The GSAS Policies and Procedures Manual supersedes all Program in International Relations' handbooks and forms, except in cases where the Program has imposed additional requirements and/or stricter standards. Please also review the Student Information and Resources webpage.

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Please contact ir.masters@nyu.edu if you have any inquiries not addressed here.

1. Letter from Program Director

Welcome to the Program in International Relations at NYU housed in the Graduate School of Arts and Science (GSAS). I am pleased that you decided to join us. The entire IR team is committed to making your experience at New York University rewarding and productive.

The Master of Arts in International Relations is a predominantly terminal M.A. degree. The curriculum exposes students to substantive knowledge and scholarly research in the field of International Relations in order to help students develop critical thinking, analytical, research, and writing skills that will be applied in careers found in the practice of international affairs.

Alumni of the program have embarked on successful professional careers in government, the public sector, non-profits, and the private sector; while others have gone on to pursue a Ph.D. in political science or other related fields.

The faculty teaching in the M.A. Program in International Relations include both full-time and part-time NYU faculty drawn from across NYU. Some faculty are based in the IR program, while many other full-time faculty are based in world-class departments such as Politics, History, Anthropology, the Wagner School, the Stern School of Business, and NYU Law. NYU faculty are leaders in their field and their research is influential in their respective academic disciplines, as well as impacting public policy. Additionally, the IR Program benefits greatly from our part-time faculty who bring experience from the public and private sectors into the classroom. The ability to learn from these scholars and professionals is part of what makes NYU special.

This handbook provides you with the necessary information concerning degree requirements and program policies and procedures. Please note that the GSAS and NYU University rules and regulations supersede this handbook except in cases of additional requirements or stricter standards. Please review the GSAS Policies and Procedures Manual carefully.

Michael John Williams, Ph.D.
Director

2. Program Contact Information

Address:

19 University Place, 5th Floor
New York, NY 10003
Academic Advising:

Each student is assigned a full-time faculty member as an academic advisor upon matriculation into the Program. See 5.0 below for academic advisor contact information. Academic advisors help students set and achieve academic goals and help the student make responsible decisions consistent with interests, goals, abilities, and degree requirements.

For general advisement and inquiries, please email ir.masters@nyu.edu.

Research & Professional Development:

Aruna Magier
Subject Librarian for International Relations and South Asian Studies, NYU Bobst Library
Email: am182@nyu.edu
Click here for other subject librarians and archivists.

Wasserman Center for Career Development
Please visit the Career Center website for professional advising.

Program Director & Administrators:

Michael John Williams
Program Director and Clinical Professor
Email: mjwilliams@nyu.edu

Tina Lam
Program Administrator
Email: tina.lam@nyu.edu

Nicolette Teta
Administrative Aide
Email: nicolette.teta@nyu.edu

Student Associations:

International Relations & Politics Association (IRPA)
All MAIR students are a member of our student organization, the International Relations and Politics Association (IRPA). IRPA organizes events throughout the year for current students and
alumni. Please join their Facebook Group, LinkedIn Group, or email them at irassociationnyu@gmail.com to connect.

**Journal of Political Inquiry (JPI)**
The *Journal of Political Inquiry* is an academic journal and online news magazine run by Master’s students at New York University. Established in 2007, JPI provides a forum for M.A. students to contribute to the intellectual development of the university, while also bringing student voices to broader domestic and international academic publishing communities.

*Sign up* for our weekly events bulletin.
Follow us on Twitter: [@NYUIR](https://twitter.com/NYUIR)
Like us on Facebook: [NYU International Relations Program](https://www.facebook.com/NYUInternationalRelations)

### 3. Program Requirements

Students typically complete the program requirements within two years (four semesters) of full-time study. Students may complete the program with part-time study but all M.A. program requirements must be completed within a five-year time frame. All F-1 and J-1 international students must register full-time every semester. See 6.2 Full-Time and Half-Time Equivalency.

The International Relations M.A. in GSAS is designed as a full-time degree program with the vast majority of our courses taught during the day. Students can transfer into part-time study based on personal circumstances, but must have the flexibility to take required courses and workshops that are scheduled during the day.

Students may complete the Master’s in International Relations without electing a concentration. By electing a concentration, students are committing to a number of core and elective course points within their concentration's area of study and may be required to fulfill advanced language requirements. Students typically select their concentrations upon application to the program.

After matriculation into the program, students may petition to elect a concentration but must have enough remaining course points to complete the concentration requirements. Students must also complete the concentration's core or an elective course before their petition would be considered. If students decide not to petition for the concentration after completing the concentration course, the course may count toward the students' general elective course points. Please contact ir.masters@nyu.edu for more information.

Requests for IR core course waivers will not be considered unless the student's undergraduate major was in International Relations or Global History. Requests must be submitted in writing to the Program Director and Program Administrator for review.
3.1 M.A. in International Relations - Course of Study

Students are required to complete 40 points for the M.A. in International Relations.

Core Course Sequence (12 points):

Students must take:
- International Relations, INTRL-GA 1700 (4 points)
- Global and International History, INTRL-GA 1600 (4 points)

They must also choose one of the following elective core courses (4 points):
- Quantitative Analysis I, INTRL-GA 1120
- Qualitative Analysis I, INTRL-GA 1220
- Regional and Comparative Politics, INTRL-GA 1450
- The World Economy, INTRL-GA 1900

Required Course Sequence (4 credits):

Either Master’s Thesis Seminar INTRL-GA 4000 (2 points), or
Capstone Project INTRL-GA 1320 (2 points)

Writing for International Affairs, INTRL-GA 3992 (2 points)

IR Elective Courses (12 credits):

Of the remaining coursework, students must take a minimum of 12 points in
International Relations electives defined as any course listed under International
Relations course code, INTRL-GA. Students cannot double-count core or required
courses as elective courses, but may take additional core courses to fulfill the elective
course requirements.

General Elective Courses (12 credits):

The remaining points are general electives which can be a graduate level course from
any NYU department or school, subject to approval from the Program Director.

Thesis Option:
Students who opt to take the Master’s Thesis Seminar, INTRL-GA 4000, will enroll in the course
during their last semester. The course is designed to provide structure and guidance to students
writing a thesis. The thesis will be an academic work of ~15,000 words dealing with an
important and timely topic in international relations. See Appendix B Thesis Requirement.

Capstone Option:
Students who opt to take the Capstone Project, INTRL-GA 1320, will enroll in the course in their
second to last semester. The Capstone Project is structured to provide a public policy consultancy experience for final year students. Working with a faculty mentor (instructor), students will work in assigned groups to complete a consultancy project for an external client. The group will produce a series of documents and papers for the client, which will be assessed by the instructor.

**Internship Requirement:**
To further their professional development all MAIR students are required to complete an internship. The internship places students in a professional work environment in either the public or private sector. Securing an internship is the responsibility of the student. Internships in the United States are an open, competitive process and the Program does not have any special arrangements to place students into specific internships.

The internship must total at least 140 hours over 14 weeks. Students can opt out of the Internship requirement if they are pursuing a scholarly track with the intention of completing a Ph.D. after earning the M.A. In this case, students complete the 'Readings and Research’ course, INTRL-GA 3991, in lieu of 2 points of International Relations Electives in their second to last term, and then the Master’s Thesis Seminar, INTRL-GA 4000, in their final term. The R&R course work should be designed with their M.A. thesis supervisor to provide for a more advanced and rigorous M.A. thesis. See Appendix A Internship Requirement.

**Language Requirement:**
Students must demonstrate proficiency in one language other than English. Students demonstrate proficiency in a foreign language by completing one of the following:

- Passing the GSAS foreign language proficiency M.A. Intermediate level examination. See Foreign Language Proficiency Exam (FLPE) for dates and registration for the language placement exams. At the latest, the student should register for the exam the semester prior to their graduation. Please note if the student does not pass the exam prior to graduation, they will need to postpone graduation. Area concentration students (AS, EMS, IL, LACS, MELS or RSS) must pass the GSAS FLPE - PhD Advanced level exam.
- Completing 4 semesters (intermediate 2-level) with a grade of B or better at NYU or another accredited institution. The student must submit related academic transcript as proof of completion. The transcript should be submitted to the Program Administrator. Area concentration students (AS, EMS, IL, LACS, MELS or RSS) must complete 6 semesters (advanced 2-level) foreign language course with a grade of B+ or higher at an accredited institution.
- Language proficiency at the B2 (vantage or upper intermediate) level or C1 (Effective operational proficiency or advanced) level. See Common European Framework of Reference for Languages (CEFR) chart for level group. See here for more information regarding CEFR. The student must submit the exam result and/or certificate as proof of proficiency. Please email to Program Administrator prior to the final semester of study.
Area concentration students (AS, EMS, IL, LACS, MELS or RSS) must demonstrate language proficiency at the C1 (Effective operational proficiency or advanced) level.

- Completing secondary education or an undergraduate degree in an institution where the language of instruction is not English. Please contact the Program Administrator to confirm language requirement completion before your second year in the program. An academic transcript may be requested.

Matriculated students may take language courses at NYU to fulfill the language requirement, but please note that majority of language courses at NYU are taught at the undergraduate level and will not count towards a students' graduate degree course credits. See 6.1 Cross-School Registration.

3.2 Elective Concentrations

The M.A. in International Relations may also be complimented with one of the seven concentrations listed below:

- Asian Studies (AS)
- European & Mediterranean Studies (EMS)
- International Law (IL)
- International Politics & International Business (IPB)
- Latin American & Caribbean Studies (LACS)
- Middle Eastern & Levantine Studies (MELS)
- Russian & Slavic Studies (RSS)

3.2.1 Concentration in Asian Studies

Students must complete the same core and required course sequences as the standard M.A. program described above. In addition, students must take 12 points in Asian Studies electives and 12 points in International Relation electives. The program will provide a listing of approved Asian Studies elective course offerings each term. Other NYU courses may be approved as electives with the permission of the Program Director. Courses taken outside the IR program may require permission of the instructor. Students must also attain the level of "advanced" in an Asian language (speaking, oral comprehension, reading, and writing), to be demonstrated by passing the GSAS FLPE examination; completing 6 semesters (advanced 2-level) foreign language course with a grade of B+ or higher at an accredited institution; or completion of primary and/or secondary school with language of instruction in an Asian language. All other requirements are the same.

3.2.2 Concentration in European and Mediterranean Studies

Students must complete the same core and required course sequences as the standard M.A. program described above. In addition students must take What is Europe?, EURO-GA 2301, as
well as 8 points in European and Mediterranean Studies electives and 12 points in International Relations electives. Students must also attain the level of “advanced” in a contemporary European language (speaking, oral comprehension, reading, and writing), to be demonstrated by either passing an examination or completing a third-year language course with a grade of B+ or higher. All other requirements are the same.

3.2.3 **Concentration in International Law**

Students must complete the same core and required course sequences as the standard M.A. program described above. In addition, students must take 12 points in International Law electives and 12 points in International Relation electives. All other requirements are the same. The following existing international law courses will be accepted as the concentration’s international law electives.

- European Union Law (LAW-LW 10851.001)
- Chinese Attitudes Toward International Law Seminar (LAW-LW 10070.001)
- Indigenous Peoples in International Law (LAW-LW 10902.001)
- International Human Rights and Humanitarian Law Scholarship Seminar (LAW-LW 10492.001)
- International Human Rights (LAW-LW 11329.001)
- International Humanitarian Law (LAW-LW 12259.001)
- The United Nations and the Making of International Law Seminar (LAW-LW 10043.001)
- War, Crime and Terror Seminar (LAW-LW 11756.001)
- European Human Rights Law (LAW-LW 11601.001)
- Foreign Relations Law of the United States Seminar (LAW-LW 10235.001)
- History and Theory of International Law Seminar (LAW-LW 10997.001)
- International Organizations (LAW-LW 10256.001)
- Law and Development (Colloquium only; LAW-LW 10295.001)

Other NYU courses may be approved as electives with the permission of the Program Director.

3.2.4 **Concentration in International Politics and International Business**

Please note that MAIR-IPB students are subject to GSAS’ add/drop deadline for courses. If courses are not dropped or added by the GSAS deadline, no refunds will be issued and a W will be issued for the course. No exceptions.

Students must complete the same core and required course sequences for the standard M.A. program described above. In addition, students must take 12 points from a designated group in other disciplines in the Leonard N. Stern School of Business, 8 points in International Relations electives, and 4 points of general electives. All other requirements are the same.

3.2.5 **Concentration in Latin American and Caribbean Studies**

Students must complete the same core and required course sequences as the standard M.A.
program described above. In addition, students must take Introduction to Latin American and Caribbean Studies II, LATC-GA 2001, 8 points in Latin American and Caribbean Studies electives and 12 points in International Relation electives. The program will provide a listing of approved Latin American and Caribbean Studies elective course offerings each term. If students are unable to enroll in LATC-GA courses via Albert, please contact CLACS admin aide Johanna Morales <jm8206@nyu.edu> to request permission. Other NYU courses may be approved as electives with the permission of the program director. Courses taken outside the IR program may require permission of the instructor. Students must also attain the level of "advanced" in a Latin American or Caribbean language (speaking, oral comprehension, reading, and writing), to be demonstrated by passing an examination; completing a third-year language course with a grade of B+ or higher; or completion of primary and/or secondary school with language of instruction in a relevant language. All other requirements are the same.

### Concentration in Middle Eastern and Levantine Studies

Students must complete the same core and required course sequences as the standard M.A. program described above. In addition, students must take Middle East Politics, INTRL-GA 1756, as well as 8 points in Middle Eastern and Levantine Studies electives and 12 points in International Relations electives. The program will provide a listing of approved Middle East and Levantine Studies elective course offerings each term. Other NYU courses may be approved as electives with the permission of the program director. Courses taken outside the IR program may require permission of the instructor. Students must also attain the level of "advanced" in a language of North Africa or Middle East (Arabic, Persian, Turkish, Greek, Hebrew, and Armenian). Language skills (speaking, oral comprehension, reading, and writing) are demonstrated by passing an examination; completing a third-year language course with a grade of B+ or higher; or completion of primary and/or secondary school with language of instruction in a language of the Levant. All other requirements are the same.

### Concentration in Russian and Slavic Studies

Students must complete the same core and required course sequences as the standard M.A. program described above. In addition, students must take Defining Russia, RUSSN-GA 2121, as well as 8 points in Russian and Slavic Studies electives and 12 points in International Relations electives. Students must also attain the level of "advanced" in all Russian language skills (speaking, oral comprehension, reading, and writing), to be demonstrated by either passing an examination or completing a third-year Russian language course (NYU’s RUSSN-UA 108 Advanced Russian II equivalent) with a grade of B+ or higher. All other requirements are the same.
4. **Typical Course Plan**

Students typically enroll in 10 to 12 points per semester for their first three semesters of study. 12 points is considered a full-time course load. Students who are enrolled in 10 or 11 points for a particular semester, and require full-time equivalency (FTE) for their international student visas or financial aid should contact the Program Administrator.

In the fourth semester, students are enrolled in the 2-point Master's Thesis Seminar or Capstone Project. In addition to the 40 points of coursework, students must complete the thesis/capstone project, the internship, and the language requirements before they will be approved for graduation. Students must also be in academic good standing. See [GSAS Policies & Procedures Manual](#) 5.1.

Below is a general guide to complete the degree with 4-point courses within four semesters of study. Variations are common, e.g. j-term or summer coursework, study away, taking 2- or 3-point courses, and completing the degree in less or more time. Please consult your assigned IR academic advisor if you wish to customize your course plan.

*First Semester* (10 points coursework, request FTE if needed - see 6.2 FT/HTE)

- Core Course 1, Core Course 2, Writing Seminar
- Plan for the completion of the language requirement
- Submit any transfer credits, review internship requirement and related forms

*Second Semester* (12 points coursework)

- Core Course 3, IR Elective 1, IR Elective 2

*Third Semester* (12 points coursework)

- IR Elective 3, General Elective 1, General Elective 2
- Submit language requirement documentation
- Submit Thesis Proposal

*Fourth Semester* (6 points coursework, request FTE if needed - see 6.2 FT/HTE)

- MA Thesis Seminar / Capstone Project, General Elective 3
- Complete Thesis Paper and obtain thesis reader approval forms

5. **Academic Advisement**

Upon matriculation into the program, each student is assigned a core academic faculty as their academic advisor. Assignments are made based on the students’ concentrations (if any), academic interests, and career goals. Although students have a dedicated academic advisor at the start of their study with the program, they may seek advisement from any faculty. [Faculty](#)
Office hours are posted on the website at the beginning of every fall and spring semesters. Please contact the Program Administrator if you have any questions regarding your advisor assignment.

John Fousek  
Academic Advisor - MA in IR, IR-LACS, IR-AS  
Email: john.fousek@nyu.edu

Asli Peker  
Academic Advisor - MA in IR, GloJo, IR-MELS  
Email: asli.peker@nyu.edu

Shinasi Rama  
Academic Advisor - MA in IR, IR-RSS  
Email: shinasi.rama@nyu.edu

Michael John Williams  
Academic Advisor - MA in IR, IR-EMS, IR-IL  
Email: mjwilliams@nyu.edu

Muserref Yetim  
Academic Advisor - MA in IR, IR-IPB  
Email: my397@nyu.edu

6. Registration

Students should review their course schedules with their academic advisors each semester to ensure they are on track to completing the degree. GSAS expects students to be enrolled in courses in all Fall and Spring semesters until the degree requirements are fulfilled. Students who are not taking courses, but are still working to complete other requirements, such as thesis, internship or language, must be enrolled in Maintenance of Matriculation. See 6.3 Maintenance of Matriculation.

Certain IR courses require special permission from the instructor or program before a student may register. These courses are indicated in the Albert course search and the program course schedule webpage listing. Students who want to take one of these courses should follow the directions on the note. For more clarification, please contact ir.masters@nyu.edu with the course number and title. Non-IR course offerings taken towards general or elective concentration points may require permission of the instructor and/or the program offering the course. Students should contact the program offering the course to make sure they will be able to enroll in the course when registration begins.
Students who have a hold on their account blocking them from registration should review the hold message and contact the correct office to resolve the hold. Typically, these are due to arrears in the payment of tuition, fees, loans, or other charges (including housing, dining, library fines, and other activities or services). Please visit the University Bursar website for all pertinent tuition and payment information.

Some courses have a waitlist function for students to waitlist for the course and be enrolled if a spot opens up. We encourage students to use the swap function when waitlisting for courses especially if students are enrolling in a full course load for the said semester. If you are already enrolled in a full course load, even if a spot opens for your waitlisted course, the system will bypass you and enroll the next student on the waitlist. Please review Albert help guide on the waitlist and swap functions (page 10).

Students must be aware of the registration calendar and withdrawal/refund schedule deadlines. If students drop or withdraw from courses, W grades and tuition and registration fee charges are subject to University policies. Please review the NYU Student Information and Resources in detail.

### 6.1 Cross-School Registration

Students may take courses in other schools at NYU if they have the necessary prerequisites and approvals of the course and the approval of their IR academic advisor. Students should confirm with their academic advisor that the course they hope to take apply towards their degree (typically as General Elective credit or Concentration Elective credit).

Enrollment in courses at other schools at NYU may require completion of a registration form. For example, Stern Graduate course enrollment requires submission of their cross-school registration form by the student's IR academic advisor. Likewise, Law School course enrollment requires submission of their cross-school registration form. Please note that other schools may have different academic and registration schedules, but M.A. in IR students must abide by the Graduate School's registration appointments and drop/add deadlines outlined here. If you have questions, please contact ir.masters@nyu.edu.

Graduate students may not enroll in undergraduate courses without the permission of the Program Director and of GSAS. Should permission be granted, the grades for such courses are not entered into the GPA calculation and course credit will not count toward a graduate degree. Students enrolling in an undergraduate course will be responsible for all additional tuition and fees associated with the course. To request enrollment in an undergraduate course, please contact ir.masters@nyu.edu.

### 6.2 Full-Time & Half-Time Equivalency (FTE & HTE)

The University designates full-time coursework automatically to students enrolled in a minimum of 12 points in one semester (the two summer sessions combined are regarded as one semester). Half-time status is defined as enrollment in at least 6 points in one semester.
Equivalency may be granted only for purposes of insurance, student loans, scholarships or visa status. To qualify for full-time equivalency (FTE) you are expected to spend no less than 40 hours per week on a combination of coursework and/or appropriate activity required by the program. 20 hours per week is required for half-time equivalency (HTE). Graduate students may request to be certified as having full-time or half-time equivalency for an academic semester without enrolling in the minimum required points if:

- a student is working full time on the thesis and registered for the Master’s Thesis Seminar course;
- a student is enrolled in 10 credits, one of the courses being the 2-credit writing seminar;
- a student is interning to fulfill the internship requirement for the degree.;
- a student is on the last semester of study and needs fewer than 12 or 6 points of coursework to complete the degree.

Students who wish to apply for equivalency must contact ir.masters@nyu.edu, ideally, before the first day of classes in the semester for which equivalency is needed. Students must be registered for courses before equivalency can be posted on their record. Equivalency is updated every semester and must be requested every semester that it is needed. The program and school will not be held liable for any loans returned to the lender as a result of late processing of the equivalency application; students are fully responsible for investigating the terms, conditions, and deadlines related to their loans.

You are not eligible for equivalency if you are not registered for any credit-bearing coursework; therefore, students registered for a leave of absence or zero credit courses will not be considered for equivalency.

6.3 Maintenance of Matriculation

Students who have completed their course work but have outstanding requirements to complete must register for MAINT-GA 4747.001 and pay the matriculation fee and the registration and services fee through the semester of their graduation. Payment of the fees entitles students to use the libraries and other research facilities, consult faculty members, and participate in University activities. For more information, please contact the Program Administrator.

7. Coursework

Students may not exceed the 40 points of coursework required for the program requirements. Students must remain in good academic standing.

7.1 Grades

Courses taken for the degree cannot be taken pass/fail. GSAS requires students to maintain a GPA of 3.0 or higher and successfully complete at least two thirds of points attempted at NYU, excluding the current semester. Courses with grades of "I", "NR", "W", and "F" are not
considered successfully completed. Students also must be within time to degree limits. These GSAS standards are minimal requirements for academic good standing. See [GSAS Policies & Procedures Manual](#).

An unresolved grade, "I" or "NR", reverts to "F" one year after the beginning of the semester in which the course was taken. Extension of the incomplete grade, "I", beyond the one-year deadline may be petitioned with the program and submitted for approval by the GSAS Office of Academic and Student Affairs (OASA). No extension will be allowed for "NR" grades.

### 7.2 Transfer Credits

- GSAS programs accept transfer credit from accredited graduate institutions.
- Students in the program must apply for transfer credit within their first academic year of attendance as a matriculant.
- Courses for which a degree has already been awarded or for courses older than ten years may not be applied toward a GSAS master’s degree.
- Eligible courses must have a grade of B or better, and must be relevant to international relations. A grade of P or S will be considered for transfer credit only with the submission of a written statement from the school issuing the grade stating equivalency of B or better. Transfer course equivalency is not granted for IR core course credit; equivalency is only granted for IR elective or general elective credits.
- Individual course credit must be transferred point for point. Please refer to the back of the transcript for conversion of non-traditional point systems. GSAS awards international transfer credit in accordance with current guidelines regarding equivalency as determined annually by Graduate Enrollment Services.
- IR students may transfer up to 12 graduate level credits from an accredited institution
- All requests must be accompanied by a sealed, official copy of your transcript.

Please first discuss your intent to transfer credits with your IR faculty advisor. Provide the institution and course information, as well as the syllabi, any significant work completed for the course(s), and unofficial transcript (if available). Confirm with faculty what the transfer course equivalency would be (IR elective, general elective). Once preliminary approval is given, please request a sealed, official copy of your transcript from the institution where the credit(s) was earned (and translation if necessary). Submit the transcript to the Program Administrator along with the completed [Transfer Credit Request Form](#). GSAS has final authority to approve credit transfers. The Program Director only approves the transfer in terms of the content matter of the course. The Program Administrator will notify the student of the outcome of the request.

### 7.3 Students' Religious Observance and Class Attendance

As a nonsectarian, inclusive institution, NYU policy permits members of any religious group to absent themselves from classes without penalty when required for compliance with their religious obligations. The policy and principles to be followed by students and faculty may be
8. Plagiarism Policy

A Community of the Mind

New York University is a "community of the mind." Its students, faculty, and staff all share the goal of pursuing truth through free and open inquiry, and we support one another's endeavors in this regard. As in any community, membership comes with certain rights and responsibilities. Foremost among these is academic integrity. Cheating on an exam, falsifying data, or having someone else write a paper undermines others who are "doing it on their own"; it makes it difficult or impossible to assess fairly a student's interest, aptitude, and achievement; and it diminishes the cheater, depriving him/her of an education. Most importantly, academic dishonesty is a violation of the very principles upon which the academy is founded. Thus, one of the first things that we ask of students entering the program is to recognize these principles of academic integrity. For this reason, also, violations of these principles are treated with the utmost seriousness. Perhaps the most serious form of academic dishonesty is plagiarism.

Plagiarism is copying someone else's work and portraying it as your own without properly referencing it (i.e. not citing it). For further clarification please see Indiana University Bloomington's comprehensive website on how to recognize plagiarism. Plagiarism can be done purposefully or accidentally – either way it is still plagiarism. Plagiarism will be dealt with according to GSAS Policies and Procedures Manual. This is a severe offense – not to be taken lightly. If you need assistance on understanding plagiarism please see the Program Director immediately.

If a faculty member suspects plagiarism in a piece of work the faculty member with knowledge of the facts shall file a complaint with the IR Program Director.

The IR Program Director will notify the student in writing of the complaint within two working days of receipt of the complaint.

If a student's work is suspected of plagiarism the student will be requested by the Program Director to meet with a faculty panel consisting of the Program Director and one permanent faculty member. The student will be asked to explain the case of plagiarism and the student will be queried about the issue and provided with the evidence the program has used to determine the existence of plagiarism.

The faculty panel has a range of options regarding decisions, but in cases where plagiarism has been found the penalties are as follows:

- If a student is found guilty of plagiarism, in the first instance the student receives a fail for the piece of work. The guilty verdict will be placed on the student’s file and the student will receive a written warning of their violation.

- If a student is found guilty of a second case of plagiarism the student will be removed from the IR program permanently.
A student may reject the program’s resolution. If there is no consensual resolution of the situation then the Program Director will forward the program’s complaint of plagiarism to the Associate Dean for Academic Support and Student Affairs, in which case the procedures beginning with section 9.5 of the GSAS Policies and Procedures Manual will apply.

9. **Student Business Cards**

M.A. in International Relations students may request student business cards with the NYU logo. Please complete the Student Business Cards form and return (in person or by email) to the Program Administrator for approval. Students bring the approved form to NYU Reprographics to order and pay for business cards. Please be aware that it may take more than a week for the business cards to be printed. Please contact NYU Reprographics at 212-998-1050 for more details. The form’s business card formatting is to be used as a guide; Reprographics may be able to make alterations to suit students' needs. Some guidelines for completing the form below:

- Please fill in your mailing address or leave blank, which is more typical nowadays. Do not complete with the program's address.
- For social media, we’d recommend adding your LinkedIn information if you do not have other social media. Be sure to keep your LinkedIn profile up-to-date. Reprographics should be able to add more than one social media line if needed. Please consult them when you submit the form.

10. **Graduation**

Students are responsible for knowing the deadlines associated with the term they plan on graduating and getting all the necessary materials into the proper offices. See the Registrar Graduation webpage for more information and detailed instructions related to applications, deadlines, commencements, diplomas, honors, and expected term of graduation. Below are guidelines to follow pertaining to graduation:

- Apply for Graduation on Albert.
- Notify the Program Administrator and your faculty advisor of your intention to graduate by email.
- Resolve any outstanding in-completes and follow up on any outstanding requirements on your graduation check sheet (typically sent to you by Graduation Services)
- Complete alumni survey.
Appendix A

Internship Requirement

Introduction

Securing an internship is the responsibility of the student. Internships in the United States are an open, competitive process and the Program does not have any special arrangements to place students into specific internships. However, MAIR students continually excel at securing internships at leading institutions in NYC and beyond. Please refer to our Professional Development webpage for resources.

Please review GSAS Policy on Internships for Academic Credit. Though the MAIR internship requirement does not accrue any academic credit, it is a requirement for the program and students must abide by the linked GSAS policy guidelines.

Completion of an internship is a requirement of the M.A. in International Relations. It is comparable in effort and rigor to the M.A. thesis and should be considered a critical component of your education and training. Internships are an excellent opportunity for you to gain direct work experience with international relations and international affairs professionals. Internships expand student’s practical repertoire and promote the student’s ability to assume increasing responsibilities in her/his chosen area of specialization. In a few cases, internships may also be in the form of a hired position or research opportunity arranged with an agency or an employer.

Requirement

An internship with a related organization/agency in the Master of Arts in International Relations that requires at least 140 hours of work, an average of ten hours per week for one fourteen week semester or 140 hours over the summer. Exceptions to this requirement are at the discretion of the Program Director.

Internship duties cannot exceed 20 hours per week during the Fall and Spring academic semesters. Full-time internships are permitted during the summer semester.

The internship should be carefully planned. Students should complete at least one semester of coursework before beginning their internship. For full-time study students, the IR Program recommends that the internship be completed in the summer between your first and second years of study, or in your second or third semesters of study.

Upon securing an internship, students should request their internship site supervisor to submit the Internship Initiation Form. Within 7 business days of submission, students will receive a confirmation from the Program. Students should then report the internship following the Internship Reporting directions.

For students wishing to pursue a more research-intensive M.A. degree with the goal of entering
a Ph.D. program, the internship component may be substituted by a 2-credit reading and research course approved by the Program Director. This 2-credit course will be taken in lieu of 2 points of required IR elective credits in the student’s second to last term, followed by the Master’s Thesis Seminar in their final term. The R&R course work should be designed with their M.A. thesis supervisor to provide for a more advanced and rigorous M.A. thesis.

The internship should be done in the United States. When students are interning for an organization, or are engaged in an NGO project that requires their presence in another country, then exceptions may be granted at the discretion of the Program Director.

Students pursuing a full-time internship must contact the Program Director for approval. Full-time internships must be approved by the GSAS Vice Dean of Student Affairs. N.B. State Department internships for example are offered full-time.

Upon completion of the internship, the Internship Completion Form must be submitted by the internship site supervisor.

No credit will be granted retroactively for internship activities.

Exemptions to the regulations above are allowed only by the Program Director.

International Students

Please note that your internship start and end dates must be within the start and end dates of a particular semester. The only point of reference for any questions that you may have would be the NYU Office of Global Services (OGS). Their website is updated regularly and is very informative.

Internship Checklist

- Review the guidelines on this webpage.
- Meet with an advisor from the Wasserman Center for Career Development to develop a resume, inform yourself about the interview process and how to get an internship.
- Review your status with the Office of Global Services (visa issues, paid internships, OPT, CPT, etc.)
- Obtain and complete applications for internships and positions that may be appropriate for you. Opportunities are posted in Professional Development of this website. Please also refer to the IR student email bulletins, the IRPA student FB group, and Wasserman newsletters and CareerNet for real time listings. Make contacts with potential internships and other sites. Search for available positions on the web, through contacts, etc. inquire about internship prospects and complete necessary application and/or interview requirements.
- Request that your internship site supervisor complete the Internship Initiation Form. If the internship is not seemingly related to International Relations, please supplement the form with a summary statement, which describes the internship responsibilities you will
have and how it relates to your IR field of study. The summary statement may be submitted via email or in person to the Program Administrator. The online form is preferred, but if necessary, you may also request the pdf version of the form. Please contact the Program Administrator for the pdf; the paper form will need to be returned via mail or in-person.

- Meet with your IR Faculty Advisor to discuss any concerns you may have (internship goals, objectives and strategy for finding a internship).
- Once you have completed your internship, request that your supervisor submit the Internship Completion Form.

**Internship Reporting**

State reporting requirements for compliance require NYU to report information on where students are completing non-classroom experiences (i.e. internships, externships, clinicals, etc.). It is very important that any student doing an internship either a) for credit or b) to fulfill a program requirement register that internship with Wassermann. This is especially critical when students are doing their internships out of state. Note that internships done independently by students, neither for credit nor as a requirement do not need to be reported as they would not be considered part of the academic program.

If you are participating in completing an internship as part of the MA degree requirements, please follow the instructions below to report it:

- Log in to NYU CareerNet with your username and password, or register for a new account at [https://nyu-csm.symplicity.com/students/](https://nyu-csm.symplicity.com/students/).
- Click your cursor on “My Account” and select “Career Outcomes.” If you are unable to select “Career Outcomes,” please contact the Wasserman Center in order activate this resource.
- Select “Add New.” Please note that the “Add New” button will only be visible if you already have profile content included under the “Personal” and “Academic” tabs.
- Fill out the required information regarding your placement and select “Submit.”

If you have questions, please contact ir.masters@nyu.edu.

**Internship Forms**

In addition to the Wasserman Center reporting instructions above, please have your internship site supervisors complete the following two program forms for your internship to count towards the program requirements.

**Internship Initiation Form**

To be submitted by internship site supervisor prior to start of internship

**Internship Completion Form**

To be submitted by internship site supervisor at conclusion of internship
Appendix B

Thesis Requirement

The Thesis
Students must complete a Master’s thesis paper in conjunction with the 2-credit Master’s Thesis Seminar course (INTRL-GA 4000). The thesis is the culmination of independent supervised research and should be approximately 15,000 words in length.

The thesis provides you with an opportunity to write a substantial piece of scholarship on a topic of interest to you using the research skills and knowledge you have developed during your IR course work and field study. Your thesis will demonstrate the following skills:

- Defining and outlining a research topic
- Defining a clear research question
- Identifying the salient issues
- Finding or generating the relevant information
- Evaluating its reliability and validity
- Weighing up the evidence on all sides of a debate
- Arriving at a well-argued conclusion
- Organizing and presenting the results of your work critically, cogently and coherently

The Master’s Thesis Seminar provides students with the necessary support and structure to research and write their theses. Students enroll in the thesis seminar during their final semester of study. Please read through below for more information regarding thesis checklist and deadlines.

Thesis Timeline Checklist

Second Semester:

- Meet with academic advisor to discuss appropriate faculty for thesis supervision and possible thesis topics
- Select thesis supervisor
- Finalize thesis proposal to submit with MA Thesis Supervision Form
- Finalize Thesis Research Outline with thesis supervisor

Third Semester:

- Submit thesis abstract and research outline as PDFs to ir.masters@nyu.edu. The top of
the submissions should include your name, semester that you will complete the thesis, and your email address. The abstracts and outlines will be collected into a single PDF and shared with all other thesis students as part of the peer review process.

- Present thesis project in 5 minutes to faculty panel and peers.
- Enroll in MA Thesis Seminar (2 credits) for your final semester. MA Thesis Supervision Form must be submitted in order to receive permission code to enroll in the thesis seminar.

In your FINAL semester:

- **Apply to graduate.**
- Master’s Thesis Seminar, bring thesis abstract and research outline to first meeting
- Follow thesis submission instructions and deadlines at the end of this section.
- Upload final thesis to Thesis Seminar NYU Classes Site (consult thesis seminar instructor for further instructions if needed).

**Choice of Thesis Topic**

The thesis component of the degree allows students to pursue topics of interest without the restrictions of a taught course with a specific content. The thesis only requires a fit with the general themes and concerns of the M.A. Students should feel free to pursue the topic(s) that truly interest them, although it is hoped that they will take advantage of the research specialties available in the IR Program and related departments at NYU such as History, Politics, Economics, Sociology, Anthropology, Middle East & Islamic Studies, Russian & Slavic Studies, French Studies, German Studies, and Portuguese & Spanish Studies. You need to find a manageable topic – one that has not been researched excessively nor so under-researched that there is no literature available for you to build on.

Students should select their thesis topic in consultation with a faculty member who they wish to work with. The M.A. thesis is an original research project or may develop from a previous seminar paper. If the thesis develops from an existing research paper, it must be distinct enough and expanded, in terms of scope and depth, from the original paper.

**The Thesis Supervisor**

Ideally, students should meet with their IR academic advisor towards the end of their second semester in the program to discuss their proposed thesis topic and to identify a thesis supervisor. The M.A. Thesis must be sponsored and supervised by a relevant faculty member. When appropriate, and with approval of the M.A. Program Director, students may choose an advisor outside of the Program in International Relations, as long as the advisor is a member of the NYU faculty and has the knowledge and/or expertise that may exceed that of the members of faculty in the IR program. Once a thesis topic and supervisor are designated, the MA program
director must approve any changes.

Students and supervisors must complete and submit the MA Thesis Supervision Form to the Program Administrator before they are permitted to enroll in a thesis seminar section. The Program Director has final approval on all supervisory relationships. Please submit the MA Thesis Supervision Form in the semester prior to enrolling in the Master’s Thesis Seminar to obtain the permission code for enrollment.

IR Program faculty members can supervise a limited number of students for the thesis per semester, and the acceptance of students is at the discretion of the faculty member. Faculty members with a heavy teaching load or external commitments may not take on students every semester. It is best to reach out to potential thesis supervisors as early as possible to avoid disappointment. Students should be aware that these supervisory places will be filled on a first come, first serve basis.

After a supervisor is confirmed, students should arrange to meet regularly with their thesis supervisor during the academic semester. It is the student’s responsibility to contact supervisor to arrange meetings and to keep the supervisor informed of the progress of the research.

NYU faculty hold regular office hours in the Fall and Spring Semesters. In January Term and Summer Sessions I & II, students should book appointments with their supervisors by email. It is recommended that students continue to meet on a regular basis with their thesis supervisors in person or virtually during J-Term and Summer Sessions.

On the rare occasion the supervisory relationship does not work and breaks down, immediately contact the IR Program Director to address the issue. Students should not attempt to write their thesis alone – all theses must have two readers, one of which is the supervisor. The M.A. thesis requires the approval of two faculty members – ONE faculty member must be a full-time faculty member at NYU. Students cannot submit their thesis for graduation without two readers.

**The Research Question**

Having read relevant literature on the topic of interest to you, you must focus more specifically on a 'research question'. This is of fundamental importance as it will ensure that your thesis has a clear focus. It is not the same as your research topic; it is a specific question that you want to try and answer. Your research question needs to be defined with care and your thesis
supervisor will help you to do this. Your research question is integral to the structuring of your dissertation.

**Methodology**

As you are choosing your topic and defining your research question you will also have to decide upon the conceptual approach, or 'methodology', that you will adopt. Methodology concerns the relationship between your theoretical stance and the manner in which you conduct your investigation.

**Empiricist**

All theses involve the use of empirical evidence (even if it is existing evidence reported in the relevant literature), but what is called empiricism is an approach to evidence that is aligned to the conventions associated with the natural sciences. It is concerned to explain external realities from an objective standpoint.

**Interpretive**

These are no less rigorous in their use of evidence than empiricist approaches, but interpretivism is a stance that characterizes a major strand within the social sciences. It is concerned to understand the nature or meaning of the social world from the subjective standpoint of the people involved. It tends to deal in processes of qualitative observation.

**Critical**

Any theoretical approach can result in criticism of international relations, but a critical approach to the use of evidence is one that is grounded in the analysis of social conflict or relationships of power (for example, Marxism, feminism, or post-structuralism). A critical approach may draw on elements of either or both of the other approaches insofar as they help to explain or understand international relations, but it is skeptical of empiricism and interpretivism because they do not necessarily question the underlying basis of the status quo.

Many International Relations theses are 'applied' rather than 'theoretical', and you may find it difficult to be explicit about your chosen methodology. It is important nonetheless to acknowledge that no dissertation can be free from the conceptual assumptions and the values that you yourself bring to it. You are encouraged to take any of these approaches, but you are required explicitly to reflect within the dissertation upon the basis of your approach.
Empirical Study

If you are doing a piece of empirical research, a common structure is as follows:

- Abstract
- Introduction, including research question and structure of essay
- Literature review and policy context
- Methodology and research methods
- Findings and analysis
- Discussion and implications for policy
- Conclusion
- References
- Appendix - e.g., interview schedule if used

It is also a good idea to look at the structure used in published peer-reviewed empirical studies.

Abstract
The abstract (summary) outlines what you did and what you found.

Introduction
The introduction will give details of the research topic you have decided to focus on, why the topic is of interest, what the gaps are in knowledge, how your dissertation 'adds value' to previous research (i.e., what is new). It should also include your research question (and any sub-question(s)). The introduction should provide a brief overview of the structure of your dissertation (i.e., what different sections/chapters you will focus on).

Literature Review and Policy Context
The literature review should include literature that is pertinent to your research topic and the policy context. It should critically evaluate earlier work in the field, paying due attention to its contributions, and to any methodological problems and limitations involved.
Your literature review might draw on:

- Policy documents
- Legislation
- Statistics -- from government sources or surveys
- Research studies
- Relevant theory

Having identified gaps in the literature and ways in which you can add value to the research, you need to give your research question and explain how answering this adds to knowledge. This is
one of the most important parts of your dissertation as it links with your methods and can help with structuring your dissertation.

**Methodology and Research Methods**
Give details of the methods you have used (sample, procedure etc.). Why have you used these methods? How do they enable you to answer the research question? Why are you using a quantitative or qualitative approach? What are the strengths and limitations of your methods? To what extent, if any, will you be able to generalize on the basis of your research?

If you are carrying out primary research you need to say how you obtained your sample, how you have ensured anonymity of participants, and any other ethical issues. You need to explain how you obtained data, via interviews, questionnaires etc. If you are carrying out secondary data analysis you need to describe the data set you are using and relevant variables.

If you have carried out empirical work, remember the need for informed consent and confidentiality (do not use actual names of individuals or organizations, institutions etc.).

If you have carried out empirical work, remember the need for informed consent and confidentiality (do not use actual names of individuals or organizations, institutions etc.).

**Findings and Analysis**
These can be presented in different ways and will vary depending on whether your research uses quantitative or qualitative methods.

**Discussion and Conclusions**
(These can be separate sections)
The discussion links your findings with the research question and literature review. Where there are differences, discuss possible reasons. It is important in this section that you reflect critically on the limitations of the empirical research you have undertaken. The conclusions drawn should be substantiated from within the body of the essay. What are the implications for policy and for future research.

**Literature-Based Study**
For a literature based paper, a possible structure is as follows:

- Abstract/Summary
- Introduction - explain the purpose of the long essay, give research question, describe the structure
- Describe types of source material used (methodology and research methods)
· Critically analyze theory, concepts and bodies of research and other literature relating to your research question
· Discussion and implications for policy
· Conclusion
· References

A well-argued dissertation is easy to follow. Essentially, you are trying to tell the reader a story. You will aid clarity if you break up the argument into clear steps.

Abstract
The abstract (summary) outlines what you did and what you concluded.

Introduction
This will give details of the research topic you have decided to focus on, why the topic is of interest, what the gaps are in knowledge, how your dissertation 'adds value' to previous research (i.e., what is new). It should also include your research question (and any sub-question(s)). The research question should help with structuring your dissertation. You may be putting forward a particular argument and you can give this in your introduction with the issues that you are going to address. The introduction should provide a brief overview of the structure (i.e., sections or chapters).

Methodology and Research Methods
This is likely to be a short section giving details of the types of material you have used, books, peer-reviewed articles, grey literature, press reports, internet based materials. It will also highlight any limitations. You need to be aware that some internet sites may be putting forward particular perspectives, so you will need to take this into account in your dissertation. You should also be aware of the limitations of 'grey' research (i.e., material that has not been through a peer review process).

Analysis of Literature
You are likely to have several chapters/sections that focus on different aspects of your research question/argument. You will also need to explore the policy context. Your analysis might draw on:

· policy documents
· legislation
· statistics -- from government sources or surveys
· research studies
· relevant theory
Your analysis should critically evaluate earlier work in the field, paying due attention to its contributions, and to any methodological problems and limitations involved. It should also pay due attention to theoretical problems and controversies, and to key findings. Since there is no major empirical component to the dissertation, the examiners will pay particular attention to matters of scholarship. They will expect your dissertation to be especially thorough and critical in its handling of the issues and in its development of the arguments it puts forward.

Discussion and Conclusions
The discussion links your findings with the research question. The conclusions drawn should be substantiated from within the body of the dissertation. What are the implications for policy? Are there implications for future research?

Thesis Research Outline
Before proceeding to write the thesis, students have the opportunity to submit a research outline to their supervisors and faculty panel for discussion. The outline is meant to assist students in preparing their research strategies and clarifying the tasks that need to be undertaken to complete a satisfactory piece of work. There is flexibility in the structure of the outline, but it should contain the information as outlined below. Outlines will be further developed and refined in the Master’s Thesis Seminar, however, it is in your best interest to attempt to organize your thoughts and ideally conduct reading and research over the winter break before you start the thesis seminar.

Guidelines for Thesis Research Outline

1. **Title:** This should be carefully phrased to give a clear indication of the aim of the project and should not be too long. Direct the reader’s attention explicitly to the central problem. The thesis title should relate clearly to the focus of the research. The title will become clearer as your research and write – it is normal to pick a title for your thesis after writing it, rather than before.

2. **Problem or Issue:** There is a central issue or group of related issues at the core of any project. You should say what the problem for investigation is; provide a context for its consideration and a justification of its importance for study. Delineate the crucial aspects of the problem requiring investigation and what areas will need to be considered to provide a better understanding of the chosen problem. Your case for studying an issue and the strategy with which you approach it will be strengthened if you demonstrate that the subject has not been adequately dealt with in the existing literature. You will not be able to review all the relevant literature but you should be able to reflect some major differences of viewpoint or approach by becoming familiar with some of the principal works that have touched on the problem. These should be stated succinctly,
not summarized extensively. Remember that there is a significant difference between a field of enquiry e.g. international finance, and a specific problem e.g. the feasibility of control by national states over capital flows.

3. **Theoretical Framework:** This is where you consider the means appropriate for understanding and confronting your research question. What this involves is a discussion of the theoretical elements and guiding assumptions of the study. Whatever your approach there will be some hypothesis that will guide your research and that will suggest which factors or variables of the problem must be investigated in order to answer your central question. You should use the literature studied in your courses to bring in concepts and theories to structure your study.

4. **Structure of Argument:** This should be a rough outline of the way in which the research will be reported. This requires a chapter outline presented not just as a list, but also as a logically connected series of distinct points. It could finish with mention of the principal points on which you would expect to be able to reach a conclusion (but, of course, not the conclusions themselves).

5. **Bibliography:** List the principal sources that will be used to guide research with reference to: the theoretical framework; the substance of research; primary sources; possible interviews or databases.

**Please NOTE:** all sections should reinforce each other and stand together as a coherent whole. For example, discussion of the problem will be influenced by the choices made regarding the theoretical framework and will make reference to texts in the bibliography.

**Rough Guide to Length and Space Allocation**

Problem -- 1 page  
Theoretical Framework -- 1/2 page  
Structure of Argument -- 1 page  
Bibliography -- 1 page  
**Total -- 4-5 pages**

As outlined above, a thesis may be either a critical analysis of a theoretical problem or the result of an empirical project. In either case it must review the literature and include a full bibliography. There is no one prescribed structure for thesis. There must be a statement of the aims of the thesis either as the first section or included in the Introduction. We generally recommend subdivision into sections or chapters, including an Introduction and a Conclusion (5-7 chapters or sections would not be unreasonable). Judicious use of subheadings within chapters can be helpful to readers but remember to be consistent about style (use of bold type, italics, etc.) for a given level of heading.

You may wish to include additional material in appendices, for example, depending on your
topic, supplementary statistical material, extracts from official publications, a technical glossary, literature search strategies, methodological details, etc. All essential material, however, should be contained in the main text.

**Thesis Length & Components**
The thesis should be approximately 15,000 words in length. Theses are allowed to be 10% higher or lower than the approximate length. Theses that fall outside of this range may be penalized.

Components of your thesis may include:

- **title page** - *must be included
- acknowledgements
- list of acronyms
- glossary of terms
- table of contents
- statistical tables and illustrative material
- footnotes/endnotes
- index

The reference list (bibliography) and appendices are NOT included in this word limit.

Tables, graphs, figures must be clearly numbered, titled and sourced. It is advisable to use the chapter number as a prefix. Tables in chapter 2 will, therefore, be numbered Table 2.1, Table 2.2 etc. Figures will be numbered in the same way, i.e. Figure 2.1, Figure 2.2 etc.

**Thesis Presentation**
The thesis should be typed or word-processed, with either 1.5 or double spacing for the main text, and include a bibliography following a recognized style (preferably Harvard). Pages must be numbered. A high standard of presentation, grammar and spelling is expected.

M.A. students should follow the precise PDF document outlining formatting issues [here](modified from the dissertation guidelines for doctoral students in GSAS at NYU). The **Title Page is required**. Please consult your thesis supervisor and seminar instructor if any of the other illustrated components are required.

**Submission and Grading**
Once the thesis supervisor has read and approved the thesis, the student may submit the thesis to the program for review. The thesis deadline is established three times per academic year. The thesis can receive a high pass, a low pass, or not be approved. If the thesis does not pass,
the student may revise and resubmit the thesis the following semester (student must enroll in maintaining matriculation). Failure to pass the thesis on the second attempt may result in termination from the program.

**Thesis Submission Deadlines**

If the dates below fall on a weekend or holiday, the deadline is designated as the next business day. Please discuss these deadlines with your thesis supervisor as they may require more time to review your final draft and ask that you submit the completed draft earlier than the Program-designated deadlines below.

**January Graduation**

- December 1st - submit full completed draft to thesis supervisor
- December 15th before 4:30pm - submit final paper in pdf, and signed reader sheet and title page in hard copies with wet signatures to the IR Program Administrator or Administrative Aide.

**May Graduation**

- April 15th - submit full completed draft to thesis supervisor
- May 1st before 4:30pm - submit final paper in pdf, and signed reader sheet and title page in hard copies with wet signatures to the IR Program Administrator or Administrative Aide.

**September Graduation**

- August 1st - submit full completed draft to thesis supervisor
- August 15th before 4:30pm - submit final paper in pdf, and signed reader sheet and title page in hard copies with wet signatures to the IR Program Administrator or Administrative Aide.

Note: Submission deadlines are earlier than university graduation deadlines to facilitate graduation processing.