

Student Signature:

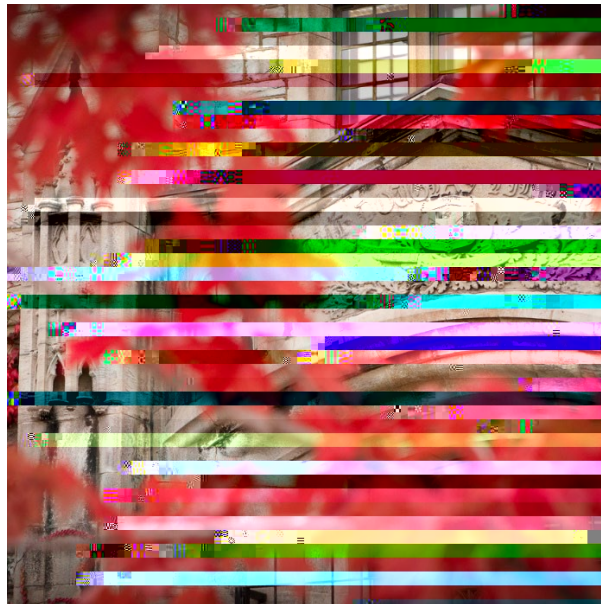
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Introduction

This guide contains the policies and procedures followed by the department of [Global Development Studies \(DEVS\)](#) in the administration of our [Master of Arts \(MA\) Program](#). This program is administered in conjunction with the [School of Graduate Studies and Postdoctoral Affairs \(SGSPA\)](#), which governs all University regulations pertaining to graduate studies at [Queen's University](#).

DEVS is an interdisciplinary department with faculty from a variety of academic and experiential backgrounds. Through our research and teaching we examine the history of ideas about 'development'. We explore the competing and contested meanings of the term and analyze the institutions and organizations that are integral to the apparatus of development at local, national and global levels. Our work therefore, includes teaching and research on Asia, Africa, Latin America, the Caribbean, and Aboriginal communities in Canada and elsewhere. A unifying theme is to understand the complex and unequal history of our shared world, with critical reflection on the multiple notions of freedom, democracy, and progress that inform different visions and practices of development.

The primary focus of our program is academic training: we provide students with conceptual tools and broad thematic knowledge to undertake research on development-related themes. In particular, the program is focused around two core areas of faculty expertise: the political economy of development and the cultural politics of development.



DepartmentAdministration

Department Head:

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Course Work Grade Requirements

The MA program has been designed with two streams: a *course-based* Master's and a *research-based* Master's. All students are initially accepted into the *course-based* stream. Interested and qualified students may then apply to switch to the research option with up to an additional full year to complete.

The *course-based stream* will focus on the development of conceptual thinking and analytical and interpretive skills. This stream does not demand primary research resulting in a thesis; instead students will complete a library-based major research project (MRP) of 60 pages (DEVS 898). The MRP will deal with a specific interdisciplinary question directly relevant to Global Development Studies. Six half courses, which must include DEVS*, DEVS 802, DEVS 803, and DEVS 850* also required under this option.

The *research-based stream* will follow the traditional sequence of graduate training with advanced courses and the undertaking of extensive research. Six half courses, which must include DEVS*, DEVS 802*, DEVS 803, and DEVS 850* are required under this option. The research will result in the submission of a written thesis (DEVS 899) of between 75-100 pages that demonstrates the student's ability to produce original work. This option requires an application with a developed proposal, the support of a supervisor, and a minimum GPA of 3.7 over four fall term courses. The deadline for application is January 31. Please note: the department will make efforts to assist with funding for the second year but cannot guarantee it.

- Rewrite the final paper; or
- Take a substitute course; or
-

consideration deemed appropriate by the instructor, supervisor or Departmental /Program Graduate

Tuition and Fees

For information about current tuition and activity fees, visit the following Office of the University Registrar web page <http://www.queensu.ca/registrar/financials/tuition-fees>

The Registrar's Office has developed guidelines for the costs you may incur as a graduate student, including tuition and fees, education, and basic living expenses:

<http://www.queensu.ca/studentawards/costs>

Pre-authorized Payment Plan (PPL)

The [Pre-authorized Payment Plan \(PPL\)](#) is open to eligible graduate students who have NO DEBT from a prior Academic Year. There is no fee, or extra charge, to join the payment plan. Those enrolled in the program have their Fall and Winter term tuition and

Mandatory Training

The Department provides an orientation session for all teaching assistants for DEVS courses and strongly recommends that all teaching assistants register and attend the [Centre for Teaching and Learning's annual Teaching Development Day](#)

As a Teaching Assistant, you are also required to complete the following online training, which is mandated by the Government of Ontario. You will be compensated for the time required for training in your first TA contract:

- [Health and Safety Awareness](#) (1.5 hour duration)
- [Module 1: Accessible Customer Service](#) (1 hour duration)
- [Module 2: Human Rights 101](#) (30 minutes duration)
- [Module 3: Access Forward](#) (30 minutes duration)
- [Module 4: Accessible Instruction for Educators](#) (1.5 hours duration)

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The learning program can be accessed through the [Sexual Violence and Response Services website](#) and is best viewed on a desktop or laptop using Google Chrome. This learning program should not be completed on a mobile device. You MUST spend a minimum of 30 minutes engaged with the program for your attempt to be recorded as valid. Additionally, you

The course instructor is usually the TA's employment supervisor. It is the responsibility of the instructor to provide each teaching assistant with a list of all assigned activities to be included within the allotted hours of work Teaching Assistant Form (Appendix "A" of the [Collective Agreement](#)) which outlines TA duties, hours required and any mandatory training. Each instructor must meet with their TAs at the beginning of term to review and sign the form. You should be able to complete the tasks you have been assigned within the time listed on the form.

As a TA, it is a good idea to meet with your employment supervisor near the middle of the term to make sure that the time you are spending on TA work is in line with your Teaching Assistant Form. If changes need to be made, you and the supervisor may be able to visit section B of the form and reallocate hours.

[Awards, Fellowships and Scholarships](#)

Financial support is provided for DEVS MA students enrolled in the year course based program. The current minimum level of funding is \$1,500 for the academic year September - August 31. There is no guarantee that funding will remain at this level in future years. PI.005 TTaxAs I wiug(Tc 0.0t00 T

External Fellowship and Awards
Students

The Academic Programs Assistant will endeavour to keep all students informed of fellowship opportunities and funding deadlines and be available to answer your questions about eligibility requirements, completing funding applications forms and gathering supporting documents.

The fine print: Awards held by students who are required to withdraw or who withdraw voluntarily, or who become withdrawn due to failure to maintain registration, will be terminated, and students may be required to repay some or the entire award. In the case of some external granting bodies, repayment of the award portion already paid out is mandatory if the award holder withdraws from the graduate program. Partial or complete award repayment is also required if a student switches to part time, or inactive status.

Emergency Funding

Please speak with a member of the DEVS Administrative team if you are facing a financial emergency. Sources of emergency funding include [Emergency Bursas](#) from the Student Awards Office. The Society for Professional and Graduate students also provides [Emergency Student Aid](#). In addition, the Ban Righ Centre offers [Emergency Bursas](#) to female mature students who are parents or who have returned to school and are in financial need.

DEVS MA Course Requirements

Students are normally expected to be enrolled in the DEVS MA program on a full-time basis.

All students take three core courses: *DEVS 801 (Political Economy of Development)*, *DEVS 802 (Cultural Politics of Development)*, and *DEVS 803 (Qualitative Research Design)*. These reflect the basic areas of expertise within the Department and provide students with two key pillars for understanding the field of development studies.

Students are also required to take *DEVS 850 (Professional Seminar in Global Development Studies)*, 0.0

Students will take six half-credit graduate courses in their first two semesters, choosing the four mandatory core courses (DEVS 801, DEVS 802, DEVS 803, and DEVS 850) and two elective courses that provide in-depth disciplinary material related to their project topic.

Course Registration

Currently, graduate students are not allowed to self-enroll in courses in the Student Online University System (SOLUS). The Academic Programs Assistant will handle all course enrolments, drops and audits. If you wish to make any changes to your courses, such as adding or dropping a course or formally auditing one, please let the Academic Programs Assistant know by email as soon as possible. Students must drop Fall courses in early October, and winter term courses in early February in order for them not to show up as WITHDRAWN on their transcripts. These dates change annually and can be found in the SGS graduate calendar sessional dates: <https://www.queensu.ca/sgs/graduatecalendar/sessional-dates>

The Academic Programs Assistant will automatically enroll students in the required DEVS courses (DEVS 801, DEVS 802, DEVS 803, 850 and 898/99) along with requested elective preferences.

Enrolment in Non-DEVS Courses

To enrol in a non-DEVS course offered by a cognate department (including Sociology, Political Studies, History, Geography, Economics, etc.), you need to first request permission from the course instructor via email. Please forward the email granting you permission to enrol in the course to t.004 Tw 0.26 0 Td (

Auditing DEVS or Non-DEVS Courses

If you wish to formally audit a course so that it appears on your transcript, you will also need to obtain permission from the instructor and alert the Academic Programs Assistant who will prepare an [Academic Change Form](#)

Changes in Registration Status

Students in the DEVS MA program are expected to be registered on campus for three terms (fall, winter, spring/summer) for the one-year course-based stream or six terms for the thesis stream.

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DEVS Graduate Courses

<https://www.queensu.ca/devs/graduate/devsgraduatecourses>

DEVS01 The Political Economy of Development

This course provides a comprehensive introduction to the relationship between political economy and the ideas and practices of development. The course grounds students in core theories, both classical and contemporary, then examines key themes and controversies to illustrate the relationships between political economy and development practice.

This is a mandatory course for all graduate students in Global Development Studies.

DEVS02 The Cultural Politics of Development

This course provides a comprehensive introduction to the cultural politics of development from historical and contemporary perspectives. The course focuses on narratives of development and their relationship to social and political movements in the South and North. Themes include the ideas of tradition, modernity and progress; colonialism, nationalism and liberation; and the gendered and racialized politics of development.

This is a mandatory course for all graduate students in Global Development Studies.

DEVS03 Qualitative Research Design

- Political Studies
- Sociology

f) Any specific details as requested by the supervisor.

The first draft should be submitted on May 1. The student and supervisor can have subsequent back and forth revisions that lead to a final submission in August of the same year.

Final Submission

We recommend that a final draft should be submitted in the first week of August. This timeline is meant to allow time for approval of the MRP by the end of the third term. The exact timeline for submission of the first and subsequent drafts of the MRP must be negotiated between the student, their supervisor, and second reader.

For the twoyearthesis

7) Finances

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Can you provide a brief list of costs for your fieldwork?

What funding opportunities ((Jnu8)13 (r)14(n y)8 (o)2 (up)10 (o) (yde)3 (ngrv)7 (i)4.1 (d)14(n y1)8

Thesis (Research Based Stream) Timeline

Due Date	Item
October–December (deadlines vary)	Students interested in applying for SSHRC graduate funding (MA or Doctoral) familiarize themselves with the appropriate deadlines; develop SSHRC funding application with their potential supervisor; arrange for two referees, and submit the application to SSHRC
Prior to January 15	Students who are interested in the two-year MA thesis option are required to confirm with the Graduate Chair that they have met the minimum academic requirements based on their fall term courses and that they have identified an appropriate and willing supervisor.
Jan 31	Student submits Thesis Option Application to Graduate Chair and Academic Programs Assistant. Applications will include a first

Due Date	Item
SummerTerm	Field Work REMINDER: The student is required to submit the GREB clearance letter to the Academic Assistance once it is received
Fall Term	Student may be finishing field work and begins writing thesis.
Winter Term	Student writes thesis.
May	

DEVS REB Process

All submissions to GREB (or HSREB) must be done online, through the Human Ethics Application system [TRAQ \(Tools for Research at Queen's\)](https://www.queensu.ca/traq/signon.html) by University Research Services:
<https://www.queensu.ca/traq/signon.html>

Although TRAQ will generate an email prompt that a new application has been received, students should also advise their supervisor and the DEVS Graduate Office that the application has been posted online.

The DEVS REB Chair will make best effort to expedite applications. However, it is vital that you provide enough turnaround time for the internal REB process and GREB review, particularly if you are dealing with sensitive issues and vulnerable populations.

Fieldwork

The majority of theses and some MRPs involve fieldwork, which may take place in remote regions.

If you are planning time away from Queen's for fieldwork, you must do the following:

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The [Learning Strategies Centre](#) offers support for graduate students completing their theses. Assistance is also available for undergraduate and graduate students who want to refine their core academic skills, time management skills and manage academic stress.

The [Writing Centre](#) offers free one-on-one consultations to review preliminary drafts of papers and also offers workshops for teaching assistants on marking and providing effective feedback.

[Mental Health and Wellness](#)

The [SGS Habitat](#) provides information on many aspects of graduate student life from academics, to health and wellbeing, to career development.

The School of Graduate Studies and Postdoctoral Affairs has a [Student Wellness Services](#) counselor on site specifically to assist graduate students. Appointments may be made by calling the Counseling Service at 613-333-2136 or by email. Graduate students may also request an appointment with any of the counsellors at Health, Counselling and Disability Services, including the [Cross Cultural Advisor](#).

[Athletics and Recreation Centre \(ARC\)](#)

The [Athletics and Recreation Centre \(ARC\)](#) has many programs and facilities available to graduate students, which are covered by student fees.

[Professional Development](#)

[Expanding Horizons](#), a series of workshops and seminars to support the academic, personal, and professional success of graduate students, is offered by the School of Graduate Studies in partnership with student service providers at Queen's.

[Career Services](#) provides career education and employment support services for Queen's undergraduate, graduate students and recent alumni from all disciplines. A comprehensive range of services are offered, including drop-in career advising, supporting graduate students in making informed decisions about career options, job search strategies, and CVs and resumes.

[Studies in National and International Development \(SNID\) Seminar Series](#)

[SNID](#) is a weekly interdisciplinary seminar series that examines issues of local, national and global development. Presenters include Queen's faculty, graduate students, and guest scholars. The seminars take place on Thursday afternoons from 1:00- 2:30 in MacCorry D214. In 2020/2021, these seminars will be held remotely.

[Other Organizations](#)

The [Society of Graduate and Professional Students \(SGPS\)](#) represents the interests of its members at a university-wide level as well as providing some important benefits (including a health and dental plan) and services (such as student advisors and free tax filing). The SGPS defends and expands students'

rights, lobbies the administration as well as the provincial and federal governments, offers small grants and other assistance to students, and participates in university governance.

The [Queen's International Centre \(QUIC\)](#) is a support service for all members of the Queen's community and through its activities promotes an internationally informed and culturally sensitive learning environment.

The [Ban Righ Centre](#) supports the continuing formal and informal education of women, especially mature women returning to Queen's University, and offers bursaries for mature women students in financial need as well as a weekly seminar series

APPENDICES

Department of Global Development Studies
MRP Application Form
DUE: January 31

Student Name: _____ Student Number: _____
Supervisor Name: _____ Student Email: _____
Tentative Title/Research Area: _____

Project proposal (two to four pages in length plus preliminary bibliography) are to be attached to this form and submitted to devsgard@queensu.ca and your supervisor no later than INSERT DATE.

Questions to consider for your proposal include:

- 1) A brief outline of the proposed topic.
 - a. What are you interested in studying and why is it important?
 - b. Are there specific debates you are looking to intervene in or contribute to? Is there a specific empirical or conceptual gap that you are looking to address?
- 2) The key research question.
 - a. What is it about this topic that you want to answer specifically? How does it shape into a clear research question?
 - b. Why is answering this specific question important? How will it add to academic or public knowledge?
- 3) How are you going to answer this question?
 - What do you need to do to be able to answer your research question?
 - Are there smaller subquestions that you will need to answer first?
 - What analytical perspective(s) do you plan to use? Which academic author(s) are you drawing on to help shape your approach?
- 4) What sources are you expecting to use?
 - Is this going to be based on secondary literature?
 - Is there any primary literature (e.g., government reports, NGO reports, etc.) that you will use?
 - Do you already have access to these or are some still to be located / accessed?
 - Do you plan on doing any interviews or fieldwork to supplement your other sources? Ensure that you discuss and GREB requirements with your supervisor.
- 5) Layout of the MRP / Potential Chapter Titles
 - In very rough terms, how do you envisage your MRP looking in terms of sections / chapters? Perhaps think about three main sections / chapters that build towards answering your research question.

Student Signature: _____

Supervisors Signature _____

- 3) How are you going to answer this question?
 - What do you need to do to be able to answer your research question?
 - Are there smaller sub-questions that you will need to answer first?
 - What analytical perspective(s) do you plan to use? Which academic author(s) are you drawing on to help shape your approach?

- 4) What sources are you expecting to use?
 - Is this going to be based on secondary literature?
 - Is there any primary literature (e.g., government reports, NGO reports, etc.) that you will use?
 - Do you already have access to these or are some still to be located / accessed?
 - Do you plan on doing any interviews or fieldwork to supplement your other sources?

- 5) Layout of the Thesis / Potential Chapter Titles
 - In very rough terms, how do you envisage your thesis looking in terms of sections/chapters?
 - Perhaps think about three main sections/chapters that build towards answering your research question.

- 6) Fieldwork Plan
 - What kind of fieldwork do you anticipate undertaking and where?
 - How long do you estimate the fieldwork lasting and when will it take place?
 - Do you have the appropriate skills, background, and contacts to make the proposed fieldwork feasible?

- 7) Finances
 - Can you provide a brief list of costs for your fieldwork?
 - What funding opportunities have you or are you considering applying for?
 - Can you afford to undertake the fieldwork if these applications are not successful and, if not, how will you pro3 (ib)2.13.9aiv