



# BALSILLIE SCHOOL OF INTERNATIONAL AFFAIRS

## ***GRADUATE HANDBOOK***

### ***Global Governance M.A. Program***

***2019-2020***

## Table of Contents

1. GETTING STARTED.....	1
1.1 Where to Find Us.....	1
1.2 Helpful Information .....	1
1.3 Questions? .....	1
2. ACADEMIC INTEGRITY .....	1
3. COURSE REGISTRATION .....	2
3.1 Notes .....	2
4. REGISTERING FOR YOUR FIRST TERM OF GRADUATE STUDIES.....	2
5. FORMAL REQUIREMENTS FOR THE MA IN GLOBAL GOVERNANCE .....	3
5.1 Course Requirements.....	3
5.2 Internship.....	4
5.3 Program Seminar Component .....	4
5.4 Master’s Research Paper (MRP).....	5
6. WARWICK DOUBLE DEGREE OPTION .....	5
7. EXCHANGES.....	5
8. TRAVEL AND SAFETY PROTOCOLS .....	5
9. READING COURSES .....	6
10. ONTARIO VISITING GRADUATE STUDENT (OVGS) PROGRAM.....	6
11. GLOBAL GOVERNANCE FELLOWSHIPS .....	6
12. CONVOCATION/APPLICATION FOR DEGREE .....	6
13. GENERAL INFORMATION FOR GRADUATE STUDENTS .....	7
13.1 Office Space and Keys .....	7
13.2 Mailboxes .....	7
13.3 Information for International Students.....	7
APPENDIX A: Important Dates .....	7

## **1. GETTING STARTED**

### **1.1 Where to Find Us**

<b>Name</b>	<b>BSIA Office</b>	<b>University Office</b>
Professor Ilcan, MAGG Program Director	210	UWaterloo – PAS 2063
Dr. Thompson, Program Officer	217	---
Tiffany Bradley, BSIA Administrative Manager	220	---
Joanne Weston, BSIA Administrative Assistant	213	
Shelby Davies, Graduate Program Coordinator (UWaterloo)	212 (normally, Wednesday and Thursday only)	UWaterloo – HH 314

### **1.2 Helpful Information**

All program information and e-mail correspondence from the program administration will be directed to students' Balsillie School account (xxx@balsillieschool.ca) or UWaterloo account (xxx@uwaterloo.ca). It is the responsibility of all students to check these accounts regularly and/or have the email from this account forwarded to another account. Any problems arising from the failure of a student to check their email in this account will be the full responsibility of the student.

The most important thing to do to start is to look up information on:

- [Balsillie School of International Affairs](#)
- [Graduate Studies and Postdoctoral Affairs \(GSPA\)](#)
- [Quest](#) (student information system)
- [LEARN](#) (learning management system)
- [Graduate Calendar](#) - (The calendar has PDF capabilities for printing the full document or sections)
- [Graduate Student Association](#)
- [UWaterloo Portal](#)

UWaterloo students in both the Faculty of Arts and Faculty of Environment are members of the Graduate Students Association of these respective faculties and are encouraged to contact the GSA office of the appropriate faculty for information in regard to related services and events.

See the Graduate Program Coordinator (Shelby Davies) for general help after you have accessed the web sites provided in this information package.

### **1.3 Questions?**

- a. See Shelby to enrol in graduate classes labelled "*Instructor/Department Consent Required*".
- b. If you wish to take a course at another university, i.e. Wilfrid Laurier University, etc. please download the **Ontario Visiting Graduate Student** (OVGS) form from the GSPA website. Once filled out and signed, submit the form to Shelby.
- c. Use QUEST to register for classes, update your address, access your tuition account, view your unofficial transcript, and access proof of enrolment letters. For more information, refer to: [Quest website](#)

## **2. ACADEMIC INTEGRITY**

**All students must attend the Academic Integrity Workshop, which is offered during orientation week by the Faculty of Arts. This workshop is mandatory and without it you will not be able to graduate.**

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 accord with Policy #71 (Student Academic Discipline). For information on categories of offences and types of penalties, students are directed to consult the summary of [Policy #71](#). 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

of aspects of the discipline policy, ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Graduate Associate Dean.

A mandatory online [Graduate Academic Integrity Module](#) will also need to be completed by all new graduate students. This module 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](#)

Plagiarism is only one of a number of offences. Others include cheating and falsifying records. In fact, any action that prejudices the integrity of the university's scholarly activities is unacceptable. All students should make themselves familiar with [Policy #71](#).

### **3. COURSE REGISTRATION**

Students are encouraged to register for courses as soon as registration is open (Fall 2019 course registration date TBA), but do not *need* to register prior to the beginning of the first term. New students who have outstanding admission conditions and only have been issued an Offer of Admission do not have access.

#### **3.1 Notes**

You will use [Quest](#) to register for classes (with the exception of courses completed through the OVGS program).

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.

You can find important academic term deadlines for enrolment and registration in the [Graduate Studies Academic Calendar](#).

Students do not need to enrol on Quest for the program seminar, MRP, or internship.

**Students having difficulties with QUEST** should:

- review the [Frequently Asked Questions](#) for using Quest
- Visit the [Quest help page](#)

### **4. REGISTERING FOR YOUR FIRST TERM OF GRADUATE STUDIES**

(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, including their internship and MRP terms. 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 setup [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 check that the WatCard office has recorded the correct Faculty at which you are registered (Faculty of Arts or Faculty of Environment)

### **5. FORMAL REQUIREMENTS FOR THE MA IN GLOBAL GOVERNANCE**

The MA program requirements include completion of 6 courses, an Internship, Program Seminar and Master’s Research Paper (MRP) Milestones. The MA Program in Global Governance is normally completed in 4 terms (see the exception below for Global Governance Fellowship holders). Students normally take six courses during their first two terms, and spend their third or fourth term as an intern. Students concentrate their non-internship term on the completion of their MRP.

<b>Term</b>	<b>Courses and Milestone Requirements</b>
Term 1	<ul style="list-style-type: none"> <li>• GGOV 600 Globalization &amp; Global Governance</li> <li>• History Component</li> <li>• Normally, 1 other course to meet other course requirements</li> <li>• Program Seminar</li> </ul>
Term 2	<ul style="list-style-type: none"> <li>• Economics Component</li> <li>• Normally, 2 other courses to meet other course requirements</li> <li>• Program Seminar</li> </ul>
Term 3	<ul style="list-style-type: none"> <li>• Internship/MRP</li> </ul>
Term 4	<ul style="list-style-type: none"> <li>• MRP/Internship</li> </ul>

All incoming MA students are required to submit an MRP Supervisor Form by November 15. The form will be available from Shelby at the beginning of the term.

#### **5.1 Course Requirements**

During the first two terms of study in the MA program, students are normally required to take six courses which must include GGOV 600: Globalization and Global Governance (core course), a History course (see options below), an Economics course (see options below) and a political science component (see options below) as well as two electives.

Throughout the first and second terms, all students participate in program-related activities, which may include visiting speaker and guest talk events, and discussions of the research plans of students for the MRP. For a list of courses, please consult the [MAGG Course Offerings](#) page of the Balsillie School website.

**History component:** Students may choose one course from a menu of history courses. Please note that some courses may not be offered in a given academic year. Eligible courses include but are not limited to:

- HIST 605 Global Governance in Historical Perspective
- HIST 606 International Development in Historical Perspective
- HIST 607 Human Rights in Historical Perspective I
- HIST 608 Human Rights in Historical Perspective II
- HIST 612 Indigenous Rights and Claims: A Global Perspective
- HIST 660 Transnational and Global History: Old Problems and New Directions

**Economics component:** Students may choose one course from a menu of political economy and economics courses. Please note that some courses may not be offered in a given academic year. Eligible courses include but

are not limited to:

GGOV 610/PSCI 688/ PACS 630 Governance of Global Economy  
GGOV 611/PSCI 686 Emerging Economies in Global Governance  
GGOV 613/PSCI 668 The Politics of National Innovation Systems  
GGOV 614/PSCI 614 Global Business and Development  
GGOV 615/PSCI 615 Global Poverty  
GGOV 618 Special Topics in Global Political Economy  
GGOV 619 Readings in Global Political Economy  
GGOV 621/PSCI 606/ERS 606 Governing Global Food and Agriculture Systems  
GGOV 663/PSCI 619 China and Global Governance  
PSCI 683 Topics in International Political Economy  
ECON 637 Economic Analysis and Global Governance  
ECON 631 International Trade  
ECON 635 International Trade and Development  
ECON 673 Special Topics in Economics

**Political Science component:** One of the following courses:

GGOV 610/PSCI 688 Governance of the Global Economy  
GGOV 620/ERS/PSCI 604 Global Environmental Governance  
GGOV 630/PSCI 678 Security Ontology  
GGOV 640/PSCI 658 Human Rights in a Globalized World  
GV 760 (WLU)/GGOV 641 International Human Rights  
GGOV 642/PSCI 639 Global Social Governance  
GGOV 650/PSCI 657 International Organizations and Global Governance

## 5.2 Internship

All students are required to spend the equivalent of one academic term as an intern working on global governance issues in the public or private sector, at a research institute, or for a non-governmental organization. The work-term will normally take place in the third or fourth term of the program. Students receiving the Global Governance Fellowship have the option of counting their fellowship work over the year (which amounts to approximately 10 hours/week over three terms) as meeting the internship requirement for the program.

All students will meet with the Program Officer early in the first term to discuss potential internship options. Students must declare their intentions to the Program Officer by no later than the end of their first semester in the program.

During the internship term, students are asked to switch their enrolment status to full-time off-campus by submitting a [change of enrolment status form](#). Please note students are expected to pay tuition for all active terms in the program, including their internship term. Graduate students are not charged tuition on a per course basis, but rather a per term basis.

A written report (approximately 10 double-space pages in length) arising out of the internship experience will be required and will be evaluated by the Program Officer on a pass-fail basis. This report is distinct from the MRP, but can build towards it.

All students who travel abroad for their internship must complete: a [pre-departure travel form](#), submitted online through Waterloo International; a [pre-departure course](#), completed through LEARN, and ensure that they have sufficient [health insurance](#) prior to commencing their placements. Please review the [Safety Abroad](#) website managed by Waterloo International for more information.

Students are also encouraged to apply for funding to help offset the costs of their placements. For a list of available funding opportunities, please consult the [UWaterloo Graduate Studies Funding and Awards Database](#). Students traveling abroad for their placements may be eligible for the [Graduate Student International Experience Award](#).

## 5.3 Program Seminar Component

In addition to their six courses, all students must attend the Program Seminar. The seminar will meet regularly, typically on Thursdays over lunch throughout the first and second terms or on Friday afternoons. Meetings will include

visiting speakers and discussions of the research plans of students for the MRP. Attendance at the Program Seminar is required, but grades will be assigned on a credit/non-credit basis.

#### **5.4 Master's Research Paper (MRP)**

##### **Research Paper**

The MRP provides students with an opportunity to pursue a specific research topic of their choosing relating to the study of global governance. The minimum length is 40 pages double-spaced, and the maximum is 60 pages double-spaced (~15,000 words). Students are encouraged to meet informally with faculty members early in their graduate studies to discuss possible topics for their MRP. Students will need to identify their supervisor and second reader on the MRP Supervisor Form they submit in November. Both the supervisor and second reader must be satisfied with the MRP, and either can ask for minor or major corrections or reject the MRP outright. Upon its completion, the MRP is assigned a grade by the supervisor and second reader. To complete by the end of the fourth term, students should normally expect to submit a complete draft by November 1. Students also should normally expect to submit a subsequent final draft for grading by November 30.

#### **6. WARWICK DOUBLE DEGREE OPTION**

Established in 2015, the University of Waterloo-University of Warwick double degree program offers students an opportunity to study in one of the UK's best politics departments in combination with Canada's leading school of international affairs. The program allows students to combine the MA Global Governance program with their choice of eleven masters programs offered by the Department of Politics and International Studies (PAIS) at Warwick. Students choose between two routes, either carrying out the first year of their studies at the University of Warwick before proceeding to Waterloo in their second year to complete their degree, or beginning with the first year at Waterloo and then completing the second year at Warwick. At the end of the two years, they receive degrees from both the University of Waterloo and University of Warwick. For more information about the double degree option, please consult the [UWaterloo-Warwick Double Degree FAQ](#) page of the Balsillie School website.

#### **7. EXCHANGES**

We believe that a global governance program should be "global". That's why we've set up several opportunities for all of our students to spend part of their degree abroad should they wish to do so. Normally, students in the Master of Arts in Global Governance (MAGG) program can take advantage of a number of dynamic exchanges with the [International Conflict Administration and Management](#) program at the University of Konstanz in Germany (established in 2014), or the [School of Political Science and International Studies](#) at the University of Queensland in Australia (established in 2016). **Please note that the deadline for applying for the exchanges is normally May 31, and participation is subject to the availability of spots through UWaterloo.**

#### **8. TRAVEL AND SAFETY PROTOCOLS**

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

##### *UWaterloo 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. **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 UWaterloo 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 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."

## **9. 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. Under conditions when there is an unusually large number of BSIA faculty on leave, individual students may seek to augment their programs of study with one 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 Director of the 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 fill out a "Proposal for a Graduate Reading Course" form (obtained from Shelby). When the faculty member is satisfied with this *Proposal*, it is signed and then returned to Shelby.

**The deadline to submit the Reading Course form is September 20 (Fall term), January 20 (Winter term), and May 20 (Spring term).**

## **10. ONTARIO VISITING GRADUATE STUDENT (OVGS) PROGRAM**

The [Ontario Visiting Graduate Student Program](#) allows a graduate student at UWaterloo (Home University) to take graduate courses at another Ontario University (Host University) while remaining registered at their own university. The plan allows you to bypass the usual application and admission procedures and the resultant transfer of credit difficulties. The [OVGS form](#) can be downloaded from the Graduate Studies Forms website.

The course(s) selected must be at the graduate level and there must be no comparable course(s) offered at the University of Waterloo. The course(s) selected must be required for the student's degree program. **Such courses may not be taken as "extra to degree" or "Audit" courses.**

**Once you have filled out the form, return it to Shelby.** Enrolment is not complete until the form has been approved by the Department Chair and Graduate Dean of both UWaterloo and the Host University.

**STUDENTS ARE ALLOWED TO REGISTER FOR A MAXIMUM OF TWO ONTARIO VISITING GRADUATE STUDENT COURSES.**

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. OVGS courses will appear on your unofficial transcript, they will not appear with your other courses in your class schedule in Quest. We always recommend letting the instructor 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.

## **11. GLOBAL GOVERNANCE FELLOWSHIPS**

The Global Governance Fellowship is an award granted to select students of the Balsillie School of International Affairs (BSIA). The fellowship complements the unique graduate studies experience at the BSIA. It is designed to provide students an opportunity to gain mentorship by working with senior scholars and policy practitioners, and to advance their own policy-relevant research, writing and presentation skills.

## **12. CONVOCATION/APPLICATION FOR DEGREE**

All graduate students who expect to receive degrees at either the Spring (June) or Fall (October) Convocations must apply online to graduate through Quest. Students should apply online to graduate once their MRP has been submitted for grading. A [Graduation Checklist](#) is available through Graduate Studies and Postdoctoral Affairs to help prepare for convocation.

Department deadlines for the final grade of your MRP to be made available to Shelby are **April 23** for Spring convocation and **August 24** for Fall convocation. Please note, until all your revisions are done, approved, and signed by your supervisor, and you have: (a) given Shelby a pdf copy of your MRP; (b) applied to graduate through Quest; your paperwork cannot be forwarded for processing.



It should also be noted that the name printed on your diploma will be the name that appears on Quest. If changes need to be made, please complete a [Change of Name](#) form. The form must be submitted to Graduate Studies and Postdoctoral Affairs.

Students who are unable to attend convocation will have their degrees mailed to them by Graduate Studies and Postdoctoral Affairs approximately one week after the convocation ceremony. Please make sure your mailing address is up to date on Quest.

### **13. GENERAL INFORMATION FOR GRADUATE STUDENTS**

#### **13.1 Office Space and Keys**

All incoming MA students will be assigned a desk at the Balsillie School. The Administrative Manager (Tiffany) or Administrative Assistant (Joanne) will provide you with your desk assignment and a key.

Keys are to be returned to either Tiffany or Joanne once you finish your degree or plan to leave Waterloo for an extended period of time.

Please remember that the office is a shared space.

#### **13.2 Mailboxes**

Anyone looking to pick up mail should ask the receptionist.

#### **13.3 Information for International Students**

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).

[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.

### **APPENDIX A: Important Dates**

**2019-2020 Academic Term Date Deadlines:** <https://uwaterloo.ca/graduate-studies-academic-calendar/academic-deadlines-and-events>