

**INTERNATIONAL RELATIONS GRADUATE STUDIES PROGRAM
HANDBOOK**

**M.A. IN INTERNATIONAL STUDIES
PH.D. IN INTERNATIONAL RELATIONS**

**DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS
Green SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS
AT
FLORIDA INTERNATIONAL UNIVERSITY**

GRADUATE PROGRAM HANDBOOK

DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS FLORIDA INTERNATIONAL UNIVERSITY

OVERVIEW

The Department of Politics and International Relations is comprised of roughly 32 permanent faculty members, over 2000 undergraduate majors, and close to 120 graduate students. It offers a variety of degree programs including four graduate degrees: a Master of Arts degree in International Studies, a Doctor of Philosophy degree in International Relations, a Master of Arts in Political Science, and a Doctor of Philosophy degree in Political Science. It also offers joint M.A.-Ph.D. programs in cooperation with the Asian Studies, the Africa and African Diaspora Studies, Latin America and Caribbean Studies, and Religious Studies programs. This Handbook provides information about the M.A. in International Studies and the Ph.D. in International Relations (including the joint programs involving the International Relations Ph.D.).

The M.A. in International Studies and the Ph.D. in International Relations give students the opportunity to take an interdisciplinary approach to contemporary and historical problems of global affairs. The Department's graduate program is one of the largest in the College of Arts and Sciences at FIU. It is nationally recognized for producing well-trained graduates in many different areas of international studies. The Department's parent school, the School of International and Public Affairs, is an affiliate member of the Association of Professional Schools of International Affairs.

LIFE AS A GRADUATE STUDENT

Students should be aware that, while there are many sources of guidance and support at FIU, graduate school involves a certain amount of bureaucracy. While the Department makes every effort to remind students about the necessary procedures, all students are ultimately responsible for making themselves aware of the graduation requirements of the Department, the College, the Graduate School, and the University. Students are *strongly* advised to read carefully the Graduate School's *Graduate Policies and Procedures Manual*, its *Regulations for Thesis/Dissertation Preparation Manual*, and the other materials that are available on the Graduate School web site (gradschool.fiu.edu). Students are also urged to attend to the requirements described in this *Handbook*.

The following text incorporates policies and procedures of the State University System, Florida International University, the University Graduate School, the College of Arts and Sciences, the School of International and Public Affairs, and the Department itself. We make every effort to provide accurate information. In the event that the following text conflicts with the rules and regulations of a superseding body (such as those listed above), however, students should assume that the regulations of those bodies take precedence over Departmental rules.

ADMISSION TO THE GRADUATE PROGRAM

All applicants for graduate study must have a B.A. or B.S. degree, or its equivalent, from a recognized institution of higher education before matriculating in the program. Applicants to the M.A. program must have a grade point average of 3.0, or its equivalent, in the last two years of degree work. Applicants to the Ph.D. program must have a minimum undergraduate grade point average of 3.2, or its equivalent, and a minimum grade point average of 3.5 for all combined graduate work. All applicants must submit GRE scores and transcripts of all undergraduate and previous graduate coursework. For applicants who are not native speakers of English, a minimum score of 550 (or 80 internet-based) on the TOEFL is required for the program, and 575 (or 90 internet-based) for the Ph.D. program. The Department's admission committee may make an exception to these admission requirements, when it is persuaded that a particular case warrants doing so, but it will not waive the requirement that all necessary scores and transcripts be submitted for evaluation.

A background in the social sciences, or in certain relevant fields of the humanities, is desirable but not required for admission to the graduate program. Prospective students with little or no relevant background may wish to enroll as non-degree seeking students in the Department's undergraduate and graduate courses before applying for admission. Please note, however, that undergraduate credit cannot be used for the fulfillment of graduate requirements.

If admitted to the graduate program, students may transfer up to 12 graduate credits earned in non-degree seeking status at FIU and up to 6 graduate credits earned at other recognized institutions of graduate education, provided a grade B or better was awarded. The only exception to this limit on transfer of credits is that students who are admitted to the Ph.D. program, and who have previously completed an M.A. degree in a field relevant to their doctoral studies, may transfer up to a maximum of 36 credits. Transfer credit is subject to other graduate school regulations, and it is never determined in advance of acceptance into the program. Ordinarily, matriculated students should meet with the graduate program director at the conclusion of their first year in the program to determine what transfer credit will be awarded.

M.A. students may matriculate in either the fall or the spring semester. Ph.D. students matriculate only in the fall semester.

APPLICATION PROCEDURES

Students applying for graduate study at FIU must submit application materials to *two* different offices: to the Graduate Application Office, and to the Department of Politics and International Relations. FIU uses a common, online institutional application form for all graduate programs. This form is available from the Graduate School's website (gradschool.fiu.edu/admissions.html). The completed form is submitted online. The following additional materials must be submitted directly to the Graduate School Application Office:

- 1) Non-refundable application fee (currently \$30.00)
- 2) *Official* transcripts of all university coursework

- 3) *Official* copy of the GRE scores
- 4) *Official* copy of the TOEFL (if applicable)

In addition to these materials, students must also submit certain application materials directly to International Relations Graduate Studies Program in the Department of Politics and International Relations. These materials include:

- 1) Unofficial photocopies of all of the above documents
- 2) Letters of recommendation from university teachers and professors who have knowledge of the applicant's academic qualifications. Each letter should be accompanied by a copy of the Department's Letter of Recommendation form (available from the PIR website: pir.fiu.edu/applying). Two letters are required for applications to the M.A. program; three letters are required for the Ph.D. program.
- 3) A personal statement of approximately 3 pages, double-spaced, explaining the candidate's interest in pursuing a graduate degree and describing the expected focus of the candidate's graduate research.
- 4) The Department's supplemental application form (available from the PIR website: pir.fiu.edu/applying).

Applicants for Fall semester admission and consideration for financial assistance (including all applicants to the Ph.D. program) must submit all necessary materials to the University Admissions Office and the Department of Politics and International Relations by **January 15**, or by **March 15** if financial assistance in the form of a teaching assistantship is not requested by applicants to the doctoral program. For applicants to the M.A. program, the deadline for spring semester admission is **August 15**.

The Graduate School Admissions Office formally notifies applicants once the Admissions Committee has made its recommendations and the Office of the Dean of the College of Arts and Sciences has approved it. The Director or Secretary may contact applicants informally about the status of their applications, but official notice of admission status can come only from the Graduate School. Once admitted, applicants may defer matriculation, by written request to the Director, for no more than one calendar year. Financial assistance in the form of a teaching assistantship cannot be deferred.

FINANCIAL ASSISTANCE

The Department has a limited number of teaching assistantships that carry a stipend and that cover tuition and some (but not all) fees for 9 credits of coursework in the fall and spring semesters (10 credits in the semester a student registers for the required, 1-credit Graduate Pedagogy course, and 6 credits during the summer semester). Stipends are paid in the fall, spring and summer semesters. Teaching Assistants are required to register for the maximum number of credits covered by the assistantship in all semesters (9 credits in the fall and spring; 6 credits in the summer). Applicants to the Department's Ph.D. program who meet the appropriate deadlines and requirements are automatically considered for a teaching assistantship; continuing students may also apply for teaching assistantships by writing a letter to the Graduate Director

requesting consideration. Non-US citizens who are receiving assistantships will need a social security number in order to receive their stipends. Non-US citizens should consult the Office of International Student Scholar Services for other policies and regulations pertaining to immigration and visa status. Students who are U.S. citizens or permanent resident aliens, but not legal residents of Florida, are strongly encouraged to meet requirements for Florida residency as soon as possible. Eligible students should begin this process *before* they begin their first semester of study in the program.

Graduate students receiving an assistantship are assigned to faculty members, by the Graduate Director, for 20 hours per week as teaching assistants. Teaching assistants are otherwise expected to be full-time students and may not accept other forms of employment. Assistantships are renewable, subject to satisfactory academic progress, but renewal is not guaranteed. Students receiving financial assistance should not carry incomplete grades for more than one semester. More information of teaching assistantships can be found in the Department's *Graduate Assistant Policies and Procedures* statement.

Graduate students, and doctoral students in particular, are encouraged to seek outside funding for their research. Students should discuss fellowship opportunities with their faculty advisors, and may also wish to consult the Financial Aid Office at FIU for student loan and other relevant information.

ADVISING

New students should meet with the Graduate Program Director at the beginning of the semester of matriculation to plan their programs of study. The Department also conducts a graduate student orientation early in the Fall, and all students should attend this orientation at least once, ordinarily at the beginning of their first semester in the program. The Director will make every effort to advise students on degree requirements throughout their programs of study. Nevertheless it is essential that all students take personal responsibility for being aware of the relevant degree requirements. Students are responsible for developing good working relations with members of the Department faculty who share their interests. All students should select a primary faculty advisor *by the end of the second semester in residence*. Students must select a primary advisor before submitting the Annual Student Evaluation and Mentoring Plan for the first time (this annual evaluation form must be submitted to the Graduate School every Spring). Students planning to write an M.A. thesis or Ph.D. dissertation should also familiarize themselves with the deadlines and guidelines for choosing a thesis/dissertation supervisor and advisory committee.

ENROLLMENT AND ACTIVE STATUS

Students are encouraged to take courses on a full-time basis (9 credits per semester in the fall and spring; 6 credits in the summer). While some courses are offered after regular working hours, not all courses can be offered in this fashion. Students should not assume that the Department's

degree requirements can be completed by taking only courses offered at night or on the weekends.

Lapses in enrollment for three or more consecutive semesters will result in automatic dismissal from the program, with no assurance of reinstatement, unless the student has been granted a leave of absence. Students may apply in writing for a leave of absence (ordinarily, of one year). The Graduate Program Director, the Dean of the College of Arts and Science, and the Dean of Graduate Studies must approve leave requests. To maintain active status in the graduate program, M.A. students must register for at least 3 credits per semester until they have earned 36 credits. Thereafter, they must register for at least 1 credit per semester to maintain active status. Ph.D. students must register for 3 credits per semester (fall and spring) to maintain active status until they have been admitted to candidacy (approved D-2 form). Thereafter, they must register for at least 3 dissertation credits every semester (including summers) until graduation. Students must be registered for at least 3 credits in any semester in which an M-form or D-form is submitted to the Graduate School (see <http://gradschool.fiu.edu/StudentForms.html>). *All students must be registered for credit, and apply for graduation, in the semester in which their degree is awarded.*

All M.A. students must complete degree requirements within six years of matriculation in the program. All Ph.D. students must complete degree requirements within nine years of matriculation in the program. A leave of absence will not stop the six- or nine- year time-to-graduation clocks (for M.A. and Ph.D. students respectively). Requests for extensions to the graduation clocks and certification of the validity of courses passed more than six or nine years earlier respectively have to be approved by the Dean of the College of Arts and Science and supported by the IR Graduate Program Director.

MASTER OF ARTS IN INTERNATIONAL STUDIES

The M.A. program is designed to prepare students for careers in government, the business sector, non-government organizations, or international agencies, or for doctoral work in the social sciences and humanities. The M.A. degree program draws on the curricular resources of many different University departments. Members of the Department of Politics and International Relations itself also represent a variety of disciplines and perspectives. Faculty interests range from the traditional concerns of foreign policy and national security to contemporary global issues such as democratization, globalization, the environment, human rights, refugees, and social movements.

The College of Arts and Sciences offers a variety of graduate certificate programs –in fields such as African-New World Studies, Asian Studies, Conflict Resolution, European Studies, Latin American and Caribbean Studies, National Security Studies, Transnational and Comparative Studies –and students may supplement their degree by earning such certificates. The Department encourages its students to pursue regional or topical certification in conjunction with their work in the M.A. program.

The M.A. degree program requires a minimum of 36 semester hours of credit at the graduate level. Students failing to maintain a 3.0 grade point average will be dismissed from the program. Undergraduate courses taken to satisfy prerequisites for graduate courses, or as a condition of admission, do not count toward the 36-hour minimum requirement.

Core Requirements

All M.A. students must complete a core sequence of five courses (15 credits), each of which is offered annually. Only in exceptional circumstances will courses for which credit is transferred replace core courses.

The M.A. program's five core courses are:

INR 5615	Research Design in International Relations
INR 6017	Comparative Approaches to Area Studies
GEO 6473	Space, Place and Identity
INR 6609	Contemporary Dynamics of International Relations
INR 6706	Political Economy of International Relations

Field Requirements

M.A. students also must select a major field of study in (1) Global Institutions and Issues, or (2) Foreign Policy and Security Studies, by taking three courses (9 credits) relevant to their proposed major field (a list of suggested courses is available in Appendix I, below). Students must take at least two courses offered by the Department of Politics and International Relations to satisfy the field requirement.

Elective Credits

To satisfy the program's elective requirement, students may take two additional courses (6 credits) from the M.A. field lists. Students wishing to elect other graduate-level courses offered by the University may do so with the permission of the Director.

Exit Options

To complete degree requirements, M.A. students have the option of (a) writing a thesis; or (b) taking a written comprehensive examination. Before electing either of these options, *students must demonstrate a reading knowledge of a foreign language other than English*. They are strongly encouraged to fulfill the language requirement as soon as possible. Examinations for reading competency are arranged by the Graduate Director, with the assistance of the Department of Modern Languages.

Thesis Exit Option

Any student electing to write a thesis will normally take 6 credit hours of supervised research and prepare a thesis proposal, subject to the approval of *three* members of the University graduate faculty. A member of the Department of Politics and International Relations graduate

faculty must chair any thesis committee thus constituted. Students preparing a thesis must obtain the proper forms from the Graduate School and be aware of relevant deadlines.

An M.A. thesis is normally about 60 to 80 double-spaced pages, and it must conform to accepted standards of scholarship. It must also meet all of the Graduate School's formatting requirements (consult the online thesis preparation manual carefully). Students are encouraged to remain in close contact with members of their thesis committee. Students can expect considerable assistance on substantive, organizational and stylistic problems that they encounter. Nevertheless, it is their responsibility to write in clear, error-free English. Students submitting poorly written draft materials may be advised to secure the assistance of a professional editor at their own expense.

M.A. students should consult extensively with their principal faculty advisors before submitting the M-2 form and embarking on an M.A. thesis. There is no approved procedure for shifting to the comprehensive exam exit option once a student has begun registering for thesis credits. Before submitting the M-2 form, all M.A. students must complete online training in the Responsible Conduct of Research (see <http://gradschool.fiu.edu/RCR.html>) and submit the necessary certification form. Students whose research will involve human subjects must also submit certification of either IRB (Institutional Review Board) review or exemption with their M-2 form (see <http://ori.fiu.edu/IRB.html>). Note that the IRB review process requires that both students and their thesis advisors complete and document the necessary IRB training.

No thesis may be approved until all three thesis committee members indicate that the student may defend it in a public examination. The thesis defense is a public event. Any member of the University community may attend, and the candidate may invite guests. After the candidate makes a brief presentation of findings, members of the thesis committee will ask questions as they see fit. The candidate and guests will then leave the examining room, and committee members may decide to accept the thesis, to specify revisions as a condition of acceptance, or to reject the thesis. In the last case, committee members will specify conditions under which they will participate in another defense. All such decisions are made by consensus.

If the thesis committee requires any changes in the thesis, the committee chair normally takes responsibility for insuring that the student makes them as required. All members of the committee, however, must sign an appropriately prepared first page of the final version of the thesis to indicate their approval.

In preparing theses for submission to the University Library, students must follow the University's *Regulations for Thesis/Dissertation Preparation*. This is not a task to be taken lightly, and students are advised to bear these guidelines in mind from the beginning of the drafting process. The College of Arts and Sciences and the Graduate School review all theses to assure that appropriate standards are met.

One final, approved copy of the thesis must be delivered to the Graduate Program Director.

Comprehensive Examination Exit Option

Any student electing to take a written comprehensive examination must take six credit hours (usually in the form of "Comps Prep" credits), instead of thesis supervision. The comprehensive examination should provide evidence of students' command of the field and its literature. It should not be thought of as a recital of bare facts or as an opportunity simply to summarize reading list materials. Students should be prepared to synthesize and evaluate a broad range of scholarship. Accordingly, the examination tests students' general training and intellectual maturity. Students should begin to prepare at least one full semester before scheduling the comprehensive examination. **The make up of the examining committee will be approved by the Graduate Program Director in consultation with the student.**

In consultation with the examination committee members, students should prepare focused but comprehensive reading lists covering material presented in the program's core courses and their major fields.

The comprehensive examination is six hours long (one day). Students must make specific arrangements to take the exam with the Graduate Secretary. Students may not use the internet or bring any materials (books, notes, etc.) into the examination. One part of the examination will cover the core sequence of courses, and the other part will cover the student's major field. In consultation with the student, the Director will appoint two examiners, one for each part, and an overall assessor who evaluates both parts. Each examiner will prepare two questions for their part of the exam. Students will answer three out of the four questions. Examiners will grade only their respective questions, with Distinction, Pass and Fail as possible grades and the overall examiner will render a general assessment.

Students must pass at least one question from each part to pass the examination. Students failing both parts of their comprehensive examination may take the entire examination again. If they fail either part of the second examination, they will be dismissed from the program. Students failing one part may take that part again and, if they fail again, they have one last opportunity to pass that part. Students must retake any failed part of the examination at the next scheduled opportunity to do so.

Students in the Ph.D. program who who have satisfied all other requirements for the M.A. degree apart from the exit requirement are also eligible to receive an M.A. degree under the non-thesis (comprehensive exam) exit option. Passing the doctoral comprehensive examinations serves as equivalent to the M.A. comprehensive examination. Ph.D. students who have satisfied these requirements should consult with the Graduate Program Director about the necessary paperwork and procedures to receive the M.A. degree in the course of their Ph.D. studies.

DOCTOR OF PHILOSOPHY IN INTERNATIONAL RELATIONS

The International Relations doctoral program offers a rigorous, interdisciplinary approach to the study of continuity and change in global affairs. Doctoral students have entered this program from many countries around the world, including Albania, Argentina, Barbados, Belarus, Brazil,

Colombia, France, Germany, Haiti, Italy, China, Japan, Jordan, the Netherlands, Republic of Georgia, Russia, Spain, Trinidad, Turkey, Ukraine, and Venezuela. Members of the faculty represent a variety of disciplines and perspectives, including international relations, political science, geography, and history. Faculty interests range from the traditional concerns of foreign policy and national security to contemporary global issues such as democratization, globalization, the environment, human rights, refugees, and social movements. Faculty also have regional interests that range across Africa, Central Asia, East Asia, Europe, Latin America and the Caribbean, the Middle East, and Russia.

The College of Arts and Sciences offers a variety of graduate certificate programs -- in fields such as African-New World Studies, Asian Studies, Conflict Resolution, European Studies, Latin American and Caribbean Studies, National Security Studies, Transnational and Comparative Studies -- and students may supplement their degree by earning such certificates. The Department encourages its students to pursue regional or topical certification in conjunction with their work in the Ph.D. program.

The Ph.D. program requires a minimum of 75 semester hours of credit at the graduate level, including a minimum of 15 credits of dissertation supervision (pass/fail). Students failing to maintain a 3.0 grade point average will be dismissed from the program. Undergraduate courses taken to satisfy prerequisites for graduate courses, or as a condition of admission, will not count toward graduate requirements.

Core Requirements

All students must complete a core sequence of six courses (18 credits). Only in exceptional circumstances will courses for which credit is transferred replace core courses.

The Ph.D. program's six core courses are:

INR 5615	Research Design in International Relations
INR 6604	International Relations Theory I
INR 6608	International Relations Theory II
INR 6609	Contemporary Dynamics of International Relations
INR 6706	Political Economy of International Relations
GEO 6473	Space, Place and Identity

These required courses are generally offered once each year. Students should take the core courses spread out over the first four regular semesters of their doctoral program, and should seize the opportunity to take specialized courses relevant to their research programs that may be offered less frequently.

Field Requirements

Students must select a major field of study in (1) Global Institutions and Issues, (2) Comparative Area Studies, (3) Foreign Policy and Security Studies, or (4) International Law, by taking four courses (12 credits) relevant to their major field (a list of suggested courses is contained in

Appendix II). Students must take at least two courses offered by the Department of Politics and International Relations to satisfy the major field requirement.

Students must also select a minor field of study consisting of at least three courses (9 credits), either by choosing a second field from the above list or by petitioning to select another field in consultation with the Director. Fields offered by petition may draw on the faculty resources of other departments, but they must nevertheless incorporate at least one course offered by the Department of Politics and International Relations. Two members of the University faculty, one of whom is drawn from the Department of Politics and International Relations, must formally indicate their willingness to serve as examiners for any such petition field.

Elective Credits

To satisfy the Ph.D. program's elective requirement, students must take 21 credits of additional course work. Students may arrange for independent study courses, as suits their program needs, but all students must take a minimum of 36 credit hours in the form of regularly scheduled courses. Students wishing to take a course or courses offered by other graduate programs in the University may do so with permission of the Director.

Language Proficiency

Students must show a level of proficiency in one language other than English that is sufficient for the conduct of scholarly research in regions where that language is spoken. Students are strongly encouraged to fulfill the language requirement as soon as possible, and in any case before taking their comprehensive examinations.

Comprehensive Examinations

Within 6 months of completing the language requirement and 60 credits of course work with a minimum 3.0 grade point average, students must take comprehensive examinations (written and oral) on the core sequence and both of their fields. Students may sit for comprehensive examinations during the term in which they complete these requirements.

Students should begin to prepare for comprehensive examinations at least one full semester before scheduling them. They will have ample notice as to the probable membership of examining committees. In consultation with the Graduate Program Director and likely committee members, students should prepare focused but comprehensive reading lists for the three areas that they are to be tested on. One of these areas covers material presented in the program's core courses. That is, the core part of the comprehensive examination is not a one-course-focussed exam, like IPE or Theory of IR, or Comparative Area Studies. It is, rather, an examination covering questions that should take into account various elements studied across all core courses. Thus, students choosing examiners should not be focusing only on one or two examiner's specific specialization and class, but on all aspects of the core courses. The other two areas should reflect students' particular interests in their major and minor fields. Department members periodically revise generic reading lists for the program's core and three fields.

Comprehensive examinations should provide evidence of students' command of the field and its literature. It should not be thought of as a recital of bare facts or as an opportunity simply to summarize reading list materials. Students should be prepared to synthesize and evaluate a broad range of scholarship. Accordingly, examinations test students' general training, intellectual maturity and overall readiness to undertake a dissertation.

Comprehensive examinations consist of three written examinations corresponding to the three areas (core, major field, and minor field) for which students have prepared. Each examination is graded separately, with Distinction, Pass and Fail as possible grades. Students will normally take the written examinations on two consecutive days, six hours each day. Students must make specific arrangements to take the exam with the Graduate Secretary. Students may not use the internet or bring any materials (books, notes, etc.) into the examination.

The first day will consist of questions covering material presented in the core courses. Students will answer three out of four questions in the six hours allotted. **The Graduate Director will appoint two examiners for this purpose.** Each examiner will prepare two questions, but both examiners will grade the entire examination. If both examiners award a grade of Pass or above, the first day examination is awarded a passing grade. If one examiner gives either examination a grade of Fail and the other examiner gives a grade of Pass, the Graduate Director will appoint a third reader.

The second day will consist of two examinations covering students' major and minor fields offered within the Department. In consultation with students and their advisers, the Director will appoint three examiners, two for the major field and one for the minor field. Examiners will write two questions each. Students will answer two questions for the major field and one for the minor field. Examiners will grade all answers on the part of the examination for which they have written questions. If both examiners give the major field examination a grade of Pass or above, that part is awarded a passing grade. If one major field examiner gives either examination a grade of Fail and the other examiner gives a grade of Pass, the Graduate Director will appoint a third reader. If the examiner gives the minor field examination a grade of Pass or above, that part is awarded a passing grade.

Fields offered by petition will have two examiners, each contributing two questions. Students will answer two questions. Both examiners will grade all questions, with two grades of Pass necessary for a passing grade. If one petition field examiner gives either examination a grade of Fail and the other examiner gives a grade of Pass, the Graduate Director will appoint a third reader.

Students who fail any portion of the written examination will retake *only* that portion of the examination at the next available opportunity. Students have a total of *five* opportunities to pass all portions of the written examination. Thus students failing all three portions of the examination are dismissed from the program, because they have only two opportunities remaining to remedy three failing grades. In the case of extenuating circumstances, students failing all three portions of the examination may petition the Graduate Studies Committee for an opportunity to start afresh, but they may do so only once. Students failing two portions of the written examination must pass both of those portions of the examination on their second attempt. Students failing one portion of the examination have two opportunities to pass that portion of the

examination. Students passing only two portions of the examination in five attempts may petition the Graduate Studies Committee for an additional opportunity to remedy the one failing grade. The Committee will not act on additional appeals.

The examining committee may elect, at its sole discretion, to require an oral examination before rendering judgment on all or part of a student's written examination. In the event that the examining committee requires an oral examination, some or all examiners of the portions of the exam in question may elect to participate in the oral exam. In the event of a disagreement among examiners, the exam committee may request that the Graduate Director appoint an additional reader for one or more portions of the exam.

On successful completion of the examination process, students should submit the necessary paperwork to the Graduate Director for advancement to candidacy. Students may take "Dissertation" credits only after the D-2 form is approved and they have advanced to candidacy. Students who have passed their doctoral comprehensive examinations, and who have met the requirements for the M.A. in International Studies, are eligible to apply for an M.A. degree in the course of their Ph.D. studies. Students who wish to apply for an M.A. degree while continuing to pursue their Ph.D. should consult the Graduate Director about the necessary procedures and paperwork.

Dissertation Proposal

Within three months of passing comprehensive examinations, students should publicly present a dissertation proposal of roughly 20-30 pages. Dissertation proposals should clearly identify a research question and explain why it is important, they should discuss the literature relevant to that question, they should spell out the student's own tentative answer to the research question, and they should formulate a convincing research plan and methodology for defending that answer.

Each dissertation proposal must be acceptable to a committee of at least four qualified scholars who agree to serve as members of that student's dissertation committee. Students are responsible for recruiting a dissertation committee, with assistance from the Graduate Program Director. Students must provide their dissertation committee members ample time to review the proposal before the scheduled proposal defense.

The committee chair, who is primarily responsible for detailed supervision of the student's work, must be a regular member of the Department of Politics and International Relations graduate faculty and must have "dissertation advisor status." Two other members of the committee must also be drawn from the graduate faculty of the Department. A fourth member of the committee must be a member of the graduate faculty at FIU, but *not* a member of the Department of Politics and International Relations. In some circumstances, an appropriately qualified scholar or specialist not affiliated with FIU may be approved as fifth member of the committee, but students should keep in mind that the committee will be required to meet *in person* on several occasions.

Circumstances may require changes in the membership of dissertation committees. Students may request changes in committee membership, after **consulting with the Graduate Program Director**, by submitting the necessary paperwork to the Graduate School.

Once the dissertation proposal has been successfully defended, students must prepare a "short-form" version of the proposal in accordance with Graduate School regulations to be submitted to the Graduate School along with form D-3. Before submitting the D-3 form, all doctoral students must complete online training in the Responsible Conduct of Research (see <http://gradschool.fiu.edu/RCR.html>) and submit the necessary certification form. Students whose research will involve human subjects must also submit certification of either IRB (Institutional Review Board) review or exemption with their D-3 form (see <http://ori.fiu.edu/IRB.html>). Note that the IRB review process requires that both students and their dissertation advisors complete and document the necessary IRB training. Students should familiarize themselves in detail with the relevant deadlines and format for the D-3 form.

The Dissertation

Many dissertations in international relations involve research away from the University. Candidates may work on their dissertations wherever they choose, but they must register for 3 Dissertation credits in each semester (including the summer) from the time they advance to candidacy until (and including) the semester in which they receive their degree.

Dissertations in international relations average 200-300 double-spaced pages (this is the equivalent of a 130-180 page book). Students are encouraged to remain in close contact with members of their dissertation committee. Students can expect considerable assistance on substantive, organizational and stylistic problems that they encounter. Nevertheless, it is their responsibility to write in clear, error-free English. Students submitting poorly written draft materials may be advised to secure the assistance of a professional editor at their own expense.

All dissertations must follow the University's *Regulations for Thesis/Dissertation Preparation*. This is not a task to be taken lightly. Students are strongly advised to familiarize themselves with these guidelines before they begin writing and to follow them scrupulously at every stage. The College of Arts and Sciences and the Graduate School reviews all dissertations to assure that appropriate standards are met.

Dissertation Defense

A completed draft of a dissertation is ready to defend only after it has been approved for defense by the dissertation committee chair and all other committee members. At that time, candidates will submit to the Graduate School an application for a dissertation defense which dissertation committee members must sign. The application must be filed by the appropriate deadline. The Graduate School will publish notice of the defense in a monthly calendar distributed to the University community.

The dissertation defense is a public event. Any member of the University community may attend, and the candidate may invite guests. After the candidate makes a brief presentation of findings, members of the dissertation committee will ask questions as they see fit. The candidate

and guests will then leave the examining room, and committee members may decide to accept the dissertation, to specify revisions as a condition of acceptance, or to reject the dissertation. In the last case, committee members will specify conditions under which they will participate in another defense. All such decisions are made by consensus.

If the dissertation committee requires any changes, the dissertation committee chair normally takes responsibility for insuring that the student makes them as required. All members of the committee must, however, sign an appropriately prepared first page of the final version of the dissertation to indicate their approval.

One final, approved copy of the dissertation must be delivered to the Graduate Program Director. The University library must also receive two copies, one for shelving and the other to be microfilmed. The dissertation may also be submitted to the University electronically (please consult the Graduate School for more information).