind the Supervisor to hold the annual meeting 11 months after the previous meeting if a meeting has not yet been held. Completed forms are signed by the respective Program Director or Associate Director and given to the Program Graduate Coordinator/Program Officer for their records and the student's file.

4.10 Dissertation Proposal

(As Amended by IUPC, May 2011)

Normally, students will complete and have approved a doctoral dissertation proposal by the *end of February of their second year* in the program. Completion of the proposal will normally involve a formal presentation and defence of the proposal to the Supervisory Committee. Normally, committee members and the student will also complete their second Annual Progress Report following the defence/approval of the dissertation proposal.

Within one week after completion of the presentation and defence, the student will make any final changes to the proposal that arise from the defence and provide the respective Program Director or Associate Director as well as the respective Program Graduate Coordinator/Program Officer with a copy of the final proposal for their records and the student's file.

Normally, the doctoral dissertation research proposal will be no more than 30 pages or approximately 15,000 words, exclusive of bibliography. A proposal will include the following: a statement of the principal research question(s) and a justification of the question or questions; an outline of the principal theoretical orientations that are framing the research questions; a detailed outline of the research methods and steps to be taken to obtain answers to the research questions; an assessment of the likely contribution to knowledge of the dissertation research; a timetable for completion of the research.

Laurier students are required to complete the [Dissertation Proposal Approval form](#).
Waterloo students are required to complete the [Dissertation Proposal form](#).

4.11 Dissertations – Multiple Manuscript Thesis Guidelines
(Approved by IUPC in October 2014)

Doctoral theses can take various forms. The traditional thesis is a sole-authored document with various chapters. However, some theses – the multiple manuscript thesis – consist of a collection of papers that are published or submitted for publication; any such thesis must comply with the following guidelines:

1. The multiple manuscript thesis must comply with the policies and guidelines of the student's host institution.
2. Any multiple manuscript thesis must contain at least three articles.
3. At least two of the articles must be single-authored, and one may be co-authored provided the student first obtains approval from their supervisor committee, preferably at the time of the proposal defence. If an article is co-authored by the student and authors, the relationship should be explicitly stated with regards to the nature and extent of contributions to the work by all parties involved.
4. There must be a common theme among the three articles that is explained in the introduction and conclusion.
5. All articles must be of a publishable quality. Acceptance of a manuscript from a journal is separate from and does not constitute acceptance or approval by the advisory committee.

4.12 Dissertation Defence

Normally, students should complete and defend the dissertation within four years of starting the program. When a dissertation is completed to the satisfaction of the supervisor, the thesis will be referred to the other members of the supervisory committee. Committee members may be involved in the process earlier if the topic warrants it. After all committee members are satisfied with the dissertation, including completion of revisions recommended by the committee, an oral defence will be scheduled.

The regulations and procedures at the university where the student is registered will govern the dissertation, the examination formats, and the composition of the dissertation examining committee.

On the UW side, once the supervisory committee has approved a final draft, the student's supervisor should send it to UW's Academic Director for the PhD, along with (i) a *ranked* list of internal/external reviewers and external reviewers. The lists should include short biographical details and contact information for each individual. Conflict of interest rules apply to the selection of all reviewers. Guidelines are posted on the university's website (https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/thesis/phd-thesis-examination-regulations). Please note that Global Governance faculty cannot act as internal external reviewers, of course. As a first step, please check the Global Governance webpage and/or with the Graduate Coordinator, who will have the most up to date list of all faculty; and (ii) a list of available dates and times that the candidate and the supervisory committee have agreed will suit for the defense. Please keep in mind that the defense could be carried out in person or remotely (https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/thesis/phd-thesis-examination-regulations/process-remote-thesis-defence) and that we are likely to be dealing with several people located in several time zones. Note as well, that the defense must be scheduled within the operating hours of the university -- from 8:30 am to 4:30 pm Waterloo time -- because we rely on technical support as well as our faculty colleagues to chair the defense. With respect to timelines to defence - we recommend that Arts and Environment students refer to the PDF documents listed for Arts and Environment, respectively.

On the Laurier side, students and supervisors should follow the processes found on the Faculty of Graduate and Postdoctoral Studies website (https://students.wlu.ca/academics/graduate-and-postdoctoral-studies/managing-your-program/dissertation-and-thesis-preparation.html) and the academic calendar (https://academic-calendar.wlu.ca/section.php?cal=3&s=1018&ss=4197&y=84)

4.13 Teaching Certificate

Students who anticipate a career as a university lecturer will be encouraged in their second year to complete their Certificate in University Teaching at UW.

Laurier students can refer to the Graduate Studies professional Development website for any assistance or information on workshops, and are encouraged to complete the ASPIRE professional development program.

4.14 Professionalization and Partnerships

The Global Governance PhD program is committed to providing students with training for a wide range of careers in the field of global governance. In addition to the academic curriculum, we provide students with opportunities to gain relevant international work experience, whether as a visiting scholar at a top-ranked university, a fellow at a leading think tank, or an intern with the UN system.

PhD students have the option of spending time as a visiting doctoral student at The American University's School of International Service or the Department of Politics and International Studies at the University of Warwick as visiting doctoral students at some point in their programs. For more information, please see: https://warwick.ac.uk/fac/soc/pais/study/studyphd/what-is-a-phd/visiting-students/. Students may also spend time as visiting fellows at the Bonn International Center for Conversion in Germany, a think tank devoted to research on issues of peace and disarmament, and the Global Arena Research Institute in the Czech Republic, a think tank whose research explores the intersection of technology and governance.

In 2021, the Balsillie School was awarded affiliate status with the [Association of Professional Schools of International Affairs](#). Students have access to professional development opportunities through APSIA, as well as access to the weekly APSIA job board via the BSIA bulletin.

PhD students may also participate in the BSIA's Graduate Fellows program by serving as co-mentors for student groups along with BSIA faculty and fellows. The program, which is run in partnership with Global Affairs Canada, complements the unique graduate studies experience at BSIA. It is designed to provide students an opportunity to gain mentorship and guidance from senior scholars as they advance their own policy research and writing skills.

For more information about these opportunities, please see the Program Manager.

4.15 Travel and Safety Protocols and Funding for Travel

Compliance with university regulations is mandatory for all travel that is considered university business, which includes things such as conference travel and field research.

UW Pre-Departure Risk Assessment Procedures and Health Insurance

If you are traveling outside Canada on university business (such as field work, conference travel, etc.), you must complete **all** Waterloo International pre-departure [risk assessment requirements](#), including submitting all necessary forms and providing copies to the program. For travel outside of Canada, you are required to complete a [pre-departure travel form](#), submitted online through Waterloo International, and complete a [pre-departure course](#) through LEARN. Please review the [Safety Abroad](#) website managed by Waterloo International for more information. Prior to travel, students must also register with [iSOS Emergency Assistance](#). Students must also complete all relevant [Office of Research Ethics](#) requirements prior to commencing field work for their dissertations.
Note: effective October 2015, students must satisfy all university safety requirements in order to be eligible for internal BSIA funds, and the program will not support applications for UW funds until the safety requirements have been satisfied.

Students are normally not permitted to travel to countries or regions labelled as "AVOID NON-ESSENTIAL TRAVEL" or "AVOID ALL TRAVEL" by the Government of Canada. If you wish to appeal this restriction you should contact the program director on the UW-side, who will contact the Associate Vice President International to discuss why an exemption should be considered. Please note that at present final authority for travel restrictions rests with the Vice President Academic and Provost.

Before travelling, please also ensure that you have adequate health coverage. Full and part-time graduate students paying tuition to the university are automatically enrolled in the [FEDS/GSA Health and Dental Plan](#). The plan gives you international coverage for 150 days per trip. FEDS/GSA Health and Dental Plan insurance is only valid if you also have Ontario Health Insurance Plan (OHIP) provincial coverage, or UHIP coverage."

Laurier Pre-Departure Risk Assessment Procedures and Health Insurance

If you are traveling outside Canada on university business (such as field work, conference travel, etc.), you must complete **all** Laurier [pre-departure risk assessment requirements](#), including submitting all necessary forms to the International Office and providing copies to the program. This information is on

the intranet accessible through LORIS. **Note: effective October 2015, students must satisfy all university safety requirements in order to be eligible for internal BSIA funds, and the program will not support applications for WLU funds until the safety requirements have been satisfied.**

Students are normally not permitted to travel to countries or regions where the risk is considered extreme or high by the Government of Canada. Note that the program may seek advice from others such as the [Office of Research Services](#), [Safety, Health, Environment & Risk Management](#) and [Laurier Global Engagement and Exchanges](#) when deciding whether or not to approve, and if they feel it necessary, may escalate the level of approval required to a higher authority within the appropriate faculty, department or unit and ultimately to the VP: Academic & Provost or VP: Finance and Administration.

Prior to the activity, all <u>travelers must</u>:

1 Have appropriate emergency health coverage and consider purchasing **personal travel insurance coverage**;
Register with Laurier International prior to travel; and attend pre-departure preparation and training sessions prior to departure as advised.

Funding for travel for research and to conferences
Subject to the availability of funds, students may apply to the Balsillie School of International Affairs for funding support for travel for fieldwork and for travel to academic conferences.

Evaluation of the applications for field research support will be based on the following criteria:
- The articulation of the research question and the description of how the proposed research contributes to answering that question;
- The importance of the research for completion of the dissertation, paper or project;
- The clarity of the research plan, including budget, and how likely it is to be completed with the help of the grant;
- Whether the student is in good standing in their program, meaning the student has earned at least A- or 80% GPA in their last term of study; and completed all relevant milestones in a timely manner (e.g., courses, comprehensive exams, dissertation proposal);
- Completion of ethics approval (if applicable) and relevant safety protocols.

Eligible expenses would usually include travel, accommodations and meals. Subject to availability of funds, the minimum grant will be $500 and the maximum will be $1000, the quality of the applications submitted, and the demonstrated need for the funds. All requests for funds will be evaluated by the program directorship. Funds must be spent in the fiscal year in which they are allocated (May 1 to April 30).

Evaluation of the applications for travel to academic conferences will be based on all of the following criteria:
- Proof that the paper has been accepted for presentation at an academic conference;
- The paper being presented draws on the student's PhD research;
- The student is in good standing in their program, meaning the student has earned at least A- or 80% GPA in their last term of study; and completed all relevant milestones in a timely manner (e.g., courses, comprehensive exams, dissertation proposal); and
- The student has completed all relevant university protocols for research (e.g, Office of Research Ethics) and travel (e.g., UW International or Laurier International).

Eligible expenses include registration, travel, accommodations and food. Students may ask for up to $1000 in support. Normally, students may make one request for funds per fiscal year. Subject to the

availability of funds, there may be an opportunity for students to make a second request for funds in a fiscal year; however, priority will be given to students who have not yet received conference travel support. Funds must be spent in the fiscal year in which they are allocated (May 1 to April 30).

For more information, please see the Program Manager.

4.16 Internal Funding, External Funding, Research Assistantships and Teaching Assistantships

The majority of students admitted to the Global Governance PhD programs based at the Balsillie School receive some form of financial assistance. The specific terms of the support are included in the offer of admission, and students who do not hold external funding normally receive four years of funding support. Eligibility for this funding is contingent on maintaining full-time registration and good academic standing, as defined in the program regulations. **Note: The program requires <u>all</u> students who do not hold external funding to apply to the SSHRC doctoral and Ontario Graduate Scholarship competitions, as well as any other relevant competitions, in order to be eligible for internal travel and research grants. For more information about funding opportunities, please see the Program Manager.**

4.17 Inactive Status

University of Waterloo

You may apply to your academic department/Faculty for up to two consecutive terms of inactive status (with the exception of maternity/parental leaves, which allows a maximum of five consecutive terms of inactive study).

Reasons for applying for a leave of absence include medical, maternity or parental leave, limited research or work opportunity (that is not related to your graduate program) or temporary financial difficulties where the university cannot provide hardship funds.

- A leave period is *not* included in the time limit for completion of your degree program
- Leaves of absence are not permitted in your first term of registration
- A leave of absence may be declined if a grade(s) of incomplete (INC) exists on your academic record
- Leaves coincide with the start and end of an academic term (e.g. winter - Jan to April; spring - May to August; fall - September to December)
- Tuition fees are not assessed, however, some incidental fees may apply (please consult the Finance-Student Financial Services website)
- If you are requesting more than two consecutive terms of inactive status other than for maternity/parental leave, it is recommended that you voluntarily withdraw from your program until it is possible for you to resume your graduate program by applying for readmission
- If you wish to receive continued coverage in the supplementary student health and dental plans during your leave, email the Graduate Student Association (GSA) to make arrangements. If you are an international student, you are required to maintain UHIP coverage for the duration of the leave period
- Throughout your leave, you will not be eligible for graduate awards/funding, and repayment of certain scholarships may be required (repayment amounts are calculated based on the tuition refund policy). This may also have an effect on other types of funding that you may be receiving. For medical leave or maternity/parental leaves consult the Graduate Studies Awards and Funding website

- Maternity/parental (birth or adoption) leave can be approved for up to five consecutive terms. Refer to the [Enrolment and time limits](#) section of the [Graduate Studies Academic Calendar](#) for more information
- If you are requesting to go inactive for medical reasons, you will be required to <u>complete and submit </u>the Graduate Student Medical Leave Verification form available on the [AccessAbility Services website](#)

Students who have been granted inactive status are not permitted to study or conduct research during their leave of absence and thus should not expect access to their supervisor. Students with inactive status will have limited access to the services of the university.

Wilfrid Laurier University

Inactive Status is intended as a temporary suspension of a degree program, for a defined period of time (normally a maximum of one or two terms, with the exception of parental leaves, which may be for a maximum of three terms; students taking a parental leave are required to complete the [Notice of Parental Leave](#). Students who require an absence that extends beyond the allowable maximum, or who are uncertain of their return date (as distinct from the leave of absence which has a defined start and end date) are encouraged to temporarily withdraw (under the calendar provisions). Students on Inactive Status, or who have withdrawn from the university, will not have access to university resources, including those accessible via the OneCard.

Students who accept an offer of admission are expected to maintain continuous registration until the degree requirements are met. A request for inactive status is consequently considered in situations where the requested absence is unexpected and unplanned. Open-ended requests or repeat requests for multiple semester leaves when the student is vague regarding plans for degree completion are normally denied, and the student will be advised to withdraw from the program until a definite timeline is in place. It is understood that students with Inactive Status will not be functioning in any way as graduate students (this includes all research/writing activity and completion of any incomplete courses from previous semesters).

- Requests for inactive status in a given term will not be considered if said term has commenced (see Deadlines for Submission above); in these situations, the student must temporarily withdraw and will be subject to at least [partial registration fees](#).

- Requests for inactive status due to a lack of course availability will not be granted; programs are expected to provide adequate opportunities for students to make regular progress toward degree completion and students are expected to follow course timelines and milestones so as to ensure continuous registration. Alternatives to regular course offerings would include directed studies courses, courses selected from among the offerings of other degree programs, or under the Ontario Visiting Graduate Student program.

- Requests for inactive status due to financial constraints will be considered only when the student has provided evidence that all opportunities available at the university to ameliorate the temporary and unanticipated financial situation have been exhausted. Opportunities available to graduate students who find themselves in financial difficulty include bursary funding through the [Student Awards office](#) (applications available annually each fall term for full-time graduate students for up to three terms of bursary support), departmental support through temporary employment, advisor support through temporary employment funded by a research grant or contract, or a studentship, the [Graduate Students' Association](#), and the Office of Graduate and Postdoctoral Studies.

- Requests for inactive status resulting from the sabbatical of a research advisor will not be considered; it is the responsibility of the program and the individual research advisor to ensure that each admitted student has adequate academic support during absences by the advisor.

4.18 Program Withdrawal

University of Waterloo

Voluntary withdrawal

It is important that you inform your academic department of your decision to withdraw from your program. Once you have been withdrawn from your program, you are no longer a student and may not attend classes, receive supervision, or make demands on any of the resources of the university.

Voluntary withdrawal will require:

- The completion and submission of a request to Change Enrolment Status (Voluntary Withdrawal) form to your academic department (Graduate Studies forms website).
- The repayment of certain scholarships. Repayment amounts are calculated based on the tuition refund policy outlined in the Graduate Studies Calendar.
- Ontario Student Assistance Program (OSAP) entitlements will be recalculated based on the date of withdrawal.

When your withdrawal has been approved and processed:

- Any refund that you may be eligible for will be authorized according to the published academic deadlines and events in the Graduate Studies Calendar and based on the tuition refund policy outlined in the Graduate Studies Calendar.

Readmission

If you wish to resume your former degree program, which you left in good standing, and have not attended any further academic institutions since leaving the University of Waterloo, you may apply for readmission by submitting a new application to the same program. Refer to our Discover Graduate Studies website for further details on how to apply online. If your readmission is approved, you are required to remain registered for a minimum of one full term to complete your program (without a refund of tuition). Note: the University of Waterloo reserves the right to refuse readmission to any candidate if, in the opinion of the Faculty Graduate Committee, the student's previous progress has not been satisfactory.

Wilfrid Laurier University

Voluntary withdrawal follows the format stated through the University of Waterloo, for up to a period of one year (three terms). Please refer to the Withdrawal Form for details.

Failed Courses/Unsatisfactory Progress/Requirement to Withdraw

Calendar regulations outline the minimum grade requirements by level of study, and by program, as well as consequences (e.g. academic probation, repeating/replacing failed courses).

Where a student has received an unsatisfactory progress report and the remedial period has expired, the program will advise the dean of Graduate and Postdoctoral Studies that the student is required to withdraw.

A statement outlining the recommendation and the chronology of events leading to the recommendation (including evaluation reports) is submitted to the Office of Graduate and Postdoctoral Studies. The dean will communicate the decision to the student in writing. The student will be given an opportunity to voluntarily withdraw from the program, and the **Withdrawal Form** must be submitted to the Office of Graduate and Postdoctoral Studies within 10 calendar days from the date of the letter to the student from the dean. A student who is required to withdraw may request reconsideration of that decision to GSAC if there is new information to present.

5. READING COURSES

The Program recognizes that the course offerings in any given year may be insufficient to provide adequate coverage of all fields of Global Governance. In certain circumstances, individual students may seek to augment their programs of study with a reading course (i.e., directed independent study). Arrangements and faculty approval must be completed no later than two weeks after the beginning of the term. Please note due to other faculty workload commitments, not all requests, even when otherwise justified, will be granted. All reading courses must be approved by the respective Program Director or Associate Director of the student's program.

Reading courses will not be offered as Audit courses.

Once you and the faculty member agree to a Reading Course, you will need to complete a "Proposal for a Graduate Reading Course" form (obtained from respective Graduate Program Coordinator/Program Officer). When the faculty member is satisfied with this Proposal, it is signed and returned to respective Graduate Program Coordinator/Program Officer. Once approved by the respective Program Director or Associate Director, it will be returned to the respective Graduate Program Coordinator/Program Officer and placed in the student's file.

If the course will be offered by a Laurier instructor, a Laurier reading course form must be completed; if it is offered by a UW instructor, a UW reading course form must be completed.

6. ONTARIO VISITING GRADUATE STUDENT (OVGS) PLAN

The Ontario Visiting Graduate Student Plan allows a graduate student of an Ontario university (Home University) to take graduate courses at another Ontario University (Host University) while remaining registered at his/her own university. The plan allows you to bypass the usual application and admission procedures and the resultant transfer of credit difficulties. The form can be obtained from the Program Coordinator (UW) or Program Officer (Laurier) or can be downloaded from the respective Graduate Studies website:

> OVGS for UW students
> OVGS for Laurier students

On the form, you will indicate the course(s) to be taken and the term during which the course(s) is/are offered at the Host University. Once you have filled out the form, return it to Graduate Program Coordinator/Program Officer

Enrolment is not complete until the form has been approved by the respective Program Director or Associate Director and the Graduate Dean of both the Home University and the Host University.

Please note, processing for OVGS forms is notoriously slow, so don't be alarmed if you don't see the course on your record immediately after submitting your form. For UW students, OVGS courses will appear on your unofficial transcript, they will not appear with your other courses in your class schedule in Quest. It is the student's responsibility to check in with the Program Coordinator to ensure that the OVGS forms have been properly processed BEFORE THE END OF THE TERM so as to ensure they get credit for the course. You will need to be registered in order to gain access to LEARN. We also strongly recommend that you let your instructors know at the first class that you are registered for the course through the OVGS program. Usually, students are not officially enrolled in OVGS courses until several weeks into the term.

7. TEACHING ASSISTANTSHIPS

If you have been assigned a teaching assistant position, you will be notified of the department and course to which you have been assigned. Each department provides their own orientation for TAs and you must be sure to attend any such orientations sessions.

At WLU, there is a TA information session offered during orientation week (usually the Thursday of Orientation Week), the day after the Graduate Studies orientation. This is required for TAs. Further information on TA'ing at Laurier (including the Graduate TA Handbook) can be found here.

TAs are also required to proctor midterm and final exams. It is recommended that you do not book any flights or make arrangements to leave the campus until the exam period is finished. Once the exam schedule is released, please check with the instructor you TA for to see when you will be needed for marking.

Before starting a TA position, UW students **must** complete the following training modules that are found on the Safety Office website:
- o Employee Safety Orientation
- o Workplace Violence Awareness
- o Accessible Customer Service Training

Students hired by the University of Waterloo as a TA/RA are required to complete an onboarding process through Workday, the University of Waterloo's HR system. HR will contact new hires to complete the onboarding process, which will include submitting necessary tax and direct deposit forms.

Steps to complete the onboarding process

1. Once hired, use your WatIAM identity to log in to Workday and complete the onboarding items in your inbox. View the Workday User Guides (New Employees > Onboarding) for step-by-step instructions.
2. You will need to enter your personal information, SIN number and banking and in order to be paid through direct deposit.

Graduate students who have completed onboarding in a previous term will be prompted to verify or update their information. If you need assistance, please contact hrhelp@uwaterloo.ca or ext. 45935.

8. ACADEMIC INTEGRITY

All students in the program are expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. When the commission of an offence is established, disciplinary penalties will be imposed in accordance with UW or Laurier Policies. For information on categories of offences and types of penalties, students are directed to consult their Graduate Calendar. If you need help in learning what constitutes an academic offence; how to avoid offences such as plagiarism, cheating, and double submission; how to follow appropriate rules with respect to "group work" and collaboration; or if you need clarification on aspects of the disciplinary policy, ask your course instructor for guidance. Other resources regarding the disciplinary policy include your academic advisor and the Graduate Associate Dean.

8.1 University of Waterloo

All students <u>must</u> attend the Academic Integrity Workshop which is offered during orientation week.

A mandatory online academic integrity tutorial, called the Graduate Academic Integrity Module, will also need to be completed by all new graduate students. It is managed by the Office of Academic Integrity.

Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance.

See also the following resource: Office of Academic Integrity

8.2 Wilfrid Laurier University

All Laurier students must familiarize themselves with Laurier's policies related to academic integrity.

9. GENERAL INFORMATION FOR GRADUATE STUDENTS

9.1 Office Space

All incoming Ph.D. students will be assigned a desk at the Balsillie School, and will be provided with a key to the building.

Keys are to be returned to the Administrative Manager (Tiffany) or the Events and Events and Administrative Coordinator (Joanne) once you are finished your degree or plan to leave Waterloo for an extended period of time.

Please remember that the office is a shared space. For security, please make sure the doors are shut if you are the last to leave.

9.2 Mail

Mail will be placed in the first floor mail room in either the 2nd Floor or 3rd Floor Ph.D. mail slot.

9.3 Information for International Students

The Working Centre is great opportunity for international students to connect to the larger Kitchener-Waterloo community. The Centre offers services such as the sale and repair of used bikes (very cheap), organizes events (i.e. the annual Multicultural Film Festival), and offers volunteer opportunities to those wanting to get engaged in the community. For more information, see: https://www.theworkingcentre.org/

9.3.1 University of Waterloo

The Student Success Office assists students in maintaining their legal status in Canada, provides assistance and support for them and their dependents, and promotes interaction with and integration into the UWaterloo student community at large.

The Federation of Students (FEDS) at the University of Waterloo provides a number of services for International students including a listing of clubs (national, regional, and religious associations). See: https://feds.ca/

9.3.2 Wilfrid Laurier University Students

The Laurier International Student Support Office is located in the Arts Building, Room 2A01. International students are free to seek assistance or come to the office to meet other international students and Canadian students who are interested in meeting students from other countries.

International students should also be aware of support provided by the Graduate Student Association.

10. ADMINISTRATION OF THE JOINT PH.D. DEGREE: THE IUPC

The Ph.D. program in Global Governance is governed by an Inter-University Program Committee, which is made up of two faculty representatives from each university (for a total of four faculty), plus two student representatives, one from each university. The Program Directors and Program Manager (see below), all of whom sit in a non-voting capacity, are responsible for implementing the decisions of the IUPC. The two faculty representatives from Laurier are selected for a maximum three-year term by the Chair of the School of International Policy and Governance. The two faculty representatives from the University of Waterloo are selected for a maximum three-year term by the Chairs of Political Science, Economics, History, and the Dean (or delegate) of the Faculty of Environment. (The Dean of the Faculty of Environment has been chosen for this role because of the smaller size of the Faculty of Environment and interdisciplinary nature of each of the units within that Faculty).

The Program Directors each serve a three-year term, and are selected by the four representatives, mentioned above, at the two universities. The Directorship rotates between the University of Waterloo and Wilfrid Laurier University as deemed appropriate by the Program Committee. The Director acts as chair of the Inter-University Program Committee. The Program Committee typically meets three times a year, and has the authority over policy direction concerning admissions, curriculum, and supervisory and examination committees.

11. RESOURCES

11.1 University of Waterloo students

Campus Wellness
Campus Wellness services are available to all students who may require mental or physical health aid. Do familiarize yourself with the complete list of services offered through Campus Wellness.

Counselling Services is located on the second floor of the Needles Hall expansion. For assistance, or to book an appointment, please call **519-888-4567 ext. 42655**. Please visit the Hours page for more information about specific service hours. Walk-in appointments are available.

If urgent assistance is needed, you can contact **Good2Talk** at **1-866-925-5454**.

The Centre
The Centre is a go-to place for a number of student administrative needs. Students can order official documents, drop off forms, change their personal information, receive financial advice, get answers to a wide range of miscellaneous questions, and so much more!

Co-operative Education and Career Action
The Co-operative Education and Career Action centre offers career advice for all students and staff at UWaterloo.

Students should contact a Career Advisor for support and guidance with searching for both academic and non-academic jobs. Workshops, and individual appointments on a wide range of work search topics, including effective document preparation, interview skills and job search strategies are available.

AccessAbility Services
Students can register for services and accommodations provided through AccessAbility Services by using their online system. Some of the Student Services offered include:

- Adaptive technology
- Alternate format texts
- Campus orientation assistance
- Learning strategists
- Student access van

Drop in appointments are also available for students wishing to meet with an advisor. Appointments are 30 minutes in length and are offered Monday-Thursday |1:30pm-4:30pm. To book an appointment, please call reception at 519-888-4567 ext.45231 or 47922 or email access@uwaterloo.ca.

Medical Leave
As a student, should you find yourself in a situation where a medical (e.g. physical or mental health) leave is required, you are responsible for submitting the Change of Enrolment Status form to your academic program's department/school, indicating 'medical leave' as a reason for changing your enrolment status. No additional information is required by the program contact (including your supervisor).

All medical information is collected, in confidence, by AccessAbility Services through a secure process, as outlined below, and your student record is updated by Graduate Studies and Postdoctoral Affairs (GSPA) appropriately, after the verification process is completed by AccessAbility Services. This process assures that your medical records remain confidential and ensures compliance with human rights legislation.

Parental Leave
Students who become parents through birth or adoption may take up to 5 terms of uninterrupted leave during the first 20 months of birth or adoption. If both parents are University of Waterloo students, the leave can be split between the two. Both University of Waterloo parents cannot be on parental leave at the same

time; however, one partner can be on parental leave while the other partner is on birth leave. Parental leaves must coincide with the start and end dates of academic terms.

Students planning on going on parental leave must request a change of their enrolment status to Inactive by completing the [Change of enrolment status form](#).

Students on parental leave are not expected to study or conduct research while on leave, and thus should not expect access to their supervisor.

Students who wish to apply for a University of Waterloo parental leave bursary should complete the [Graduate Studies Parental Leave Bursary application](#).

Library
The University of Waterloo has two main libraries on campus: the Dana Porter (DP) Library and the Davis Centre Library. The DP library is the main library for GGOV students. If you have any questions or need information, you may contact subject Librarian Jane Forgay through email (jdforgay@uwaterloo.ca), telephone (519-888-4567 x45417), or visit her office (DP Library, room 238B). For all other inquiries, please visit the [library website](#).

Writing and Communication Centre
The Writing and Communication Centre offers [graduate-specific programing.](#) For quick questions or check-ins, you can visit the Writing and Communication Centre for [drop-in appointments](#).

Other resources offered, include:

- [Individual writing appointments](#)
- [Workshops](#)
- [Grad Writing Café](#)
- [Dissertation Boot Camp](#)
- [Fundamentals for Writing your Thesis](#)
- [Speak like a Scholar](#)
- [Online resources](#)
- [Writing groups](#)

GradVenture
GRADventure is a central hub of professional development resources designed specifically for graduate students at the University of Waterloo. It is offered by Graduate Studies and Postdoctoral Affairs, in collaboration with campus partners. (source: [GradVenture](#))

Students are encouraged to regularly check the [GradVenture](#) website, or to follow them on Twitter (@GRADventure_UW) for information on upcoming events, workshops, and opportunities to get involved.

11.2 Wilfrid Laurier University students

WLU Wellness Centre
https://students.wlu.ca/wellness-and-recreation/health-and-wellness/index.html

Service Laurier
https://students.wlu.ca/registration-and-finances/enrolment-services/index.html

Career Centre
https://students.wlu.ca/work-leadership-and-volunteering/career-centre/index.html

Accessible Learning
https://students.wlu.ca/academics/support-and-advising/accessible-learning-centre/index.html

Library
https://library.wlu.ca/ Librarian Helene LeBlanc: hleblanc@wlu.ca

Writing Centre
https://students.wlu.ca/academics/support-and-advising/writing-support/graduate-students.html

Graduate Student Association
https://www.wlugsa.ca/

Extended Leaves
https://academic-calendar.wlu.ca/section.php?cal=3&s=984&sp=3378&ss=4075&y=82

APPENDIX A: GUIDELINES FOR COMPREHENSIVE EXAMS

(Approved 03/19/2009 by the Inter-University Program Committee (IUPC), UW-WLU Joint PhD in Global Governance; amended 28/04/2011, 06/05/2013, 31/01/2019 and 09/07/2021 by the IUPC).

Students complete two comprehensive examinations.

1) Students write the core Global Governance exam based on a reading list of fifty (50) works, normally made up of a mix of journal articles, chapters in books, and monographs, set by the core examination committee which is normally comprised of three faculty members, at least one of whom would have taught the Global Governance, Methods, History or Economics courses. The list of readings will be agreed upon by all committee members, reviewed and approved by the Program Director and Associate Director of the PhD Program, and then sent to the students by May 1. Normally, the students will write the Global Governance exam in the beginning of September of Year Two.

2) Students then write a Field exam based on a reading list of fifty (50) works, normally made up of a mix of journal articles, chapters in books and monographs, related to the field of their proposed dissertation topic. The Field exam is set by a committee normally comprised of the student's supervisor, the faculty member who taught a/the field course, and a third faculty member. The field exam reading list will be developed by the field committee in consultation with the student after which it will be reviewed and approved by the Program Director and Associate Director of the PhD Program. The finalized and approved list will normally be sent to the student by May 1. Normally, the students will write their Field exam two weeks after their core Global Governance exam. The Field exam process is meant to serve a dual role: both ensuring that the student is familiar with, and capable of engaging, the 'core' literature within a given field, and enabling the student to develop familiarity with a more specialized subset of readings that will ultimately form the basis of their dissertation project. The field exam itself should also reflect this hybrid intent, testing both the student's overall knowledge of the relevant field and their expertise within a specific issue area.

Scheduling

All Ph.D. candidates must write and pass two comprehensive examinations within 16 months of starting the program. Students normally write the comprehensive exams at the same time during the start of their second year (in September). Normally, the comprehensive exams will be set as follows: the core global governance exam will be scheduled for the first Monday following the start of classes in September and the field cores will be held one week later. In unusual circumstances, and only at the discretion of the Program Director, a second set of comprehensive exams may be offered in November. Failure to sit for the comprehensive examinations within the allotted time period may result in dismissal from the program.

Students must notify their respective Program Director or Associate Director in writing of their intention to write the comprehensive exams by April 15 of the year in which they will take the exam. This notification must identify which of the six fields the student has chosen for their field exam. This information will be shared with the Graduate Program Coordinator/Program Officer for their records and the student's file. Students may request to see exams and reading lists from previous years.

Conduct of Examinations

Normally, each comprehensive exam is in a written format, completed in a 48-hour period. All answers must be typed or word-processed. The normal structure for the comprehensive exams in the Global Governance program is that they be comprised of two sections: Section A contains a single mandatory question (usually of a broad or general nature), while Section B gives students a choice of several more specialized questions, one of which they will answer. Each exam (including answers to both sections) must not exceed 5,000 words in length (not including references and bibliography). Exam answers must show comprehensive knowledge of the literature of the required reading lists and be fully referenced.

Evaluation of Examinations

<u>Composition of Examining Committee</u>*:*

Each comprehensive exam is set and assessed by an examining committee of three core faculty members.

For the Global Governance exam, the Director appoints an examining committee responsible for setting and assessing the exam questions comprised of three core faculty made up of: 1) at least one of the instructors of the core courses, 2) at least one core faculty member from the home university of the student, and 3) one core faculty member appointed by the Program Director in consultation with the faculty who have been teaching the core *Globalization and Global Governance* course.

For the Field Exam, the Director, in consultation with the student and the faculty teaching the field core courses, appoints an examining committee responsible for setting and assessing the exam comprised of three core faculty members made up of: 1) at least one of the instructors of the core courses for the specific field, 2) the student's supervisor, and 3) one other core faculty member whose research and/or teaching expertise is within the specific field.

Setting Examination Questions:

Examination questions are to be set by the examining committee and are to be submitted in writing to the Program Director at least four weeks in advance of the set exam date. The Program Director may consult with the Inter-University Program Committee (excluding student representation) about whether the Committee wishes to play a role in approving the questions for each exam. In the case of failure among the examining committee to reach consensus on the questions, the matter is to be referred by the Program Director to the Inter-University Program Committee (excluding student representation) which has the power to approve questions.

Assessing Examination Answers:

Students will receive one of three evaluations of their comprehensive exam: Pass, Conditional Pass, and Re-examination:

- *Pass*: The response develops an original answer to the question posed, and does so in a manner that demonstrates both comprehensive knowledge of the literature on the relevant reading list and an ability to engage effectively with key debates within a particular field.
- *Conditional Pass*: The response demonstrates a satisfactory grasp of the material on the reading list, but is missing or weak on one or more key elements. This can include (but need not be limited to) a failure to answer the question in its entirety, or a failure to engage with literature or issues that are, in the view of the examiner, essential to a comprehensive answer.
- *Re-examination*: The response fails to develop an original answer to the question, and demonstrates a weak or unsatisfactory grasp of the literature on the reading list and/or key issues

that, in the view of the examiner, are essential to a comprehensive answer.

The Examination Committee's evaluation will be determined by majority vote, with the one exception that a student will receive an evaluation of Conditional Pass where the committee returns one vote for Conditional Pass and two votes for Re-examination. In the event that the committee returns one vote for each of the three evaluations, the result shall be Conditional Pass.

When a student receives an evaluation of Conditional Pass, the Program Director will provide the student within ten (10) business days with a written report from the Examination Committee that outlines specifically those parts of the student's examination that the student will need to elaborate upon and/or clarify. The student will then have an additional thirty (30) days to elaborate or clarify their original answer (or answers), in a written response of no more than 1,000 words *per question*. The committee will then evaluate the response and determine, by majority, whether the outcome of the exam is Pass or Re-examination.

If a student fails the first sitting of their examination (ie. an outcome of Re-examination), either after the initial written attempt or after the Conditional Pass stage, they have the option to sit the full examination a second time, with a new exam to be drafted by the Examination Committee. When a candidate is re-examined, the outcomes are limited to Pass and Exam Unsuccessful. A result of Exam Unsuccessful will lead to expulsion from the doctoral program.

It is the responsibility of the Director/Associate Director, in close consultation with the relevant Examination Committees, to ensure that, to the extent possible, each student has been treated fairly and equally throughout the comprehensive exam process.

Policy for Late Submission (approved by IUPC in May 2015):

If a student submits a given examination that is past the stated time for completion of the examination, the Program Director will contact the student and ask for an explanation for why the examination was submitted late. Drawing on this information, the Program Director will consult with the Associate Director to discuss whether a penalty is in order, and if so, the nature of the penalty. They will then meet with the faculty members of the IUPC for discussion and confirmation of the penalty.

Based on the information provided, the faculty members of the IUPC in company with the Program Director and Associate Director can choose one of three responses to the late examination.
   a. The committee is informed of the late receipt of the exam and the exam is then graded.
   b. A failure; the examination is not graded. If this attempt at the examinations is the student's first, the student has the option, as defined in our existing rules, to rewrite the examination one more time.

After the decision is agreed upon, the Program Director and Associate Director will prepare a written statement explaining the decision which will be given to the student.

Maintenance of Reading Lists

The Program Director ensures that the reading lists are updated annually. The length of the list of required readings for each comprehensive examination varies, but it should not exceed 50 items. Reading lists for the Global Governance Exam are updated by the instructors of the core courses for that particular year in cooperation with the Program Director.

Students write the core Global Governance exam based on a reading list of fifty (50) works set by the core Examination Committee which is normally comprised of three faculty members, at least one of whom would have taught the Global Governance, Methods, History or Economics courses (faculty may be from either the University of Waterloo or Wilfrid Laurier University due to the joint nature of the PhD program). The list of readings will be agreed upon by all committee members and sent to the students by May 1. The students will write the Global Governance exam in the beginning of September of Year Two.

Students then write a field exam related to the field of their proposed thesis topic. The field exam is set by a committee comprised normally of the student's supervisor, the faculty member who taught the field course, and a third faculty member (faculty may be from either the University of Waterloo or Wilfrid Laurier University due to the joint nature of the PhD program). The field exam reading list will be finalized by the field committee in consultation with the student by May 1. The students will write their field exam two weeks after their core Global Governance exam.

The Program Director may consult with the Inter-University Program Committee about whether the Committee wishes to play a role in reviewing the reading lists each year.

APPENDIX B: IMPORTANT DATES

UW 2021-2022 [Academic Term Date Deadlines](#)

WLU 2020-202 [Graduate Calendar](#)