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OVERVIEW
Memorial University’s Department of Sociology offers a thesis and non-thesis program leading to a Master of Arts degree in Sociology and a thesis-based Ph.D. program. Degrees offered may be obtained by full-time and/or part-time study. The program of study for the candidates in M.A. and Ph.D. programs provides rigorous core courses in theory and methodology, while addressing individual student’s needs and interests through elective courses. Graduate courses are taught as tutorials or small seminars.

The Department offers three different graduate streams:
1. Master’s by Coursework and Research Paper (6 courses minimum, a major research paper, within one year)
2. Master’s by Coursework and Thesis (5 courses minimum, a thesis, within two years)
3. Doctorate by Coursework and Dissertation (4 courses minimum, comprehensive examination, dissertation proposal presentation, dissertation, oral defence, within 4 years).

DEPARTMENTAL SPECIALTIES
Departmental specialties include: social theory, criminology, environmental sociology, social inequality, sociology of gender, sexuality, development, work, culture and health, including occupational health, political sociology and maritime sociology.

APPLICATION DEADLINE
The application deadline for the September term start date is February 1st each year. All applications are completed online at the School of Graduate Studies website: http://www.mun.ca/become/graduate/

APPLICATION PROCESS
There are two stages of acceptance into our program. First, the School of Graduate Studies at Memorial University must allow your application. Minimum requirements mean graduation from a recognized institution, with a minimum average of about 68% (GPA about 2.68). English proficiency test requirement and a listing of acceptable standardized tests should be reviewed. Second, there is acceptance by the department itself. The Sociology Graduate Admissions Committee reviews all complete files meeting the academic criteria. The admission process is competitive, requiring that applicants have undergraduate and/or graduate courses or degree in Sociology upon which to build their graduate program. For international students, the Graduate Admissions Committee expects a minimum of First Class Honours academic standing.

FUNDING
Memorial offers competitive funding packages to academically eligible Canadian and International graduate students. Normally, fellowships are $6,850.00 per year (MA students 1 & 2 years) and $11,750.00 (PhD students 4 years), but amounts may vary from year to year. See School of Graduate Studies Fees and Funding for information. Funding for travel to conferences is available from the Graduate Student's Union as well.
SOCIOLOGY GRADUATE COURSES

6040 Advanced Quantitative Methods
6041 Advanced Qualitative Methods
6042-49 Special Topics in Advanced Sociology
6090-94 Special Area in Sociology
6120 Social Organization
6130 Social Stratification
6140 The Community
6150 Social Theory
6160 Theory Construction and Explanation in Sociology
6240 Sociology in Medicine
6280 Social and Economic Development
6300 Maritime Sociology
6310 Political Sociology
6320 Gender and Society
6330 Science and Technology
6340 Comparative North Atlantic Societies
6350 Environmental Sociology
6360 Sociology of Work
6370 Feminist Theory and Methods
6380 Women, Nature, Science and Technology
6390 Sociology of Culture
6610 Socialization
6880 Sociology Graduate Seminar
6900 Master's Research Paper (6 credit hours)

UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

MUN WEBSITE: Provides information on the various programs and services available to students throughout the university. See www.mun.ca/index.php

MUN CALENDAR: On-line at http://www.mun.ca/regoff/calendar.php. The calendar contains program requirements, general regulations, course descriptions, and the university diary with a listing of important deadline dates.

SCHOOL OF GRADUATE STUDIES: Information about graduate programs, applications, policies, registration and fees can be found at www.mun.ca/sgs. Request the Graduate Student Information Handbook at sgs@mun.ca.

GRADUATE STUDENT SCHOLARSHIPS, AWARDS AND BURSARIES: There is a wide range of competitive awards available for Canadian and international graduate students at Memorial. See: http://www.mun.ca/scholarships/home/index.php. Use the searchable database http://www.mun.ca/sgs/current/scholarships/ to locate possible awards.

QUEEN ELIZABETH II LIBRARY: Offers students many programs and services including individual tours and tutorials on the best ways to use the Library. See www.library.mun.ca/

BOOKSTORE: Located on the second floor of the University Centre, it sells required textbooks, reference and recommended reading books, general books, school supplies, and MUN clothing and gifts. See www.bookstore.mun.ca. MyMUN provides a service to sell used books. The ‘Used Books Services’ enables students to post books for sale and search for books available. Log on at http://my.mun.ca for this service.
INTERNATIONAL STUDENT ADVISOR: The International Student Advisor is the resource person for all international students, offering guidance on health insurance, student authorization, and other aspects of academic and non-academic life at MUN. See http://www.mun.ca/isa/main/ for more information.

WRITING CENTRE: The Writing Centre is a free, drop-in facility for all Memorial University students who want help with their writing and critical thinking skills. It is staffed by a director and university students trained as writing tutors, and offers individualized tutorials to students and small group workshops on request. Located in the Science building (SN2053). Call 864-3168 or visit www.mun.ca/writingcentre.

GRADUATE STUDENTS UNION (GSU): The Graduate Students Union is a non-profit organization that addresses the needs and concerns of graduate students at MUN. Part-time and full-time students automatically become members of the GSU upon registration in a graduate program. The GSU offers many resources including Health, Dental and MCP information, housing lists, professional membership grants and conference funding. See www.gsumun.ca/.

BITTERS PUB: This Graduate Students' Union Restaurant & Lounge (a.k.a. Bitters Pub) is located in Field Hall on campus. It has a great selection of beers on tap, is an ideal place to grab a bite to eat, and is always a hit on Friday evenings. See http://bitters.gsumun.ca/.

MUN STUDENT HEALTH SERVICES: Student Health Services, located in the University Center (UC- 4023), have male and female physicians and offer a number of services including health education programs (weight control, smoking cessation, etc.), full diagnostic and referral services, confidential HIV testing and test counseling, and medicals. Bring your MCP card (or your own provincial insurance card) when you visit for the first time. International medical students should bring confirmation of their health insurance purchased through the university. Visit http://www.mun.ca/health/ to learn more about their services. To make an appointment, call 864- 7597 (although medical emergencies are seen on arrival), and call if you can't make it to your appointment (other students are waiting for a cancellation).

THE COUNSELLING CENTRE: The Counseling Centre helps students release, develop, or direct their personal capabilities. The Centre offers Learning Enhancement Programs as well as Individual and Group Counseling. All services are free to currently registered students. For more information, visit www.mun.ca/counselling/home/.

PARKING: Normally daytime student parking permits for students who are not residing in campus residences are issued by way of a computerized random draw, space permitting on campus. Permits are limited and will only be available to successful students of the draw who have not less than 48 University credit hours. Call (709) 864- 4300.

CAMPUS SAFETY: When you walk to your car at night, walk with a friend or call the walk-safe number at 864- 3737. See http://www.mun.ca/facman/security/walk_safe.php
DEPARTMENTAL RESOURCES FOR GRADUATE STUDENTS
Department of Sociology, Memorial University of Newfoundland, St. John's, NL, Canada  A1C 5S7. Telephone: 709-864-7457, Fax: 709-864-2075, E-mail: sociology@mun.ca

Head of Department:  Dr. Ailsa Craig, AA4055, 709-864-7457, Email: acraig@mun.ca
Graduate Coordinator: Dr. Liam Swiss, AA4053, 864-4467, Email: lswiss@mun.ca

Secretary: Melissa Norris, AA4054, 709-864-7457, Fax: 709-864-2075, Email: sociology@mun.ca
Admin Staff: Ruby Bishop, Room: AA4056, 709-864-7443, Email: rubyb@mun.ca

Sociology website: www.mun.ca/soc
Facebook: https://www.facebook.com/MUNSociology
Twitter: @MUNSociology
School of Graduate Studies website at: www.mun.ca/sgs

SOCIOLOGY SEMINAR SERIES: The department runs a regular seminar series in the Fall and Winter terms with presentations from faculty, graduate students and visiting scholars. These are invaluable opportunities to learn about contemporary issues and debates in Sociology and exchange ideas in a collegial forum.

STUDENT LOUNGE: We have a dedicated space for graduate students (Room AA-4058). This is a shared space that offers a place to work and meet with fellow grad students. Computers are located in the lounge for grad student use. Mail slots for graduate students are also located here. You will be assigned a pass card key to the grad room when you arrive. Other office space may be available on campus so check with Ruby Bishop rubyb@mun.ca

STUDENT FORMS: Change in program, course add/drop, annual supervisory report, etc. can be obtained from the general office. Several of these forms can also be found on the School of Graduate Studies Website: http://www.mun.ca/sgs/current/general_forms.php. Graduation forms are completed for MA by thesis and PhD only. Students should submit required forms for graduation and thesis binding. See School of Graduate Studies website for details.

STUDENT TRAVEL CLAIMS & ADVANCES: Students travelling on University business with support from the Department, Faculty, GSU, or other sources are required to complete the relevant travel advance and travel claim materials according to University policies. To ensure prompt reimbursement, please consult Ruby Bishop for accurate instructions (rubyb@mun.ca) before commencing any travel and/or travel claims.
MASTER OF ARTS IN SOCIOLOGY: COURSEWORK AND MASTER’S RESEARCH PAPER

The Master of Arts in Sociology by Coursework and Master’s Research Paper may be obtained by full or part-time study. This degree requires the student to complete 24 credit hours, consisting of six graduate courses (core and electives), the compulsory Master’s Research Paper (MRP) and a presentation of the MRP at a Departmental Seminar. For details of entry requirements, see [http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0046](http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0046)

Students choosing this Master’s stream wish to undertake advanced studies in Sociology, but are not looking to complete a Master’s thesis. In this program, students will

- broaden their skills and knowledge in social theory and the methods of social research;
- develop their capacity to conceptualize, plan, and complete a research program;
- enhance their ability to think and respond to social issues critically and analytically;
- improve their writing proficiency;
- acquire skills vital to their professional development

**COURSES**

Core Courses: 4 required
3 credit hours each, normally completed during the first two semesters of full-time study
- SOCI 6040: Advanced Quantitative Methods
- SOCI 6041: Advanced Qualitative Methods
- SOCI 6150: Social Theory
- SOCI 6880: Graduate Seminar

Elective Courses: Two (2) 6000-level courses
3 credit hours each, normally completed during the first two semesters of full-time study

**Research Paper:** SOCI 6900: Master’s Research Paper
6 credit hours, normally completed during the third semester of full-time study
**SCHEDULE**

**Fall Semester**

SOCI 6040: Advanced Quantitative Methods: Compulsory for all incoming graduate students of Sociology. Designed to enhance students’ understanding of the theory and practice of quantitative social research, with a focus on the practical experience of conducting quantitative research and the use of relevant quantitative data analysis software.

SOCI 6150: Social Theory: Compulsory for all incoming graduate students of Sociology. Provides advanced instruction in selected topics in Social Theory.

SOCI 6880: Sociology Graduate Seminar: Compulsory for all incoming graduate students of Sociology. Focuses on the development of professional skills required of all graduate students. These include research, writing, and presentation skills; instruction around publishing and knowledge mobilization; responding to faculty and other scholarly research; and “surviving” grad school.

**Winter Semester**

SOCI 6041: Advanced Qualitative Methods: Provides advanced instruction in the variety of methodological approaches that characterize qualitative social research. Focuses on developing students’ understanding of the various stages of conducting qualitative research, including developing a research design, sampling, data collection and data analysis, and how to apply these principles to their own areas of interest.

Electives: Courses in the student’s area of interest and/or focus for the Master’s Research Paper. Possibilities include graduate courses offered in the Winter Semester in the Department of Sociology or in another department, or a reading course with the student’s supervisor.

**Spring Semester**

SOCI 6900: Master’s Research Paper: This paper is completed by the student under the guidance of the Supervisor. See Guidelines for the MRP for greater detail. To ensure timely completion, the following schedule is recommended:

- End of June: Submission to Supervisor of first full MRP draft
- Second week of August: Submission to Supervisor of MRP for Departmental Presentation
- Third week of August: Departmental Presentation
- Last week of August: Submission of final MRP to Supervisor and Department for evaluation.

**GUIDELINES – MASTER’S RESEARCH PAPER**

The MRP should provide a significant level of specialization equal to two graduate courses, and express the same level of rigour in writing, analysis, and organization as the thesis. The department expects the MRP will provide a critical review of the literature in an area chosen by the student. The critique must be grounded in a thesis or argument. Primary research is not
required, and the student is not expected to collect new data. The MRP should be completed in a single semester, normally in the third semester without any other course being taken at the same time.

The MRP is normally 40-60 pages in length, based on double spacing and 12pt text. An alternative format, such as journal article, must be mutually agreed upon by the supervisor and student, and represent a high standard of academic writing. The MRP should contain:

- An introduction that includes a statement of the thesis or argument, and the issue or issues that will be addressed.
- A literature review that incorporates critical assessment of argument and evidence.
- A conclusion that states the student’s position on the issue(s) and that may include reference to desirable future research and to policy implications where appropriate.
- A consistent reference system must be used throughout the paper. The cover page should be formatted as with the thesis-based MA.

The MRP should reflect strong writing and analytical skills, suitable to a master’s level degree. The final grade will reflect this standard. The paper should be submitted to the Supervisor by the end of the second week of August in preparation for oral presentation.

**Departmental Presentation**

Normally, the student is required to present their MRP at a departmental seminar, to take place by the third week of August. At minimum, the Supervisor, Graduate Office (or delegate) and the student shall attend the seminar. The student presents their work in a 20-30 minute formal, professional talk, and responds clearly and thoughtfully to questions. Questions and changes arising from the presentation should be incorporated into the final version of the MRP, or written justification provided to the Supervisor why such changes have not been made. The student submits the final version of the MRP to the Supervisor by the beginning of the last week of August. The supervisor makes the final decision on submission of the MRP for evaluation.

**Evaluation of MRP**

Evaluation and final grade is based on the final version of the MRP submitted after the oral presentation and revisions have been completed. The Supervisor assigns a final grade to the MRP. The student submits an electronic copy of the paper to the Sociology main office for distribution to the Second Reader for examination. The Second Reader, selected by the Head or the Graduate Officer, provides an independent grade for the paper. No written feedback is expected. Normally the Second Reader will submit a grade within one month of receiving the MRP.

The reported final MRP grade will be the average of the grades of the Supervisor and the Second Reader. Should the Second Reader produce a grade that is more than 10 marks in
variation from the Supervisor’s grade (above or below), the paper will be reviewed by a Third Reader. This reader will be selected by the Head or the Graduate Officer. The grade of the Third Reader will stand as the final grade on the paper.

**Final MRP Submission to Department**
After submission of the final MRP grade, a clean, corrected, spiral-bound copy of the final paper MUST be deposited in the Department Office before paperwork toward graduation is completed.
MASTER OF ARTS IN SOCIOLOGY: COURSEWORK AND THESIS

The Master of Arts in Sociology by Coursework and Thesis may be obtained by full-or part-time study. The student is required to complete 15 credit hours, normally consisting of five graduate courses (core and electives), the compulsory Thesis and a departmental presentation of the thesis. The full-time M.A. with thesis is normally completed in about two years. See http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0046 for details of entry requirements.

In this MA by thesis program, students will
- increase their skills and knowledge in social theory and the methods of social research;
- develop their capacity to conceptualize, plan, and complete a research program;
- develop and manage a project requiring major data collection and analysis;
- enhance their ability to think and respond to social issues critically and analytically;
- improve their writing proficiency; and
- acquire skills vital to their professional development.

COURSES

Core Courses: Four required
3 credit hours each, normally competed during the first two semesters of full-time study.
  - SOCI 6040: Advanced Quantitative Methods
  - SOCI 6041: Advanced Qualitative Methods
  - SOCI 6150: Social Theory
  - SOCI 6880: Graduate Seminar

Elective Courses: One 6000-level course
3 credit hours, normally taken in the second semester. Additional electives are decided on a case-by-case basis on admission.

SCHEDULE

Normally, the first year is devoted to the completion of the required courses, definition of the thesis research topic, proposal preparation and ethics review. The second year is devoted to the research and writing of the thesis, and presentation of the thesis at a Department seminar.
Fall Semester
SOCl 6040: Advanced Quantitative Methods: Compulsory for all incoming graduate students of Sociology. Designed to enhance students’ understanding of the theory and practice of quantitative social research, with a focus on the practical experience of conducting quantitative research and the use of relevant quantitative data analysis software.

SOCl 6150: Social Theory: Compulsory for all incoming graduate students of Sociology. Provides advanced instruction in selected topics in Social Theory.

SOCl 6880: Sociology Graduate Seminar: Compulsory for all incoming graduate students of Sociology. Focuses on the development of professional skills required of all graduate students. These include research, writing, and presentation skills; instruction around publishing and knowledge mobilization; responding to faculty and other scholarly research; and “surviving” grad school.

Winter Semester
SOCl 6041: Advanced Qualitative Methods: Provides advanced instruction in the variety of methodological approaches that characterize qualitative social research. Focuses on developing students’ understanding of the various stages of conducting qualitative research, including developing a research design, sampling, data collection and data analysis, and how to apply these principles to their own areas of interest.

Electives: Courses in the student’s area of interest and/or focus for the Master’s Research Paper. Possibilities include graduate courses offered in the Winter Semester in the Department of Sociology or in another department, or a reading course with the student’s supervisor.

Spring Semester
The student develops a thesis proposal and ethics review, directed by their Supervisor(s).

GUIDELINES – MASTER’S THESIS
The Master’s Thesis is normally completed in the second year of study.

Thesis Proposal
A thorough and coherent dissertation proposal must be completed following the completion of courses. It should be about 15-20 pages in length, excluding appendices and bibliography.

There are two different formats for dissertation production, traditional and manuscript format, the choice of which is decided on a case-by-case basis (see format below). The student’s Supervisor/Co-supervisors and supervisory committee must approve of the format at the time.
of the student’s proposal defence. The candidate is responsible for securing this agreement with their supervisor and committee. The supervisory committee must deem the proposal acceptable prior to submission of the Ethical Review.

**Ethical Review**
Memorial University is governed by the Ethics of Research Involving Human Participants policy and follows the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans 2 (TCPS2). This means that all primary research with human subjects undertaken at the MA and PhD level requires approval form the Interdisciplinary Committee on Ethics in Human Research. For ethical review, see [https://www.mun.ca/research/ethics/humans/icehr/](https://www.mun.ca/research/ethics/humans/icehr/). Once the Supervisor/Co-supervisors and ICEHR have approved of the research, the student may begin to collect data.

**Thesis Format**
The student has the option of producing a traditional or manuscript format thesis. In general, the MA Thesis by *traditional format* normally should be 125-175 pages in length, excluding reference list/bibliography and based on double spacing and 12pt text. A consistent APA reference system must be used throughout the thesis. The cover page should be formatted as required by the School of Graduate Studies (SGS). The *manuscript format* is a collection of scholarly papers for which the student is normally required to be the sole or principal author, and which forms a cohesive, unitary whole, documenting a single program of research. It should contain an introductory chapter that sets up the project, and a concluding chapter that unites the material presented in the chapters in a cohesive way. The Supervisor/Co-supervisors and supervisory committee must agree with undertaking this format. See SGS Guidelines for Formatting Thesis: [http://www.mun.ca/sgs/go/guid_policies/theses.php](http://www.mun.ca/sgs/go/guid_policies/theses.php)

**Thesis Research and Writing**
The student embarks on data collection, analysis and writing of their thesis in consultation with their Supervisor/Co-supervisors.

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**Departmental Presentation**
The student is required to present their Thesis at a departmental seminar, to take place prior to examination. At minimum, the Supervisor/Co-Supervisors, Graduate Officer (or delegate) and the student shall attend the seminar. The student presents his or her work in a 20-30 minute formal, professional talk responds clearly and thoughtfully to questions. Changes arising from the presentation should be incorporated into the final version of the Thesis, or written justification provided to the Supervisor/Co-Supervisors why such changes have not been made. The student should submit the final revised version of the Thesis to the Supervisor/Co-Supervisors and their committee for approval. If approved, the
Supervisor/Co-Supervisors will then initiate the examination process.

**Examination of Thesis**
Once the Supervisor/Co-supervisors deems the thesis ready for examination, they must consult with the Head about recommended Examiners, complete and sign, a Supervisory Approval Form [http://www.mun.ca/sgs/supervisory_approval_fill.pdf](http://www.mun.ca/sgs/supervisory_approval_fill.pdf) The Supervisor/Co-supervisors submits this form to the main Sociology office for forwarding to the School of Graduate Studies.

Two academic members in good standing, normally one external to Memorial University and one internal to Memorial University (including Grenfell), are selected to be Thesis Examiners by the Graduate Officer and Head, based on the recommendation of the Supervisor/Co-supervisors. Normally, either the Head or Graduate Officer contacts potential examiners to ensure availability. An Appointment of Examiners Form is sent to SGS, who approves the Examiners chosen. See (MA) [http://www.mun.ca/sgs/Appoint.Masters.pdf](http://www.mun.ca/sgs/Appoint.Masters.pdf) or (PhD) [http://www.mun.ca/sgs/phd_appoint.pdf](http://www.mun.ca/sgs/phd_appoint.pdf)

The student submits hard copy and/or electronic versions of the Thesis to the Sociology main office for distribution to SGS and Examiners. The Examiners have 4 - 6 weeks to examine and return comments to the student and Supervisor/Co-supervisors.

Finally, the student, in consultation with the Supervisor/Co-supervisors, makes the corrections or revisions required by the Examiners. The Supervisor/Co-supervisors must approve the final version to be submitted to SGS for the degree.

**Final Thesis Submission to Department**
The student submits the final Thesis electronically, plus one hard copy, to the Head of Sociology for approval. The Head submits the Thesis, plus one copy, and the Recommendation for the Award of a Graduate Degree Form to SGS: [http://www.mun.ca/sgs/Award.pdf](http://www.mun.ca/sgs/Award.pdf). SGS clears the successful candidate academically for convocation and automatically issues a letter to the candidate. See [http://www.mun.ca/sgs/masters_examinations.pdf](http://www.mun.ca/sgs/masters_examinations.pdf) for timeline and all forms required to complete graduation.

Memorial University requires submission of the final project as an ethesis. Students must upload the final version of their Thesis along with their metadata and any supplementary files through a secure form on my.mun.ca. See SGS Guidelines for Formatting Thesis: [http://www.mun.ca/sgs/go/guid_policies/theses.php](http://www.mun.ca/sgs/go/guid_policies/theses.php) and ethesis template.

A clean, corrected, finished *hard bound copy* of the final Thesis MUST be deposited in the Department Office before the student can graduate.
DOCTOR OF PHILOSOPHY IN SOCIOLOGY: COURSEWORK AND DISSERTATION

The Doctor of Philosophy (Ph.D.) is offered in Sociology and may be obtained by full-time and/or part-time study. Normally, all Ph.D. students complete a minimum of 12 credit hours in graduate courses in Sociology. See http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0459 for details of entry requirements.

The PHD should successfully demonstrate the candidate’s competence to undertake independent research work and should contribute significantly to knowledge in the field of study. The contribution is expected to be of a high scholarly merit.

Students entering the PhD program undertake scholarly, advanced studies in Sociology. In this program, students will:
- broaden and strengthen their skills and knowledge in social theory and the methods of social research;
- develop their capacity to conceptualize, plan, and complete a research program;
- enhance their ability to think and respond to social issues critically and analytically;
- improve their writing proficiency; and
- acquire skills vital to their professional development.

There are several stages to the PhD: coursework, written and oral comprehensive examination, dissertation proposal, departmental presentation, ethical review or research, research, analysis and dissertation writing, and finally oral defence of the dissertation.

Normally courses are taken in the first two semesters of full-time study. The comprehensive examination reading lists are provided following course completion and the candidate has a minimum of three months to prepare for the written and oral examinations, working in consultation with their Supervisor/Co-supervisors. Once examinations are successfully
completed, the research proposal is written and presented in a departmental seminar. Upon successful completion of MUN’s ethical review process, the candidate undertakes their research, analysis and writing of the dissertation, in consultation with their Supervisor/Co-supervisor and committee members. The dissertation is submitted for examination and the candidate undertakes a dissertation oral defence with examiners and Supervisor/Co-supervisor. Final revisions are made and the student submits the dissertation.

COURSES
Core Courses: Four required
3 credit hours each, normally competed during the first two semesters of full-time study
- SOCI 6040: Advanced Quantitative Methods
- SOCI 6041: Advanced Qualitative Methods
- SOCI 6150: Social Theory
- SOCI 6880: Graduate Seminar

If required courses, or equivalents, have been taken at the MA level, the student’s Supervisory Committee may substitute alternate courses to complete the student’s program. The final decision on courses rests with the Supervisory Committee and the Graduate Officer.

Elective Courses
3 credit hours each, electives are decided on a case-by-case basis on admission and are normally taken in the second semester.

SCHEDULE
The first year is devoted to the completion of the required/elective courses. The second year includes preparation for the comprehensive examination, final definition of the dissertation research topic, proposal preparation and departmental presentation, and ethics review. The subsequent two years are spent conducting research, preparing the final dissertation, the examination of dissertation and an oral defence.

Fall Semester
SOCI 6040: Advanced Quantitative Methods: Compulsory for all incoming graduate students of Sociology. Designed to enhance students’ understanding of the theory and practice of quantitative social research, with a focus on the practical experience of
conducting quantitative research and the use of relevant quantitative data analysis software.

SOCI 6150: Social Theory: Compulsory for all incoming graduate students of Sociology. Provides advanced instruction in selected topics in Social Theory.

SOCI 6880: Sociology Graduate Seminar: Compulsory for all incoming graduate students of Sociology. Focuses on the development of professional skills required of all graduate students. These include research, writing, and presentation skills; instruction around publishing and knowledge mobilization; responding to faculty and other scholarly research; and “surviving” grad school.

Winter Semester
SOCI 6041: Advanced Qualitative Methods: Provides advanced instruction in the variety of methodological approaches that characterize qualitative social research. Focuses on developing students’ understanding of the various stages of conducting qualitative research, including developing a research design, sampling, data collection and data analysis, and how to apply these principles to their own areas of interest.

Electives: Courses in the student’s area of interest and/or focus for the Master’s Research Paper. Possibilities include graduate courses offered in the Winter Semester in the Department of Sociology or in another department, or a reading course with the student’s supervisor.

Spring Semester
Begin preparation for comprehensive examinations.

COMPREHENSIVE EXAMINATION – WRITTEN AND ORAL COMPONENTS
In the Comprehensive Examination, the student must demonstrate a mastery of those academic areas appropriate to his/her research topic, as defined by the department of Sociology. In accordance with General Regulations, students must demonstrate knowledge of their special areas of research within the context of the discipline of Sociology. The topics to be covered in the Examination are determined by the Comprehensive Examination Committee
(CEC) in consultation with the Supervisor/Co-supervisor and the student. See Memorial University Calendar, Sociology http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0459 and http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024 regarding the CEC.

The comprehensive exam requires 2 essays, followed by 1 oral examination. The student must complete their written and oral components by the end of their 5th semester. Part-time students must complete their written and oral components within one year of completion of their courses. The student stipulates the start date of comps writing.

The written component is completed in a four week period. Each essay should be no longer than 8000 words, double-spaced, 12 font, excluding bibliography and title page. The CEC evaluates the essays and decides whether to proceed to oral examination. The oral examination will be held no earlier than 2 weeks and no later than 4 weeks after evaluation of the written component. The CEC evaluates the oral and determines the outcome of the full comprehensive examination.

**Timeline**

**Step 1**
The student, in consultation with their supervisory committee, names two areas for examination from the following list: social theory; research methods (quantitative, qualitative or mixed); criminology; deviance; environmental sociology; social inequality; gender; sexuality; development sociology; work; culture; health; occupational health; political sociology; maritime sociology; science, technology and society. This will be forwarded to the Graduate Officer (GO).

**Step 2**
The student recommends the equivalent of 15 items for their reading lists in the two areas (Monographs count as 4 items; articles and book chapters as 1). This is forwarded to the Graduate Officer (GO). [The core reading lists will be reviewed yearly by the department]

**Step 3**
The Head constitutes a Comprehensive Examination Committee (CEC) for each student, based on the comprehensive areas by the student. The GO forwards the student reading list recommendations to the established comprehensive committee. These are combined with core readings set by the department.

**Step 4**
The final reading lists of approximately 75-85 items, consisting of student recommendations (15) and core readings from departmental lists (65-70), along with sample questions, is assembled by the CEC and forwarded to the student and the supervisory committee by June 15. A copy must be filed with the main office and the GO.

**Step 5**
Within six weeks of receipt of the lists, the student emails the start date of their comprehensive examination writing to the GO. The student must begin their comprehensive writing by the end
Written Component
When the start date is one month away, the student advises the GO of their preferred order for essay writing. The CEC decides on final examination questions for the written component and forwards them to the Head to be given to the student by the main office in the order chosen by the student. The schedule for comprehensives writing is: Week 1: Comprehensive Exam essay #1; Week 2 and 3: Break; Week 4: Comprehensive Exam essay #2. Comprehensive questions are normally picked up by the student on a Monday morning and the essay returned the next Monday morning.

The student’s CEC evaluates the two essays, meets within two weeks and decides if the student: (a) proceeds to oral component; (b) should be re-examined on 1 or both written essays; (c) has failed the written component and will not proceed to oral.

If the decision is to proceed to oral examination, it will be held within 4 weeks. If the decision is re-examination, the committee must provide detailed reasons why one or both comprehensive essays must be rewritten and re-examined. The committee must establish a timeline for the completion of the rewriting and re-examination. Only one re-examination of all or part of the written component is allowed. If the decision is fail, the student’s program will be terminated immediately.

Oral Component
The oral component of the comprehensive examination evaluates the student’s capacity to understand, synthesize and articulate the areas appropriate to his/her research topic, as defined by the department of Sociology and covered by the written component. The oral will normally be completed no earlier than 2 weeks and no later than 4 weeks following CEC decision on the written component. The oral component is not open to the public. Normally, all members of the CEC committee must be present during the examination.

Process:
The Chair of the CEC (Head or Delegate) introduces the student and members of the CEC, and reviews the procedures for the examination. The student gives a 10-15 minute overview of the main observations and conclusions presented in the written comprehensive examination. The student may use visual aids in the presentation. Then the Chair invites two rounds of questions from the CEC related to the written component submitted by the student. Other questions may be asked to confirm that the student has adequate knowledge in the chosen areas of study. At the end of the second round of questions, the student leaves the room and is recalled when a
decision is made by the CEC.

The CEC reaches its collective decision on the combined written and oral components of the examination. The CEC has four choices:

a. **Pass with distinction**: awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the Comprehensive Examination Committee.

b. **Pass**: awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.

c. **Re-examination**: indicates those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee.

d. **Fail**: students awarded a 'fail' are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area. The candidate’s program is terminated. A simple majority vote will default to the award of 're-examination'.

Only one re-examination (of all or part) of the oral component is allowed. Failure in re-examination will lead to immediate termination of the candidate's program. See regulations for re-examination: [http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024](http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024).

The Chair of the CEC reports the final result of the comprehensive examination to the Head of the department who, in turn, reports the result to the Dean of Graduate Studies and the department Graduate Officer. The Dean of Graduate Studies advises the student in writing of the comprehensive examination result.

**GUIDELINES - DISSERTATION**

**Dissertation Proposal**

A thorough and coherent dissertation proposal must be completed following the comprehensive examination. Normally, it is 15-20 pages in length, excluding appendices and bibliography, but the student should consult their supervisory committee on this.

The proposal must be presented to the department by the student before proceeding to research. The Supervisor/Co-supervisors and committee must accept the proposal prior to setting the departmental presentation date. A minimum of one week’s notice of the presentation is required by the department to ensure available space and notice time. The Supervisor/Co-supervisors, Graduate Officer (or delegate) must be in attendance. The presentation is open to the committee, other faculty and graduate students as well.

There are two different formats for dissertation production: traditional or manuscript format. The student’s Supervisor/Co-supervisors and supervisory committee must approve of the
format at the time of the student’s proposal defence. The candidate is responsible for securing this agreement with their supervisor and committee.

In general, the PhD Thesis by traditional format normally should be 200-300 pages in length, not including reference list/bibliography and based on double spacing and 12pt text. A consistent APA reference system must be used throughout the thesis. The cover page should be formatted as required by the School of Graduate Studies (SGS). The manuscript format is a collection of scholarly papers for which the student is normally required to be the sole or principal author, and which forms a cohesive, unitary whole, documenting a single program of research. It should contain an introductory chapter that sets up the project, and a concluding chapter that unites the material presented in the chapters in a cohesive way. The Supervisor/Co-supervisors and supervisory committee must agree with undertaking this format. See SGS Guidelines for Formatting Thesis: http://www.mun.ca/sgs/go/guid_policies/theses.php and ethesis templates.

Feedback received in the presentation should be incorporated into the final proposal. Once approved, the proposal must be sent for ethical review under the Interdisciplinary Committee on Ethics in Human Research (ICEHR) if the dissertation methods require. When ICHE gives approval and the supervisory committee are satisfied with the proposal, research may begin. See: https://www.mun.ca/research/ethics/humans/icehr/.

Dissertation Research and Writing
The student embarks on data collection, analysis and writing of their thesis in consultation with their Supervisor/Co-supervisors.

Dissertation
PhD Candidates must submit a written dissertation deemed acceptable by the University, and demonstrate their ability to defend their work in a public oral examination. The dissertation should successfully demonstrate the candidate’s competence to undertake independent research work and should contribute significantly to knowledge in the field of study. The contribution should be of a high scholarly merit and demonstrate that the candidate is aware of the pertinent published literature. Regardless of format chosen, the dissertation should be written in a style that is clear and concise. A high degree of literacy is expected of all graduate students, and elegance and clarity are desirable whatever the subject of the thesis might be.

Upon completion, the dissertation is sent for examination by three examiners (normally one external and two internal). The candidate’s supervisor must ensure that Examiners are willing to examine a manuscript format thesis/dissertation. When examiners report to the School of Graduate Studies, the decision is made whether to proceed to oral dissertation defence. For further information, see: http://www.mun.ca/sgs/PhD_examinations.pdf.

Oral Defence Process
The Oral Defence includes the candidate, Supervisor/Co-supervisor, Dean’s Representative, Head or Head’s Representative and three Examiners. They may be present in the room or
connected via edefence procedures. The candidate gives a 20-30 minute presentation of their research and findings. Organized by SGS. Visual aid technologies may be used in the presentation. Following the presentation, there are two rounds of questions moderated by the Dean’s Representative. Upon completion of the questioning, the candidate leaves the room and the examiners discuss the results. The candidate is called back to the room and given the results of the defence. See: http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024 for oral defence evaluation and http://www.mun.ca/sgs/current/edefence/ for edefence.

Final Dissertation Submission to Department
Following final revisions of the dissertation, Memorial University requires submission as an ethesis. Supervisor/Co-supervisors and committee must approve the final version to be submitted. This is then sent to the Head and Recommendation for Award of Graduate Degree form is signed. SGS clears the successful candidate academically for convocation and automatically issues a letter to the candidate. See http://www.mun.ca/sgs/masters_examinations.pdf for timeline and all forms required to complete graduation. The student uploads their dissertation and their metadata and any supplementary files through a secure form on my.mun.ca. See: http://www.mun.ca/sgs/go/guid_policies/theses.php.

A clean, final hard bound copy of the final Thesis MUST be deposited in the Department Office before the student can graduate.