

JSGS
Graduate Research Programs
(MPP and PhD)
Handbook

Approved
June 2010

University of Saskatchewan Campus



JSGS Graduate Research Programs Handbook

June 2010

The Johnson-Shoyama Graduate School of Public Policy (JSGS) at the University of Saskatchewan offers graduate research degree programs leading to a Master of Public Policy (MPP) and a PhD.

Master of Public Policy (MPP)

The MPP is a research-based degree that involves a combination of course work, research, and the writing of a thesis. Students are required to complete a minimum of 15 credit units, consisting of three core courses (nine credit units) and two additional courses (six credit units) that relate to their area of interest, plus PUBP 990 (Seminar) and PUBP 994 (Research). The program is designed for completion in 16-24 months of full-time study. Upon entry into the program, each student is assigned a research advisor and an advisory committee.

Core Courses

All MPP students must complete nine credit units (three courses) drawn from the following set of core courses:

PUBP 805 - Economics for Public Policy Analysis

PUBP 807 - Political Economy

PUBP 810 - Qualitative Methods and Research Design OR

PUBP 811 - Quantitative Methods and Research Design

All students in the MPP program are required to register in PUBP 990 (Seminar) every term. Attendance at a minimum of 25 seminars/events is required by students during their time in program.

All MPP students are also required to register in PUBP 994 (Research) each term.

During their first term, students must enroll in and complete GSR 960 (Introduction to Ethics and Integrity), a self-directed on-line course that can be completed in less than a day.

Elective Courses

Students are also required to complete six credit units (two courses) of electives that complement their area of research. These courses may include:

PUBP 808 - Ethics, Leadership and Democracy

PUBP 812 - Aboriginal Peoples and Public Policy

PUBP 813 - Higher Education Policy

PUBP 814 - Social Policy: An Interdisciplinary Perspective

PUBP 859 - Innovation Policy

PUBP 830 - Decision Making in Organizations

PUBP 849 - Social Economy and Public Policy

PUBP 898 - Public Law

Students may also take some core and/or elective courses through the school's University of Regina campus or electives from other relevant programs at the University of Saskatchewan that have been deemed appropriate by the school and approved by the student's advisory committee.

Students entering the program are required to participate in the "Get Connected" academic orientation program offered in the fall.

Tuition

The tuition for the MPP program during the 2010-11 academic year is \$1,071 per term, and students are required to maintain continuous registration. With three terms a year, the cost is \$3,213.00 per year plus applicable student fees. Students should plan on spending up to two years in the MPP program. Tuition and fees are subject to change. Please see http://www.usask.ca/cgsr/prospective_students/tuitionmodel.php for details.

Funding

Full-time MPP students are normally provided with funding in the amount of at least \$20,000. This amount will be paid out in equal installments over 16 months.

Students will be able to retain their funding at the end of the first eight months if they complete their course work and maintain an average of at least 80 percent.

As a condition of funding, students may be required to provide up to 10 hours of academic service per week (on average) for the JSGS between September 1 and August 31 each year. Students will not be asked to provide more than 350 hours over a 12-month period.

Funding will be paid in monthly installments at the end of each month from September to August and will be considered as scholarship income, which is not subject to source deductions except for the service component, which is employment income and therefore subject to source deductions for Employment Insurance, Canada Pension Plan, Worker's Compensation, and vacation pay.

MPP students are encouraged to submit an application for external scholarship funding (e.g., SSHRC Masters fellowships). For a list of external awards, see http://www.usask.ca/cgsr/financial_aid/externalawards.php.

Residence Requirements and Time Limit

In general, the MPP can be completed in 18-24 months. The first eight months (September - April) are typically devoted to course work, while the remaining period is used for research and thesis work.

Candidates for the MPP degree must complete their degree within five years.

Student Advisory Committee

Each graduate student admitted to the JSGS has a student advisory committee (SAC).

The Graduate Chair will act as interim supervisor for all incoming students until such time as they choose a supervisor and research topic (typically chosen within the first semester of study). Once a supervisor is chosen, an SAC is formed based on the proposed area of research. The SAC consists of at least four members. Within this committee, one member serves as the Chair (this is normally the JSGS Graduate Chair) and one member serves as the student's supervisor (co-supervisors count as one person)

The SAC is responsible for reviewing a student's progress in coursework and research and must approve changes to the student's program and the direction of the thesis research.

The SAC must meet and review the progress made by the student at least once a year. In preparation for this meeting, the student must submit a progress report. The Chair is responsible for ensuring this review takes place and for submitting an annual report (this may include completing Progress Report form GSR 210) to the College of Graduate Studies and Research (CGSR) regarding the progress that students are making on their program. The minutes of this annual meeting must clearly document any major decisions that are made (e.g., the approval of the proposal).

The student advisory committee has a number of roles, including:

- To provide constructive criticism of the student's ideas and work as their program develops.
- To be accessible to the student for consultation regarding their program.
- To comment on the student's annual progress report and research work, including their performance in coursework and research.

For more details on the roles and responsibilities of supervisors and students, see http://www.usask.ca/cgsr/current_students/student_responsibility/responsibility.php. See also <http://www.usask.ca/cgsr/downloads/guidelines.pdf> for guidelines for the parties involved in graduate student research.

Before a defense of the thesis can be scheduled, all members of the SAC must indicate that the thesis is acceptable for defense. The SAC makes recommendation to CGSR for the thesis defense and for the appointment of an external examiner. When the thesis is ready for examination, this committee forms the basis for the examining committee.

Thesis Requirements

A thesis must be submitted in partial fulfillment of the MPP degree.

Each student will prepare a thesis proposal consisting of a problem statement, objectives (hypotheses if appropriate), initial literature review, conceptual/theoretical model, and approach to study (methodology) prior to undertaking the research work for the thesis. It is expected that the thesis proposal will be submitted during the summer (May-August) of the student's first year in the MPP.

The thesis must conform to the standard manuscript format (e.g., Introduction, Literature Review, Methodology, Results, and Conclusions). The thesis must not exceed 100 pages

in length. See <http://www.usask.ca/cgsr/thesis/ETD.php> for further details.

Graduate students at the University of Saskatchewan must submit a final copy of their thesis using the Electronic Thesis and Dissertation (ETD) project. Details on ETD and the process by which the thesis can be submitted can be found at:

<http://www.usask.ca/cgsr/thesis/ETD.php>.

The thesis is expected to require 10-16 months of full-time work.

Ethics

Research involving human subjects will follow normal university research procedures and guidelines. Students will be responsible for drafting behavioural ethics review applications prior to collecting data about or from human subjects. Their supervisors will review these applications and make comments or suggestions before the applications are submitted to the relevant university committee. Details on the ethics review process can be found at http://www.usask.ca/research/ethics_review/guidelines.php.

Seminar Requirement

Students must make a seminar presentation to the JSGS 990 Seminar series. The seminar is a required part of the graduate program. Seminar presentations are scheduled regularly. Presentations should be structured as per an academic conference presentation (e.g., 20 minutes in length on a defined topic).

Conference Presentations

Students are encouraged to present their research at academic conferences and should work with their supervisors to find appropriate venues and to secure funding. Some travel funding is available from CGSR – see <http://grad.usask.ca/awards/awardsearch.taf> and search for “travel award”.

English Proficiency

Students are required to develop proficiency in English sufficient to successfully complete their thesis. CGSR has initiated a language bursary program to improve the communication and writing skills of international graduate students. Bursaries are available to fund graduate students to take specialized English as a Second Language programs through the Language Centre. This three-year pilot project will make thirty-five bursaries available to students for the 2009-10 academic year, with 70 and 100 bursaries available in year two and year three respectively.

Appeals

For the regulations on appeals (e.g., Appeals for Admission, Appeals Procedures and Deadlines, Appeals with Respect to Academic Standing, and Appeals with Respect to Academic Unit Recommendation to Discontinue), please see the CGSR Policy and Procedure Manual (<http://www.usask.ca/cgsr/Policy-and-Procedure-Manual.php>).

CGSR Policy and Procedures

In addition to the policies and procedures outlined in this document, all graduate students at the University of Saskatchewan are subject to CGSR policies and procedures. These

policies and procedures can be viewed at <http://www.usask.ca/cgsr/Policy-and-Procedure-Manual.php>.

PhD Degree

The Doctor of Philosophy in Public Policy (PhD) offers learning and research opportunities for highly qualified students to advance knowledge and move the study of public policy forward. Students graduating from this program will be in a position to train the next generation of public service professionals and to conduct public policy and management research for government, business, think tanks, and other research organizations.

The PhD program is designed for completion in three years of full-time study (full-time study involves at least 40 hours per week work on the PhD). Students choosing to study part time are advised to structure their program so that they can complete the PhD in no more than four to five years. To do so, part-time students will typically need to devote at least one consecutive year of full-time study to their PhD program.

The JSGS faculty's research backgrounds and interests provide opportunities for students to explore topics in areas such as higher education, health and social policy, Aboriginal Peoples and public policy, the social economy, international trade agreements, innovation and science policy, regulation, and economic and cultural development. The JSGS will only admit students to do a PhD in an area in which the faculty have expertise.

Core Courses

Students with a master's degree (with thesis) in public policy will be required to take a minimum of nine credit units (three courses) of course work at the PhD level, plus PUBP 990 (Seminar) and PUBP 996 (Research). Each student will have his or her own faculty advisory committee. Students accepted into the program without this public policy background will be required to complete additional courses, as deemed necessary by their supervisory committee, for their successful completion of the program. In certain cases, students may be admitted on condition of satisfactory completion of all or a specified core of MPA/MPP courses and/or a qualifying examination of their prerequisite background for doctoral studies in public policy.

Students are required to complete nine credit units (three courses) from the following core set of courses:

PUBP 820 - Comparative Public Policy*

PUBP 830 - Decision Making in Organizations

PUBP 810 - Qualitative Methods and Research Design OR

PUBP 811 - Quantitative Methods and Research Design

*When PUBP 820 is not offered, it can be satisfied by successfully completing one of the following courses – PUBP 812 (Aboriginal Peoples and Public Policy), PUBP 813 (Higher Education Policy), PUBP 814 (Social Policy: An Interdisciplinary Perspective), or PUBP 859 (Innovation Policy) offered at the University of Saskatchewan campus, or GSPP 822 (Comparative Public Policy) offered at the University of Regina campus. Students may also select a different course with comparative policy content offered by either the University of Saskatchewan or the University of Regina and approved by the student's advisory committee.

Students who have taken one or more of these courses previously (i.e., in a Master's program) will be required to substitute an additional course or courses. Students may take additional courses in a particular subject area if they wish, subject to the approval of their advisory committee.

All students in the PhD program are required to register in PUBP 990 every term. Attendance at a minimum of 25 seminars/events is required by students during their time in program.

All PhD students are also required to register in PUBP 996 (Research) each term.

During their first term, students must enroll in and complete GSR 960 (Introduction to Ethics and Integrity), a self-directed on-line course that can be completed in less than a day.

Students entering the program are required to participate in the "Get Connected" academic orientation program offered in the fall.

Tuition

The tuition for the PhD program during the 2010-11 academic year is \$1,071 per term, and students are required to maintain continuous registration. With three terms a year, the cost is \$3,213 per year plus applicable student fees. Students should plan on spending at least three years in the PhD program. Tuition and fees are subject to change. Please see http://www.usask.ca/cgsr/prospective_students/tuitionmodel.php for details.

Funding

Full-time PhD students are normally provided with funding in the amount of at least \$23,000 per year for three years.

To obtain the full value of the scholarship, students must spend at least 40 hours per week on their PhD work for the entire year (the minimum 40 hours per week translates into spending no more than 12 hours per week on work outside of the PhD). If students wish to work outside of their PhD for part of the year, the yearly value of the funding will be pro-rated accordingly, providing students spend a minimum of four consecutive months in the PhD program working the requisite minimum 40 hours per week.

Eligibility for funding is determined by acceptance of admission into the PhD program and acceptance of the following conditions. In the first year of their program, students will be eligible to retain their scholarship if they complete their course work and comprehensive exam. For the second and third years, students will be eligible to retain funding if they are making progress on their dissertation at a rate that would be considered normal and appropriate for a full-time student, as determined by the supervisory committee.

As a condition of funding, students may be required to provide up to 10 hours of

academic service per week (on average) for the JSGS between September 1 and August 31 each year. Students will not be asked to provide more than 350 hours over a 12-month period.

Funding will be paid in monthly installments at the end of each month from September to August and will be considered as scholarship income, which is not subject to source deductions except for the service component, which is employment income and therefore subject to source deductions for Employment Insurance, Canada Pension Plan, Worker's Compensation, and vacation pay.

To obtain funding, all PhD students will be required to submit an application for external scholarship funding (e.g., SSHRC doctoral fellowships). For a list of external awards, see http://www.usask.ca/cgsr/financial_aid/externalawards.php.

Transfer from the Masters (MPP or MPA) to a PhD

Exceptional students may be considered for a transfer from the MPP (or MPA) to the Ph.D. A transfer will only be considered after a student has completed all 15 CUs of courses required for the MPP (students in the MPA would also have to complete 15 CUs of courses). Before students can transfer to the PhD program, they must successfully complete a qualifying exam (see below). The graduate committee in the School would also require three letters of recommendation (typically from faculty in the School) in support of the transfer.

Residence Requirements and Time Limit

In general, the PhD can be completed in three years for students working full time on their PhD. The first year is typically devoted to course work and the completion of the comprehensive exam, while the remaining period is used for research and thesis work.

Candidates for the PhD degree must complete their degree within six years.

Student Advisory Committee

Each graduate student admitted to the JSGS has a student advisory committee (SAC). The Graduate Chair will act as interim supervisor for all incoming students until such time as they choose a supervisor and research topic (typically chosen within the first semester of study). Once a supervisor is chosen, an SAC is formed based on the proposed area of research. The SAC consists of at least five members. Within this committee, one member serves as the Chair (this is normally the JSGS Graduate Chair) and one member serves as the student's supervisor (co-supervisors count as one person). It is expected that the supervisor (or one of the co-supervisors) will be a member of the JSGS faculty. One of the SAC members (the cognate member) must be from an academic unit other than the JSGS. The SAC should normally include a faculty member from the University of Regina.

The SAC is responsible for reviewing a student's progress in coursework and research and must approve changes to the student's program and the direction of the thesis research.

The SAC must meet and review the progress made by the student at least once a year. In preparation for this meeting, the student must submit a progress report. The Chair is responsible for ensuring this review takes place and for submitting an annual report (this may include completing Progress Report form GSR 210) to CGSR regarding the progress that students are making their program. The minutes of this annual meeting must clearly document any major decisions that are made (e.g., the approval of the proposal).

The student advisory committee has a number of roles, including:

- To provide constructive criticism of the student's ideas and work as their program develops.
- To be accessible to the student for consultation regarding their program.
- To comment on the student's annual progress report and research work, including their performance in coursework and research.

The SAC, along with the student, is responsible for developing and approving a Program of Study that is placed in the student's file. This program of study specifies the membership of the SAC, the courses that the student is required to take and whether ethics approval is required for the research. The Program of Studies also serves to record the completion of major milestones such as the qualifying exam and the comprehensive exam.

For more details on the roles and responsibilities of supervisors and students, see http://www.usask.ca/cgsr/current_students/student_responsibility/responsibility.php. See also <http://www.usask.ca/cgsr/downloads/guidelines.pdf> for guidelines for the parties involved in graduate student research.

Before a defense of the thesis can be scheduled, all members of the SAC must indicate that the thesis is acceptable for defense. The SAC makes recommendation to CGSR for the thesis defense and for the appointment of an external examiner. When the thesis is ready for examination, this committee forms the basis for the examining committee.

Qualifying Exam

Students entering the Ph.D. program will be required to successfully pass a qualifying exam during the first six months of their program. A qualifying committee will determine the nature of the exam. Membership on the qualifying committee will include three faculty from the School of Public Policy along with a cognate member from a related unit on campus. Students with a Masters degree (with thesis) in public policy from a recognized university may have the qualifying exam waived; students with a Masters degree (with thesis) in a cognate field (e.g., economics, political science, political sociology, public or educational administration) may also have the qualifying exam waived.

Comprehensive Examination

Students will complete a comprehensive exam following their prescribed course work. It is expected that a full-time PhD student will complete their comprehensive exam by the end of their first year in the program.

The exam will have three parts – two written components and an oral component. The first written component will focus on the readings from the JSGS PhD reading list, while the second written component will focus on the readings from the student's research area. For each of the written components, students will be given the questions in the morning (8:00 a.m.) and will have until 8:00 pm (or so) that day to complete their answers. In both cases, the students will be given four questions and will be required to answer two of them. These first two exams will be separated in time by two to four days. The oral component will take place a few days after the second written exam. The questioning in the oral will cover any of the questions asked in the two written components, as well as any other material of interest from the readings. The examining committee will consist of the student's advisory committee, one 'external' member drawn from outside the committee, and a chair (the graduate chair or his/her designate). The examining committee must contain at least one person from the U of R faculty. The examining committee will prepare the questions and participate in the oral exam. For the set of questions based on the reading list, the examining committee may approach one or more faculty members that were involved in working through the PhD reading list with the students to suggest questions.

Thesis Requirements

A thesis must be submitted in partial fulfillment of the PhD degree.

Each student will prepare a thesis proposal consisting of a problem statement, objectives (hypotheses if appropriate), initial literature review, conceptual/theoretical model, and approach to study (methodology) prior to undertaking the research work for the thesis. It is expected that full-time students will submit their thesis proposal during the first few months of their second year in the program.

Students have a choice of two thesis formats.

The first choice is the standard manuscript format (e.g., Introduction, Literature Review, Methodology, Results, and Conclusions).

The second choice is the x-paper format where a number (x, with x greater than or equal to three) of papers are put together. The advantage of this format is that students are able to write their thesis in a format that is consistent with the journal articles and papers they are writing for other audiences. If students choose this format, the thesis document must nevertheless meet certain guidelines. Specifically, it must contain: (1) an introduction that introduces the topic area that the papers cover and provides an overview of the questions that the papers will address and why the examination of these questions is important. The introduction should also provide a brief "road map" to the papers that follow; (2) sections at the beginning of each of the papers that provide an indication of the relationship of the paper to the rest of the thesis in its entirety; and (3) a concluding chapter that explores the link between the findings of the different papers, that relates the findings of the whole thesis to the literature, and that explores the policy implications of the findings.

Graduate students at the University of Saskatchewan must submit a final copy of their

thesis using the Electronic Thesis and Dissertation (ETD) project. Details on ETD and the process by which the thesis can be submitted can be found at:

<http://www.usask.ca/cgsr/thesis/ETD.php>.

The thesis is expected to require 24-36 months of full-time work.

Ethics

Research involving human subjects will follow normal university research ethics procedures and guidelines. Students will be responsible for drafting behavioural ethics review applications prior to collecting data about or from human subjects. Their supervisors will review these applications and make comments or suggestions before the applications are submitted to the relevant university committee. Details on the ethics review process can be found at

http://www.usask.ca/research/ethics_review/guidelines.php.

Seminar Requirement

Students must make a seminar presentation to the JSGS 990 Seminar series. The seminar is a required part of the graduate program. Seminar presentations are scheduled regularly. Presentations should be structured as per an academic conference presentation (e.g., 20 minutes in length on a defined topic).

Conference Presentations

Students are encouraged to present their research at academic conferences and should work with their supervisors to find appropriate venues and to secure funding. Some travel funding is available from CGSR – see <http://grad.usask.ca/awards/awardsearch.taf> and search for “travel award”.

English Proficiency

Students are required to develop proficiency in English sufficient to successfully complete their thesis. CGSR has initiated a language bursary program to improve the communication and writing skills of international graduate students. Bursaries are available to fund graduate students to take specialized English as a Second Language programs through the Language Centre. This three-year pilot project will make thirty-five bursaries available to students for the 2009-10 academic year, with 70 and 100 bursaries available in year two and year three respectively.

Appeals

For the regulations on appeals (e.g., Appeals for Admission, Appeals Procedures and Deadlines, Appeals with Respect to Academic Standing, and Appeals with Respect to Academic Unit Recommendation to Discontinue), please see the CGSR Policy and Procedure Manual (<http://www.usask.ca/cgsr/Policy-and-Procedure-Manual.php>).

CGSR Policy and Procedures

In addition to the policies and procedures outlined in this document, all graduate students at the University of Saskatchewan are subject to CGSR policies and procedures. These policies and procedures can be viewed at <http://www.usask.ca/cgsr/Policy-and-Procedure-Manual.php>.