

MEMORIAL
UNIVERSITY



SOCIOLOGY GRADUATE HANDBOOK

Updated December 2023

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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 seminars. While a Graduate Diploma in Sociology is listed in the MUNL Calendar, the Department is not admitting Diploma students at the present time.

The Department offers three different graduate streams:

1. Master's by Coursework and Research Paper (6 courses minimum, a major research paper, within 1 year)
2. Master's by Coursework and Thesis (5 courses minimum, a thesis, within 2 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: criminology, culture, development, environmental sociology, health — including occupational health, maritime sociology, political sociology, sexuality, social inequality, sociology of gender, social theory, and work.



APPLICATION DEADLINE

The application deadline for a Fall semester (September) start date is February 1st each year. We do not normally admit students for a Winter or Spring semester start. All applications are completed online at the School of Graduate Studies website: www.mun.ca/become/graduate/

APPLICATION PROCESS

Minimum requirements for the Department of Sociology mean graduation from a recognized institution, with a minimum average of about 75% (GPA about 3.2), or Second-Class Upper-Level degree for international applicants. [English proficiency test requirement](#) and a listing of [acceptable standardized tests](#) should be reviewed. The Sociology Graduate Admissions Committee reviews all complete files meeting the minimum academic criteria and makes recommendations to the Department. The final stage of acceptance is securing the agreement of a willing Supervisor/Co-supervisors and supervisory committee members (as appropriate).

FUNDING

Memorial offers competitive funding packages to academically eligible Canadian and International graduate students. Normally, fellowships are \$8,000.00 per year (MA students 1 & 2 years) and \$14,000.00 (Ph.D. 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

(* = core course, offered annually;

** = elective offered regularly or recently)

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 Inequality**

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	6610 Socialization
6350 Environmental Sociology	6620 Current Topics in Social Behaviour**
6360 Sociology of Work**	6880 Sociology Graduate Seminar*
6370 Feminist Theory and Methods	6900 Master's Research Paper (6 credit hours)
6380 Women, Nature, Science and Technology	
6390 Sociology of Culture**	

UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

BITTERS PUB: This Graduate Students' Union Restaurant & Lounge (a.k.a. Bitters Pub) is 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.

BOOKSTORE: Located on the second floor of the University Centre, it sells required textbooks, reference and recommended reading books, general books, school supplies, and MUNL 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 my.mun.ca for this service.

CAMPUS SAFETY: The MUN Safe app provides emergency contact information, as well as a MUN Safe Friend Walk feature to use when walking alone at night. It can be downloaded from Google Play or the Apple App Store.

COUNSELLING CENTRE: The Student Wellness and Counselling 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 <https://www.mun.ca/studentwellness/index.php>.

GRADUATE STUDENT FUNDING, SCHOLARSHIPS, AWARDS AND

BURSARIES: There is a wide range of competitive awards available for Canadian and international graduate students at Memorial. See: www.mun.ca/become/graduate/fees_funding/graduate_funding.php. Use the searchable database www.mun.ca/sgs/current/scholarships/ to locate possible awards.

GRADUATE STUDENTS UNION (GSU): The Graduate Student Union represents and advocates for students at all levels of university administration and supports the well-being and success of graduate students. The GSU comprises the Executive Board, elected representatives, and committee members who represent graduate student interests and participate in the governance of the University Senate. GSU runs several services, including the Health and Dental Plan, Academic Advocacy, Student Residence, Conference Funding, Professional Development, Communications, and other Financial and Administrative Services. See www.gsumun.ca.

INDIGENOUS STUDENT RESOURCE CENTRE: The Indigenous Student Resource Centre (ISRC) is responsible for providing support services to Indigenous students. The office also works to advocate and educate the general university population regarding inclusion of Indigenous peoples of Newfoundland and Labrador. The ISRC is in the Juniper House (formerly Indigenous Student House), 208 Elizabeth Ave. It features access to a student lounge, computer room, kitchen and other resources and services. The common student area is a place for students to relax in a peaceful environment with other Indigenous students who share similar backgrounds. Call 864-3495, e-mail: ISRC@mun.ca, or visit <https://www.mun.ca/indigenous/students/isrc/>.

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 MUNL. See www.mun.ca/international for more information.

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

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.

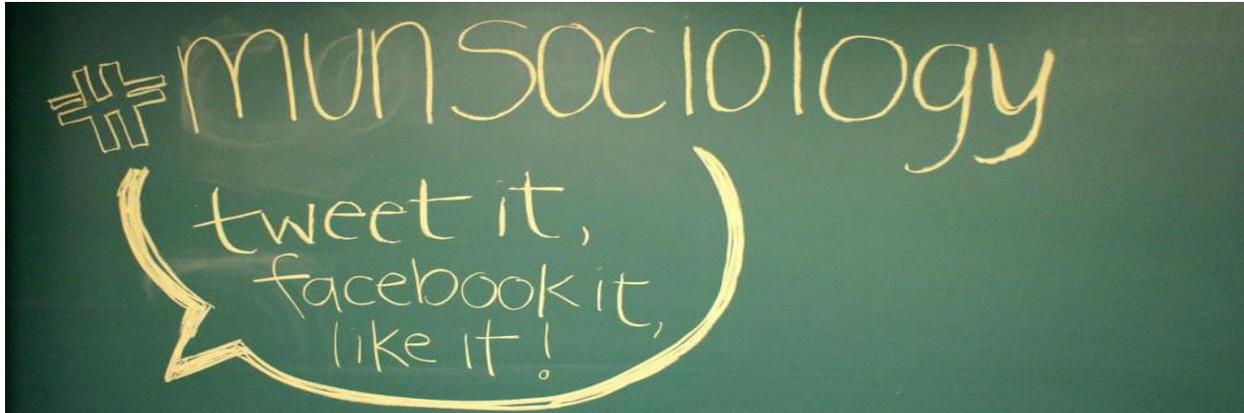
QUEEN ELIZABETH II LIBRARY: Offers students many programs and services including individual tours and tutorials on the best ways to use the library. See www.library.mun.ca .

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.

STUDENT HEALTH SERVICES: Student Health Services, located in the University Center (UC- 4023), have male and female physicians and offer several 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 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 cannot make it to your appointment (other students are waiting for a cancellation).

TAUMUN: The Teaching Assistants' Union of Memorial University of Newfoundland and Labrador (TAUMUN) is the accredited labour union that represents Graduate Teaching Assistants (TAs), Graduate Assistants (GAs), and Graduate Research Assistants (RAs) at MUNL. Union members are protected by our Collective Agreement that will be renegotiated in 2021. Get involved in your union here: <https://www.mun.ca/taumun/>

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.



DEPARTMENTAL RESOURCES FOR GRADUATE STUDENTS

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Sociology website: www.mun.ca/soc ;

Facebook: www.facebook.com/MUNSociology ; Twitter: [@MUNSociology](https://twitter.com/MUNSociology) ;

School of Graduate Studies website at: www.mun.ca/sgs

MUN GRADUATE SOCIETY OF SOCIOLOGY (MUNGSS): The Graduate Society of Sociology (MUNGSS) is organized by sociology graduate students to advocate for our peers and enrich our academic experiences. The executive members are elected from the sociology graduate students. The primary purpose is to promote and discuss sociological theories, concepts, ideologies, lenses, methods and create an inclusive context for mutual dialogues and conversations. To that end, we run several events, including meetings, talks, socializing events, and workshops. Contact: socgradsociety@mun.ca

QUALITATIVE METHODS WORKSHOP: A bi-weekly, informal workshop for students involved in qualitative research to run early stages (and challenges) of their work by peers in a supportive, community environment. Contact Dr. Lisa-Jo K. van den Scott for information.

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 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: www.mun.ca/sgs/current/general_forms.php . Graduation forms are completed for MA by thesis and Ph.D. only. Students should submit required forms for graduation and thesis binding. See School of Graduate Studies website for details.

STUDENT LOUNGE: We have a dedicated space for graduate students (Room AA-4058). This shared space offers a place to work and meet with fellow grad students. Computers are 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 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 (MRP) 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 MRP (SOCI 6900) and a presentation of the MRP at a Departmental Seminar. For details of entry requirements, see 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

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

SUPERVISION

MA by coursework students are normally supervised by a full-time faculty member in the Department of Sociology.

SCHEDULE

	Fall Term	Winter Term	Spring Term
Year One	Course Work: - SOCI 6040 - SOCI 6150 - SOCI 6880	Course Work: - SOCI 6041 - 2 Elective 6000-level courses	Completion of SOCI 6900 Sociology MA Major Research Paper. Departmental presentation of MRP.

Year One - 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.

Year One - 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.

Year One - 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 Officer (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 are 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.

Final MRP Submission to Department

After submission of the final MRP grade, a clean, corrected 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 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 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: 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.

SUPERVISION

MA by thesis students are normally supervised by one Supervisor or by two Co-supervisors who are full-time faculty members in the MUNL Department

of Sociology, or by one member of the Department and a faculty member from another department at MUNL.

SCHEDULE

	Fall Term	Winter Term	Spring Term
Year One	Course Work: - SOCI 6040 - SOCI 6150 - SOCI 6880	Course Work: - SOCI 6041 - 1 Elective 6000-level course	Completion of MA thesis proposal. Submission of ethics to ICEHR.
Year Two	Thesis data collection and analysis. Early drafts of chapters shared with Supervisor/Co-supervisors.	Full draft of thesis to Supervisor/Co-supervisors. Revisions made on full draft.	Thesis submitted for examination. Departmental presentation of thesis.

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 departmental seminar.

Year One - 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.

Year One - 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 Thesis. Possibilities include graduate courses offered in the Winter Semester in the Department of Sociology or in another department.

Year One - Spring Semester

The student develops a thesis proposal and ethics review, directed by their Supervisor/Co-Supervisors. If needed, the student applies for ethics approval to the Interdisciplinary Committee on Ethics in Human Research (ICEHR).

Year Two

The Master’s Thesis is normally completed in the second year of study.



GUIDELINES – MASTER’S THESIS

Thesis Proposal

A thorough and coherent MA thesis proposal must be completed following the completion of courses. It should be about 15-20 pages in length, excluding appendices and bibliography. The proposal is submitted to the student’s Supervisor/Co-Supervisors for their approval.

There are two different formats for MA thesis production: (1) traditional and (2) manuscript format, the choice of which is decided on a case-by-case basis (see format below). The student’s Supervisor/Co-supervisors must approve of the format at the time of the student’s proposal approval. The candidate is responsible for securing this agreement with their Supervisor/Co-supervisors. The Supervisor/Co-Supervisors must deem the proposal acceptable prior to submission of the Ethics Review (if required).

Ethics Review

Memorial University is governed by the Ethics of Research Involving Human Participants policy and follows the Government of Canada Research 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 Ph.D. level requires approval from the Interdisciplinary Committee on Ethics in Human Research. Once the Supervisor/Co-supervisors and ICEHR have approved of the research, the student may begin to collect data. For guidance on ethics review, see: www.mun.ca/research/ethics/humans/icehr/.

The Government of Canada Research Tri-Council TCPS2 governs research activities at Memorial University and students must have a certificate of completion of the TCPS2 training module before applying for ethics clearance for research involving human participants. See: <https://tcps2core.ca>

Research with Indigenous Peoples is conducted following the Memorial Policy on Research Impacting Indigenous Groups. Further information and guidance can be found at:

<https://www.mun.ca/research/Indigenous/index.php>

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* at the MA level 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 must agree with undertaking this format. See SGS Guidelines for Formatting Thesis: 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.

Departmental Presentation

The student is required to present their thesis at a departmental seminar, to take place prior to or during the process of thesis examination. At minimum, the Supervisor/Co-Supervisors, Graduate Officer (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. If the presentation occurs prior to the examination period, changes arising from the presentation should be incorporated into the final submission 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 submission version of the thesis to the Supervisor/Co-Supervisors and their committee for approval. If approved, the Supervisors/Co-Supervisors will then initiate the examination process.

Examination of the MA 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

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.

Following the Government of Canada Research Tri-council definition of conflict of interest for purposes of review and assessment,¹ recommended examiners should normally **exclude**:

- Those who have a close personal relationship with the supervisor or student;
- Those who have long-standing academic or personal differences with the supervisor or student;
- Those who are closely professionally affiliated with the supervisor or student, such that they have in the past six years:
 - Been a supervisor or trainee;
 - Collaborated, published or shared funding, or plan to do so in the near future.

Two academic members in good standing are selected to be Thesis Examiners by the Graduate Officer and Head, based on the recommendation of the Supervisor/Co-supervisors. This normally includes one external to Memorial University and one internal to Memorial University (including Grenfell Campus or the School of Arctic and Subarctic Studies). 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: www.mun.ca/sgs/Appoint.Masters.pdf.

The student submits the Thesis to the Sociology main office for distribution to SGS and Examiners. The Examiners have 4 - 6 weeks to examine and return the Examiner's Report and other comments to the student and Supervisor/Co-supervisors.

Possible outcomes of the MA thesis examination are outline in the University Calendar: www.mun.ca/regoff/calendar/sectionNo=GRAD-0026

¹ https://science.gc.ca/eic/site/063.nsf/eng/h_72D51F12.html

If the examination result is “acceptable”, the student, in consultation with the 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

Once the approved final version of the thesis has been received by SGS, the Head sends the Recommendation for the Award of a Graduate Degree Form to SGS: www.mun.ca/sgs/Award.pdf. SGS clears the successful candidate academically for convocation and automatically issues a letter to the candidate. See 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 e-thesis. 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: www.mun.ca/sgs/go/guid_policies/theses.php and e-thesis template.

A clean, corrected, finished copy of the final Thesis MUST also be deposited in the Department Office before the student can graduate.



DOCTOR OF PHILOSOPHY IN SOCIOLOGY

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 www.mun.ca/regoff/calendar/sectionNo=GRAD-0459 for details of entry requirements.

The Ph.D. 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 Ph.D. 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 Ph.D.: coursework, written and oral comprehensive examination, dissertation proposal, departmental presentation, ethics review or research, research, analysis and dissertation writing, and finally oral defence of the dissertation. After the PHD dissertation proposal presentation, PhD students may use the designations **PhD Candidate** and/or **ABD** on their CV and communications to reflect the change in career stage of their program.

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 MUNL's ethics 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 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

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

Electives are decided on a case-by-case basis on admission and are normally taken in the second semester. Incoming PhD students are normally required to take two electives (3 credit hours each) at the 6000-level.

SUPERVISION

Ph.D. students normally have a three-person supervisory committee consisting of one Supervisor or two Co-supervisors who are full-time faculty members in the Department of Sociology, plus supervisory committee members drawn from other faculty in the Department or from other Departments at MUNL. Supervisory committee members external to MUNL are permitted on a case-by-case basis.

SCHEDULE

	Fall Term	Winter Term	Spring Term
Year One	Course Work: - SOCI 6040 - SOCI 6150 - SOCI 6880	Course Work: - SOCI 6041 - Possible elective(s)	Comprehensive Exam Lists created, reading commences.
Year Two	Comprehensive examination preparation. Notification of comprehensive exam committee of proposed date for exam.	Comprehensive exam written, followed by oral exam. Preparation of dissertation proposal.	Completion of dissertation proposal. Departmental presentation of dissertation proposal. Submission of ethics to ICEHR.
Year Three	Dissertation data collection and analysis.	Dissertation data collection and analysis. Early drafts of chapters shared with Supervisor/Co-supervisors.	Drafting and revising dissertation chapters.
Year Four	Drafting and revising dissertation chapters.	Full draft of dissertation to committee. Revisions made on full draft.	Dissertation submitted for examination. Oral defence of dissertation.

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.

Year One - 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.

Year One - 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: Possibilities include graduate courses offered in the Winter Semester in the Department of Sociology or in another department.

Year One - Spring Semester

Begin preparation for comprehensive examinations.

Year Two

Year two is devoted to completion of the comprehensive examination process, as well as the preparation and defence of the dissertation proposal.

Years Three and Four

Years three and four are devoted to completion and defence of the PhD dissertation.



COMPREHENSIVE EXAMINATION – WRITTEN AND ORAL COMPONENTS

In the Comprehensive Examination, the student must demonstrate a mastery of those academic areas appropriate to their 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 www.mun.ca/regoff/calendar/sectionNo=GRAD-0459 and www.mun.ca/regoff/calendar/sectionNo=GRAD-0024 regarding the CEC.

The comprehensive exam requires 2 essays, followed by the 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 normally 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 – Identify Exam Areas

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

Step 2 – Student Provides Lists of Additional Readings

The student, in consultation with their Supervisor/Co-supervisors, recommends **the equivalent of 15** items for each of the 2 reading lists (*monographs count as 4 items; articles and book chapters count as 1 item*). This is forwarded to the Graduate Officer (GO). [Core lists are reviewed regularly by the department]

Step 3 – Formation of CEC

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 – Final Reading Lists and Sample Questions

The final reading lists of approximately **140-145** items, consisting of student recommendations (15) and core readings from departmental lists (125-130), along with sample questions, is assembled by the CEC and forwarded to the student and the supervisory committee. A copy must be filed with the main office and the GO.

Step 5 – Setting of Dates

Within six weeks of receipt of the lists, the student emails the proposed start date of their comprehensive examination writing to the GO and the chair of the CEC. The student should complete their comprehensive exam by the end

of their 5th semester and at least 3 months after receiving their reading lists. Based upon the start date of the exam and the availability of the CEC and student a tentative oral examination date will be set and submitted to the School of Graduate Studies on the "Recommendation for PhD Comprehensive Examination" form.

Step 6 – Comprehensive Examination

Upon the start date of the examination, the exam process timeline is as follows:

Weeks	Exam Component
Week 1	Comprehensive Exam essay #1
Weeks 2-3	Break
Week 4	Comprehensive Exam essay #2
Weeks 5-6	CEC review of essays
Weeks 7-10	Oral examination window

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. Comprehensive questions are normally sent electronically to a mun.ca e-mail address or picked up by the student on a Monday morning and the essay returned to the main office by the next Monday morning.

The CEC evaluates the two essays. The committee normally meets within two weeks of the due date of the second essay 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 the oral exam. A unanimous vote is required for a 'fail' decision.

If the decision is to *proceed to oral examination*, it will normally be held

within 4 weeks. If the decision is *re-examination*, the committee will provide detailed reasons why one or both comprehensive essays must be rewritten and re-examined. Normally, the student will have one month from the date of receiving detailed feedback to rewrite and resubmit. 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. A unanimous vote is required for a 'fail' decision.

Oral Component

The oral component of the comprehensive examination evaluates the student's capacity to understand, synthesize and articulate the areas appropriate to their 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. An SGS representative may also be present during the examination.

Process:

The Chair of the CEC (Department 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, as represented by their reading lists. 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 three choices:

- a. *Pass*: awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
- b. *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.
- c. *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: 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. Upon completion of the presentation, the PhD student advances to **PhD Candidacy (ABD)**.

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/Co-supervisors and Committee.

In general, the Ph.D. Thesis by *traditional format* 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:

www.mun.ca/sgs/go/guid_policies/theses.php and e-thesis templates.

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

Once the research proposal has been approved by the supervisory committee, PhD students may then use the designation PhD Candidate

and/or ABD (All But Dissertation) to reflect their new program stage.

Ethics Review

Memorial University is governed by the Ethics of Research Involving Human Participants policy and follows the Government of Canada Research 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 M.A. and Ph.D. level requires approval from the Interdisciplinary Committee on Ethics in Human Research. Once the Supervisor/Co-supervisors and ICEHR have approved of the research, the student may begin to collect data. For guidance on ethics review, see: www.mun.ca/research/ethics/humans/icehr/.

The Government of Canada Research Tri-Council TCPS2 governs research activities at Memorial University and students must have a certificate of completion of the TCPS2 training module before applying for ethics clearance for research involving human participants. See: <https://tcps2core.ca>

Research with Indigenous Peoples is conducted following the Memorial Policy on Research Impacting Indigenous Groups. Further information and guidance can be found at:

<https://www.mun.ca/research/Indigenous/index.php>

Dissertation Research and Writing

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

Dissertation

Ph.D. 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/Co-Supervisor must ensure that Examiners are willing to examine a manuscript format thesis/dissertation. Following the Government of Canada Research Tri-council definition of conflict of interest for purposes of review and assessment,² examiners should normally **exclude**:

- Those who have a close personal relationship with the student or supervisor;
- Those who have long-standing scientific or personal differences with the student or supervisor;
- Those who are closely professionally affiliated with the supervisor or student, such that they have in the past six years:
 - Been a supervisor or trainee.
 - Collaborated, published or shared funding, or plan to do so in the near future.

When examiners report to the School of Graduate Studies, the decision is made whether to proceed to oral dissertation defence. For further information, see: www.mun.ca/sgs/Ph.D._examinations.pdf .

Oral Defence Process

The Oral Defence is organized by SGS and includes the candidate, Supervisor/Co-supervisor, Dean's Representative, Head or Head's Representative and the three Examiners. They may be present in the room or connected via e-defence procedures. The candidate gives a 20-30-minute presentation of their research and findings. Visual aid technologies may be used in the presentation. Following the presentation, two rounds of questions are 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: www.mun.ca/regoff/calendar/sectionNo=GRAD-0024 for oral defence evaluation and www.mun.ca/sgs/current/edefence/ for e-defence.

Final Dissertation Submission to Department

Following final revisions of the dissertation, Memorial University requires submission as an e-thesis. Supervisor/Co-supervisors and committee must approve the final version to be submitted. This is then sent to the Head and

² https://science.gc.ca/eic/site/063.nsf/eng/h_72D51F12.html

the **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: [www.mun.ca/sgs/Ph.D. examinations.pdf](http://www.mun.ca/sgs/Ph.D._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: www.mun.ca/sgs/go/guid_policies/theses.php.

A clean, final copy of the final Thesis should be deposited with the Department Office.

