



PhD Progress, Evaluation, Completion Handbook

Version 1.5

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Preamble

The purpose of this document is to provide detailed direction and outline expectations of doctoral students in the Gender Studies PhD program. Please note that students and supervisors are expected to familiarize themselves with the School of Graduate Studies' general regulations, guide to graduate supervision, and degree completion requirements available through the School of Graduate Studies website.

Coursework

Unless otherwise indicated in the student's offer letter, PhD students are required to complete 4 required 3.0 credit courses (GNDS 801, 802, 903, 950), 1 required 0.0 credit course (GNDS 815), and 1 elective 3.0 credit course.

Fall, Year 1

- GNDS 801/3.0: Theories in Gender Studies
- GNDS 802/3.0: Methodologies in Gender Studies
- GNDS 815/0.0 Proseminar: Professional Development in Gender Studies

Winter, Year 1

- GNDS 903/3.0: Applications of Gender Studies
- GNDS 815/0.0 Proseminar: Professional Development in Gender Studies
- One elective course (3.0)

Fall and Winter, Year 2

- GNDS 950/3.0: PhD Practicum

The elective course may be selected from Gender Studies graduate courses, graduate courses in other departments, independently organized Directed Readings (GNDS 940/3.0, GNDS 941/3.0), or a practicum (GNDS 850/3.0). Directed Readings and Practicums are subject to the availability and permission of a supervising instructor and the student's PhD supervisor. Students should consult with their PhD supervisor on course selection prior to enrollment.

Requests to add or drop a course must be approved by the student's PhD supervisor and the Grad Chair; this can be done through the [Course Enrolment Request Form](#) in the student's Dashboard. Course instructor approval is required if the student wishes to add a directed reading or practicum course, or a graduate course outside of Gender Studies.

Students advance to candidacy for the PhD after completing:

1. All required coursework

- The level of topical knowledge demonstrated by the course design.
- The appropriateness of the course content, pedagogy, assignments, and learning outcomes for the target audience and level of instruction.

Once the review is complete, the supervisor and Grad Chair (or Grad Committee delegate) complete [Form P2 – Syllabus Approval](#)

The School of Graduate Studies requires that the thesis conform to one of two formats: the Traditional format (monograph style), or the Manuscript, Project and Portfolio-based format (a compilation of several related or 'stand-alone' components), as described in the [General Forms of Theses, School of Graduate Studies](#).

The supervisor chairs this first committee meeting and records any instructions that committee members require of the student before their submission of the final Proposal; these instructions are noted on [Form P3 – First Meeting](#) in the Student's dashboard and shared with the supervisory committee and student within three days of the meeting. A copy is kept on file in the Graduate Office. This meeting may take up to two hours; it is the responsibility of the supervisor to organize the date and time.

Normally, the dissertation proposal has eight

section). The methodology and methods section should be divided into sub-sections and it should be about 5-8 pages long.

Depending on the method(s) of data collection, this section can run from one line (“no ethical considerations”) to about 1-2 pages if the student intends to engage with human research participants.

If the student is writing a monograph dissertation, provide a chapter breakdown. If the student is writing a manuscript dissertation consisting of publishable journal articles, provide 2-3 sentences about each article. If the student is writing a dissertation portfolio, provide details about each component of your research program. This should be approximately one page.

Provide a timeline that spans from “writing proposal” (Fall Year Two) to “dissertation defense” (Spring/Summer Year Four). This section should be one page and can include research trips, conferences, and other potential sites that will complement the student’s dissertation studies.

Important: While there are several reference books on “How to Write a Dissertation Proposal” at Stauffer Library and online materials that are really helpful. If a student is struggling, they should remember to check in with their supervisor on an agreed-upon basis (e.g., once a month).

Where applicable, provide a budget of expected costs associated with conducting the research. This can include, for example: travel to/from field site and/or conferences (airfare, ground transportation), accommodation, meals, compensation for research participants, honoraria for community advisors, conference fees, etc. Indicate where funding is secured (e.g., through a supervisor’s grant funds where eligible, SGS funding, and/or a student’s own grant or contract) and where it is not. Where funding is not secured, indicate where funding will be sought and/or a Plan B to complete the proposed work.

Approval

The Dissertation Proposal defense serves as the PhD Qualifying Examination in Gender Studies. The defence is chaired by the Grad Chair (or a Grad Committee delegate), and all members of the Supervisory Committee are expected to attend.

To initiate the Dissertation Proposal defence process, the following steps are required:

- When the Supervisor and student agree that the proposal is ready for defence, the Supervisor notifies the Graduate Office by submitting [Form P5 – Dissertation Proposal Defense](#) to the Student’s dashboard at least one month prior to the defense. It is the responsibility of the Supervisor to organize the date, time, and location of the defense

by confirming availability with the Proposal Defense Chair and the Supervisory Committee. The Graduate Assistant can assist the Supervisor as needed.

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- The dissertation moves to defence in Spring / Summer term of the Year 4. The PhD examination follows the regulations of the School of Graduate Studies.

Dissertation Examining Committee

The Dissertation Examining Committee is comprised of at least six members. After the student advances to candidacy and before a completed dissertation is submitted, the PhD candidate and PhD supervisor begin to plan the composition of the Dissertation Examining Committee. The PhD candidate and PhD supervisor should work together to identify potential committee members, determine the final composition of the Dissertation Examining Committee, and decide how each potential committee member is approached and invited to join. Normally the supervisor extends these invitations. Supervisory committee members may continue onto this committee, but they may withdraw, or the student and supervisor may choose to ask other or additional faculty members to serve.

All members of the Dissertation Examining Committee, except the supervisor, must be at arm's length from the PhD candidate and the thesis content so as not to be in conflict of interest with the PhD candidate (examples include co-authorship with the student on manuscripts that form part of the thesis; a personal or family relationship with the student; a person with a vested interest in the thesis/research for personal/financial gain). The external examiner must be a person with whom the PhD candidate has not previously studied with, collaborated with, or have a personal or family relationship. The Chairperson is appointed by the School of Graduate Studies and conducts the defence in accordance with the policies and procedures of the School of Graduate Studies. Please refer to [Doctoral Oral Thesis Examinations](#) for details.

The student's Dissertation Examining Committee is thus comprised of at least six members:

1. Chairperson - (*selection made by the SGS Thesis Coordinator*)
2. Head of the Department (*or delegate*)
3. Supervisor(s)
4. At least one other member of the Department (may have been on the Supervisory Committee)
5. At least one faculty member from another Department (cannot have been on the Supervisory Committee)
6. External Examiner from outside Queen's University

With the exception of the Chairperson for Doctoral Programs, it is the responsibility of the Department to select, verify eligibility, and invite all members of the Thesis Examining Committee.

Dissertation Defense

Once the dissertation is considered ready to defend, the supervisor works with the PhD candidate and members of the Dissertation Examining Committee to set a date, time, and location for the defence meeting.

To initiate the dissertation defense process, the following steps are required:

- The supervisor should submit the completed and signed [SGS PhD Oral Thesis Examination Form](#) to the Graduate Office no later than 30 working days (i.e., 30 days not including the date of submission, the date of defence, holidays, or weekends) before the examination date. The Graduate Office will coordinate the details with SGS.
- The PhD candidate is responsible for reviewing the SGS requirements for [Degree Completion](#) and providing copies of the thesis/project to their committee members - in their preferred format - no less than 25 working days prior to the date of defence (i.e., 25 days not including the date of submission, the date of defence, holidays, or weekends). At some point before the deadline for distributing the thesis, the PhD candidate should confirm with each committee member if they would prefer to receive the thesis as a hard copy, a PDF, or a Word document.
- The PhD candidate is to submit a PDF copy of the thesis to the School of Graduate Studies (thesis@queensu.ca), for format review. The SGS Thesis Coordinator will notify the PhD candidate if any corrections are required before the final version of the thesis is submitted to QSpace. Note: if the thesis is too large to send by email, QShare is the best option.

The Chair is appointed by SGS and conducts the defence in accordance with the policies and procedures of the School of Graduate Studies. Please see [Doctoral Oral Thesis Examinations](#).

PhD Degree Checklist

