



**BALSILLIE SCHOOL
OF INTERNATIONAL AFFAIRS**

GRADUATE HANDBOOK

Joint WLU-UW Global Governance Ph.D. Program

2019-2020

Contents

1. GETTING STARTED	2
1.1 Where to Find Us	2
1.2 Helpful Information	2
1.3 Questions?	2
1.4 What to do when you arrive	3
2. REGISTRATION	3
2.1 University of Waterloo	3
2.2 Wilfrid Laurier University	4
3. ENROLLING FOR YOUR FIRST TERM OF GRADUATE STUDIES	4
3.1 University of Waterloo Students	4
3.2 Wilfrid Laurier University Students	4
4. FORMAL REQUIREMENTS FOR THE Ph.D. IN GLOBAL GOVERNANCE	4
4.1 Degree Requirements for Students Entering from the MAGG/MIPP program	5
4.2 Course Requirements	6
4.3 Specializing	7
4.4 Seminars	8
4.5 Additional Courses	9
4.6 Internship	9
4.7 Language Requirement	9
4.8 Comprehensive Examinations	9
4.9 Supervisory Committees	9
4.10 Dissertation Proposal	10
4.11 Dissertations – Multiple Manuscript Thesis Guidelines	10
4.12 Dissertation Defence	10
4.13 Teaching Certificate	11
4.14 Professionalization and Partnerships	11
4.15 Travel and Safety Protocols	11
4.16 External Funding, Research Assistantships and Teaching Assistantships	12
5. READING COURSES	12
6. ONTARIO VISITING GRADUATE STUDENT (OVGS) PLAN	12
7. TEACHING ASSISTANTSHIPS	13
8. ACADEMIC INTEGRITY	13
8.1 University of Waterloo	14
8.2 Wilfrid Laurier University	14
9. GENERAL INFORMATION FOR GRADUATE STUDENTS	14
9.1 Office Space	14
9.2 Mail	14
9.3 Information for International Students	14
10. ADMINISTRATION OF THE JOINT Ph.D. DEGREE: THE IUPC	14
11. RESOURCES	15
11.1 University of Waterloo students	15
APPENDIX A: GUIDELINES FOR COMPREHENSIVE EXAMS	17
APPENDIX B: IMPORTANT DATES	19

1. GETTING STARTED

In this handbook, we use the term “Program Coordinator” to refer to whichever of the Director (Professor Habib) or Associate Director (Professor Donais) is at the student’s home university.

1.1 Where to Find Us

Name	BSIA Office	University Office
Professor Habib, Director	319	UW – HH 307
Professor Donais, Associate Director	216	
Andrew Thompson, Program Officer (Waterloo)	217	---
Tiffany Bradley, BSIA Administrative Manager	220	---
Joanne Weston, BSIA Administrative Assistant	213	
Kelly Brown, Program Officer (Laurier)	211	---
Shelby Davies, Graduate Program Coordinator (UW)	212 (usually Wednesday and Thursday 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 Shelby Davies (UW) or Kelly Brown (Laurier) for general help **after** you have accessed the websites provided in this information package.

1.3 Questions?

- a) See Shelby to enrol in UW graduate classes labelled “*Instructor/Department Consent Required*”. Please see Kelly for Laurier classes.
- b) If you wish to take a reading course, please fill in a reading course form (available from either Shelby (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 Shelby or Kelly. 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:
 - e) UW – [Quest](#)
 - f) Laurier – [LORIS](#)

Housekeeping

All program information and e-mail correspondence from the program administration will be directed to the students' University account (xxx@uwaterloo.ca or xxx@mylaurier.ca) or Balsillie School account (xxx@balsillieschool.ca). It is the responsibility of all students to check these accounts regularly and/or have the email from these accounts forwarded to another account. Any problems arising from the failure of a student to check their email in 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 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 (July 31, 2019), 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.

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, 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)

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. The OneCard office is located on Laurier's campus in the main concourse, 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.

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, approval/dissertation defence. The expected time to completion is four years. Please note: students are expected to be in residence until the time they have completed their dissertation proposal and presentation (end of 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 - HIST 605/GV 720 The History of Global Governance - Normally, one other course to meet other course requirements - Doctoral Seminars
	Term 2: - ECON 637/GV730 Economic Analysis & Global Governance - GGOV 701/GV 701 Research Methods - 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 have already 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 4.1.4.

UW Registration Template (entering from MAGG program)

Year One

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

Year Two - 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, s/he 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, s/he will be exempt from some Ph.D. program requirements, as decided in consultation with the Program Coordinator. 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 One¹ (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 One¹ (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 1 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 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. In the event that a field core is not being offered in a given academic year, the program will designate an alternate course as the field core.
 - GV 731/GGOV 610/PSCI 688 Governance of the Global Economy
 - GV 732/GGOV 620/ERS 604/PSCI 604 Global Environmental Governance
 - GV 733/ GGOV 630/PSCI 678 Security Ontology
 - GV 734/GGOV 650/PSCI 657 International Orgs & Global Governance
 - GV 735/GGOV 642/PSCI 639 Global Social Governance
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 approval of the program directors.

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. 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 (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 program directors at both institutions 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 Program Director or Associate Director that you be allowed to count this course towards your field of specialization. Students pursuing specialized reading courses must also consult with the Program Director or Associate Director 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 Program Officers 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 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 this time slot throughout both 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 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 program directorship 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 discuss other possible committee members and the supervisor or student then approaches these members and forms the supervisory committee. The supervisor will be a member of the comprehensive exams field examination committee (see appendix A)

A first meeting of the doctoral committee is ideally held before April 30 of the student’s first year in the program. A form agreed upon by the IUPC is completed at this first meeting of the supervisory committee. The form follows the current Laurier form, which includes a student report. Laurier-based doctoral students will submit copies of this [form](#) to the Program Graduate Assistant as well as to Laurier. UW-based students and their supervisors will fill out the same form but with a BSIA logo and submit it to the Program Graduate Coordinator.

After a student has successfully completed the comprehensive examinations, the student meets with the Program Director and 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 Program Director and 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 Program Director and Associate Director, 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 filled out 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 will remind the Supervisor to hold the annual meeting 11 months after the previous meeting if a meeting has not yet been held. Completed and signed forms are given to Shelby and Kelly for the student's file, with a copy to the Program Director and Associate Director.

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 involve a formal presentation and defence of the proposal to the Supervisory Committee. Normally, committee members and the student will also complete their second progress report following the defence.

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 Shelby and Kelly with a copy of the final proposal.

Normally, the doctoral dissertation research proposal will be no more than 30 pages, 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](#).

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 her or his 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.

[UW Students](#) Information
[Laurier Students](#) Information

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.

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 with 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/>

In 2015, the Balsillie School of International Affairs, Wilfrid Laurier University and the University of Waterloo signed a five-year partnership agreement with the Bonn International Center for Conversion (BICC), an independent, non-profit organization specializing in peace and conflict research. The agreement establishes an annual internship with BICC for masters-level students and visiting fellow positions for doctoral students based at the Balsillie School. For more information see: <https://www.bicc.de/>

Students also have the option of completing a six-month internship in the UN system through the United Nations Association in Canada.

4.15 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.

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 travelers must:

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.

4.16 External Funding, Research Assistantships and Teaching Assistantships

The majority of students admitted to the programs based at the Balsillie School receive some form of financial assistance. Graduate students in the PhD program are eligible for a variety of scholarships, both internal and external. **Note: The program requires all 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 remain in good standing.**

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 reading courses (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 directors 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 or Kelly). When the faculty member is satisfied with this Proposal, it is signed and then returned to Shelby or Kelly.

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

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 Shelby or Kelly 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 Shelby or Kelly.

Enrolment is not complete until the form has been approved by the Program Directors and Graduate Dean of both the Home University and Host University. Students are allowed to register for a maximum of two OVGS 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. 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. 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.

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.

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](#):

- Employee Safety Orientation
- Workplace Violence Awareness
- 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. 35935.

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 must 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 Officer (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. 32655**. 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.35082.

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 x35417), 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.

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 and 31/01/19 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 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 and sent to the students by May 1. 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 related to the field of their proposed dissertation topic. The Field exam is set by a committee comprised normally 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 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.

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 the Program 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. 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. Each exam must not exceed 5,000 words in length (not including references and bibliography). Exam answers must show knowledge of the literature of the required reading lists and be fully referenced.

Evaluation of Examinations

Composition of Examining Committee:

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: Passed, Passed Conditionally, and Reexamination.

The Examination Committee's evaluation will be determined by majority vote, with the one exception that a student will receive an evaluation of "Passed Conditionally" where the committee returns one vote for "Passed Conditionally" 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 "Passed Conditionally."

When a student receives an evaluation of "Passed Conditionally," 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 thirty (30) days to submit a written response of no more than 1,000 words in which they will outline clarifications and/or revisions. The committee will then evaluate the response and determine by majority if the student has met the requirements for a "Pass."

If a student fails the first sitting of their examination, either after the initial written attempt or after the Passed Conditionally stage, they have the option to sit the examination a second time. When a candidate is re-examined, the outcomes are limited to Passed, and Exam Unsuccessful. A result of Exam Unsuccessful will normally lead to expulsion from the doctoral program.

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 Academic Director will contact the student and ask for an explanation for why the examination was submitted late. Drawing on this information, the Academic 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 Academic 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 Academic 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.

For each Field exam, the reading lists for the "core" material (that is common to all students) are updated by the examining committees in cooperation with the Program Director, and is not to exceed 45 works. These instructors are also encouraged to consult with other core faculty in their respective fields. The portion of the reading list that is tailored to the specific needs of each student's proposed thesis topic is not to exceed five works, and is developed by the members of the field examining committee in consultation with the student.

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 2019-2020 [Academic Term Date Deadlines](#)

WLU 2019-2020 [Graduate Calendar](#)