

Doctoral Program Handbook

Wilf Family Department of Politics, New York University

Academic Year 2023-2024

Contents

1	Introduction to Department of Politics	2
2	Key Department Personnel for Doctoral Students	3
3	Faculty Advising	3
4	Coursework	4
4.1	Subfields	4
4.2	Course Types	4
5	Requirements	4
5.1	Courses and Credits	4
5.1.1	Subfield Workshops	5
5.1.2	Workshop enrollment expectations	6
5.2	2nd Year Paper	6
5.3	The Qualifying Paper (“QP” or 3rd Year paper)	7
5.4	Syllabus Defense	7
5.5	Dissertation Proposal	8
5.6	Candidacy	8
5.7	Dissertation Defense	8
6	Program Timeline	9
6.1	Year 1	9
6.2	Year 2	9
6.3	Years 3-5	9
6.4	Important Program Dates	9
7	Administrative Information	10
7.1	Registration and Enrollment	10
7.2	Incomplete Grades	10
7.3	Leave of Absence	10
7.4	Academic Good Standing and Probation	11
7.4.1	Appeals	11
7.5	Grievance procedure	12

8	Graduation	13
9	Financial Support and Funding	13
9.1	MacCracken Fellowship	13
9.1.1	Description	13
9.1.2	MacCracken Reserve Program	14
9.2	Teaching Opportunities	14
9.3	Summer Funding	14
9.4	NYU-Abu Dhabi Fellowship	15
9.4.1	Terms and Conditions	15
9.5	George Downs Prize Grant	15
9.6	Conference and Travel Grants	16
10	Department Resources	16
10.1	Office Spaces and Mailboxes	16
10.2	Placement	16
10.3	Data Center and Computer Lab	17
11	Coursework Planning	17
12	1st Year Checklist	19
13	Dissertation Submission In Six Steps	20
14	NYUAD Fellowship Application Checklist	22
15	Important Links	23

1 Introduction to Department of Politics

The Ph.D. program in [Politics](#) is an intellectually vibrant home for students interested in pursuing academic careers focused on the analytically rigorous study of politics. The program offers a wide range of opportunities to learn from and work with leading scholars in American Politics, Comparative Politics, Political Economy, International Relations, Political Theory, and Methodology, through substantive and methods seminars, research workshops, closely supervised research projects, and scholarly collaborations that often extend well past the end of graduate training.

Our program is unusual in its international diversity. Almost 70% of our current students come from places outside the U.S., including from countries as far-flung as Benin, Korea, Chile, China, Mexico, Russia, and Italy – just to take some examples.

Our job placement record is one of the most successful in the discipline. Recent placements include tenure-track appointments at University of Chicago, University of Rochester, Washington University in St. Louis, University of Southern California, UCSD, Georgetown, UC Berkeley, ITAM, Texas A&M,

Emory, Vanderbilt and other leading research universities, and post-doctoral appointments at Princeton, LSE, the Harris School, UCSD, IAS-Toulouse, and others.

This Handbook, which was put together with invaluable help from our Ph.D. program staff, lays out some details of the expectations and requirements of the program and provides a guide for students and faculty to various logistical details related to the doctoral training in the Department.

Gwyneth McClendon
Associate Professor of Politics
Director of Graduate Studies

2 Key Department Personnel for Doctoral Students

- Department Chair: [Professor Sanford Gordon](#)
- Director of Graduate Studies: [Professor Gwyneth McClendon](#)
- Placement Director: [Professor Arturas Rozenas](#)
- Chair of the DEI Committee: [Professor Melissa Schwartzberg](#)
- Department Manager: [Kimberly Borden](#)
- General DGS email (to reach DGS and staff): politics.dgs@nyu.edu

3 Faculty Advising

First year doctoral students will be assigned a faculty mentor by the Director of Graduate Studies (DGS). The role of this first-year faculty mentor is to, along with the DGS, help guide new students through the first year of their studies in the Department. If the faculty member and student want to continue their advising relationship beyond the first year, they can do so but it is not a requirement or expectation. A first-year advisor and mentee may or may not share substantive research interests.

In the summer before their third year, students select two faculty members with expertise in their research areas to serve as advisors for the 3rd-Year Paper.

Going into their fourth year, students select a dissertation chair and at least two other committee members, before defending a prospectus. The members of the dissertation committee often include the students' two 3rd Year Paper advisors but they do not have to. The chair of the dissertation committee and at least one of the other members of the dissertation committee must be faculty in the NYU Department of Politics. Other committee members for the dissertation may be faculty members at other universities and are typically selected through student consultation with the dissertation chair. At the time of scheduling the dissertation defense at the end of the PhD, outside readers of the dissertation will need to be approved through the [Outside Dissertation Approval form](#).

GSAS provides guidelines for mentor-mentee relationships [here](#). At the time of the dissertation proposal defense, when official dissertation committee members are designated, all committee members and the student should sign [mentor-mentee agreements](#) asserting that they have read and will abide by the guidelines. The student must then submit signed agreements to politics.dgs@nyu.edu.

4 Coursework

4.1 Subfields

The Department offers courses in 6 subfields:

1. American Politics
2. Comparative Politics
3. International Relations
4. Political Economy
5. Political Philosophy and Theory
6. Political Methodology

4.2 Course Types

The Department offers 7 types of courses:

- Tools Courses (Quantitative Methods, Game Theory)
- Subfield Core Courses, general introductions to the subfields listed above (typically: American Politics Core, Comparative Politics Core: Industrial Democracies, Comparative Politics Core: Developing Countries, IR Core, Political Economy Core, and Political Theory Core)
- Scope and Methods in Political Science, a professionalization course
- Topics Seminars, in each of the above subfields
- Reading and Research Seminars, arranged individually between students and faculty
- Pre-Dissertation Seminars, which help prepare the students for the dissertation and discuss professional development topics
- Subfield Workshops, which feature a mix of outside speakers, general discussion of recent work in the field, and presentations of original research by enrolled students

5 Requirements

5.1 Courses and Credits

Students must earn 72 points of course credit. Students are required to take one core course in each of at least three substantive subfields listed as 1-6 above and are encouraged to take these three core courses in their first year.

To further guard against excessive specialization, students must take at least three courses (12 points) in each of at least two subfields. Course credits transferred from another institution may count toward the fulfillment of this requirement. In consultation with their advisor, students may petition the director of graduate studies (DGS) to create a subfield of their own making. This subfield may be interdisciplinary.

Apart from these required courses, students who plan to produce empirical or formal theoretic work are strongly encouraged to take the following courses:

- Math for Political Science (Fall of 1st year)
- Quant 1 and Quant 2 (Fall and Spring of 1st year)
- Quant 3 (Fall of 2nd year)
- Game Theory 1 and 2 (Spring of 1st year and Fall of 2nd year)
- Scope and Methods of Political Science (Fall of 2nd year)
- Pre-dissertation seminar (Fall of 3rd year and Fall of 4th year)
- Subfield Workshops (each semester)

Please review the section on Coursework Planning at the end of this handbook for an example program course plan.

5.1.1 Subfield Workshops

The subfield workshops are intended to help students in their professionalization within political science. The workshops offer students opportunities to observe and participate in external speaker research presentations and in other students' presentations. The workshops also offer students the opportunity to present their own work and receive feedback.

Ph.D. students in year 1 are invited to audit workshops. Ph.D. students in years 2 and 3 are expected to enroll in at least 1 subfield workshop each semester. PhD students in year 4 are expected to enroll in a subfield workshop in either the fall or the spring semester. Students in their 5th year are expected to audit a workshop in both semesters.

As you plan out your course scheduling please keep in mind the following course registration expectations of the doctoral program to avoid exceeding the credit limits. Each of the below courses are **2 points** (for a total of 16) and must be **enrolled for credit**:

- 5 subfield workshops (Fall and Spring of 2nd year, Fall and Spring of 3rd year, Fall or Spring of 4th year)
- Scope & Methods in Political Science (Fall of 2nd year)
- 2 pre-dissertation seminars (Fall of 3rd year, Fall of 4th year)

These registration expectations leave a remainder of 56 points (equivalent to fourteen 4-point seminars) of course credit available for seminar courses in and outside of the department.

5.1.2 Workshop enrollment expectations

1. PhD students in years 2-3 must enroll in at least 1 subfield workshop each semester.
2. PhD students in year 4 must enroll in a subfield workshop in either the spring or the fall semester
3. Students in year 5 are expected and in year 1 are invited to audit.
4. Students in years 2-5 are expected to present in at least 1 workshop each academic year.

5.2 2nd Year Paper

Over the summer between the 1st and 2nd year of the PhD program, students must produce a high-quality seminar paper for submission. The standard is an independently produced high-quality seminar paper. The paper must be solo-authored. A department committee, composed each year of faculty from across the subfields, reviews and grades the second year papers.

Preparation: Students are expected to take three subfield core courses in their 1st year. The final project in such a course will (typically) be an extensive paper proposal, with the faculty teaching the course giving feedback before the summer to the student on the suitability of the proposal for 2nd-year papers. Students will be expected to use the summer following the 1st year to write a full paper on the most promising of these proposals.

Summer work: While working on the 2nd-year paper over the summer, students are encouraged to approach faculty with specific questions related to their project – for example, literature suggestions, data availability, etc. Students may present the paper to mixed groups of other students and faculty for oral feedback. However, faculty will not serve as advisors on this project, and will not read or comment on drafts of the paper prior to submission. Formal written faculty feedback on the project prior to its official submission will be limited to the instructor comments received on the paper proposals written for the graduate core courses in the first year.

Due date and review: The papers are due on the 3rd Monday of September of the 2nd year and are graded on a high pass/low pass/fail scale by the 2nd year paper committee, with members drawn from the faculty in each subfield. If some subfields cannot be covered in a given year, the chair of the committee may request faculty members outside the committee to serve as additional readers. If the student receives a fail from the committee and no low or high pass at this stage, the student will be considered to have failed the requirement and will be asked to leave the program, unless there are extraordinary mitigating circumstances warranting a chance at revisions or an additional read by a third reader (to be chosen by the chair of the 2nd year paper committee). If the paper receives a low pass at this stage, the student may revise and resubmit the paper. (In exceptional circumstances, the DGS may ask the student to submit an alternative project at this stage.) The revision will be due no later than the 2nd Monday following Winter Recess of 2nd year. At this stage, the paper must

receive a high pass grade. If the final grade for the paper is a fail or remains a low pass, the student is considered to have failed the 2nd year paper requirement and must leave the program.

Satisfactory 2nd-year paper and record of grades are required to advance toward the Ph.D.

5.3 The Qualifying Paper (“QP” or 3rd Year paper)

The Qualifying Paper must be a research paper of publishable quality, satisfying all formal requirements for an article in a given field. The topic, but not necessarily the field, of the QP must differ from that of the 2nd Year paper. Like the 2nd Year paper, the QP must be solo-authored. Unlike the second-year paper, work on this QP can be and should be formally assisted by faculty. Before the fall of the third year, students should identify and consult with two faculty members in the Department who will serve as “readers” of the qualifying paper. Students should consult these readers on the conceptualization, design, and execution of the paper, as appropriate. Students should submit the QP to these readers, cc-ing the politics.dgs@nyu.edu, by the first Monday of February of the 3rd year in the program. Readers evaluate this paper within two months of submission. At this stage, the readers have the option of accepting the paper, suggesting revisions, or rejecting the paper. If the paper receives two rejections, the student is considered to have failed the QP requirements and the student must leave the program. If the paper receives a revise and resubmit from either reader, the student may revise the paper and resubmit to the readers by the 3rd Monday in July of the 3rd year. At this stage, the readers have the option of accepting the paper or rejecting the paper. If the revision is not accepted by both readers, the student is considered to have failed this requirement and the student must leave the program. Passing the QP requirement is required for achievement of Ph.D. candidacy (see section on candidacy below). Readers should sign the [3rd Year Paper Approval Form](#) when the student and submit it to politics.dgs@nyu.edu when the student has passed the requirement.

5.4 Syllabus Defense

Students must also submit an original annotated syllabus for a graduate introduction to a field. This syllabus should attest to the understanding of the structure of the field, as well as to the knowledge of the primary and secondary literature. Before working on the syllabus students should contact two faculty members to ask them to serve as the oral defense committee for the syllabus defense and ask them for input on the extent of detail and topic. This syllabus is presented at an oral hearing to these faculty members, who then grade it as pass or fail. Students should complete the syllabus defense by the first Monday in May of their third year. When the student has passed the syllabus defense, the two faculty members should sign the [Syllabus Defense Approval Form](#) and submit it to politics.dgs@nyu.edu.

5.5 Dissertation Proposal

After completing the qualifying paper and syllabus defense requirements, students must present a Ph.D. dissertation proposal. The proposal ordinarily should be presented before the spring semester of the 4th year in the program. Students who do not present a proposal within one calendar year of passing their qualifying paper must petition the DGS to be allowed to do so.

Before beginning to work on the Ph.D. dissertation, students must form a dissertation committee, comprising of (at least) three faculty members (a committee chair and two members), of whom (at least) two must be members of the department. Students should prepare their dissertation proposal in consultation with this committee.

The proposal should specify the problem to be researched, summarize the current state of knowledge, describe research procedures, and identify the bodies of relevant information. The proposal must be approved by the dissertation committee at an advisory hearing. When the student passes the dissertation proposal defense, the three members of the committee should sign the [Dissertation Proposal Approval Form](#) and submit it to politics.dgs@nyu.edu. Each dissertation committee members and the student should also sign [Mentor-Mentee Agreement Forms](#), signaling that they have read and will abide by the GSAS mentoring relationship guidelines. Students should submit signed [Mentor-Mentee Agreement forms](#) to politics.dgs@nyu.edu.

Together, completion of 72-credits of coursework, passage of the qualifying paper, passage of the syllabus defense, and acceptance of the dissertation proposal signal that the student is now eligible for PhD candidacy. A Masters in Philosophy (M.Phil) is granted after completion of the Dissertation Proposal signifying that the student has achieved Ph.D. Candidacy. The GSAS requires that PhD Candidacy (All-but-dissertation, ABD, Status) be achieved by the end of a student's 4th year in the program.

5.6 Candidacy

Students who successfully complete all the requirements of the program, except for completion and defense of the dissertation, become Ph.D. Candidates. Students are expected to achieve candidacy by the end of their fourth year or leave the program, save for exceptional circumstances.

5.7 Dissertation Defense

The dissertation must constitute a substantial body of original research of publishable quality. The dissertation should not exceed 100,000 words, except by expressed permission of the chair of the department.

When the student's thesis director approves the dissertation and the dissertation committee agrees that it is ready for defense, a final oral defense is scheduled before a panel of five faculty members appointed by the chair of the department or the director of graduate studies. The GSAS regulates the

procedures for this defense (see [Graduation section](#) of this document or [GSAS website](#)). The department expects students to complete the dissertation and its defense within four years after finishing the course requirements.

6 Program Timeline

6.1 Year 1

Students take four courses per semester in their first year. Of these, two are year-long foundational tools sequences (formal/game theory and quantitative analysis). Students then take two additional substantive courses each semester. Students are expected to take three subfield core seminars during their 1st year. See [1st-Year Checklist](#).

6.2 Year 2

In the second year, students may continue to take courses in formal/game theory and quantitative methodology (either inside or outside the department), additional core courses, more specialized seminars in the major and second field and relevant courses outside the department. Second year students must take Scope & Methods and enroll in a subfield workshop each semester. The bulk of formal course work is done during the first two years, though students will typically take additional courses, especially advanced or specialized seminars.

Students submit a research paper ([2nd-Year Paper](#)) in September of their second year.

6.3 Years 3-5

During their third year students must pass the [Qualifying Paper \(QP\)](#) and the [syllabus defense](#). By the end of the spring of their fourth year, they should complete the defense of a [dissertation proposal](#). They then work on their dissertation research. Third year and fourth year students are required to enroll in subfield workshops, following the instructions above. Fifth year students are required to audit subfield workshops. Once the dissertation committee approves of doing so, students complete an oral defense of the dissertation. Students may also take relevant courses during the time they are in residence, as long as they do not exceed 72 credits total. Students also typically serve as teaching assistants during some semesters of years 3-5, although teaching is not required for the PhD fellowship.

6.4 Important Program Dates

2nd year Paper due 3rd Monday in September of 2nd year.

2nd year Paper revisions due 2nd Monday following Winter Recess of 2nd year.

Qualifying Exam Paper due 1st Monday in February of 3rd year.

Syllabus Defense due by May of the 3rd year.
Qualifying Exam Paper revisions due in 3rd Monday in July of 3rd year.
Dissertation Proposal due by the spring of 4th year.

7 Administrative Information

7.1 Registration and Enrollment

GSAS requires continuous enrollment of its students each fall and spring semester until the degree sought is granted. This can be accomplished by (A) registering for at least 1 point (or fraction thereof) each fall and spring until the degree is conferred; (B) taking an approved leave of absence, except in the semester of graduation; or (C) registering for Maintenance of Matriculation (MAINT-GA 4747.004) during semesters when no course work is being taken until the degree is conferred. Students in good academic standing will receive a waiver of the fee for maintenance of matriculation.

All students are expected to be enrolled, either in coursework or Maintenance of Matriculation, by the end of the drop/add period of registration.

7.2 Incomplete Grades

An unresolved grade, “I”, reverts to “F” one year after the beginning of the semester in which the course was taken unless an extension of the incomplete grade has been approved by the Office of Academic and Student Affairs (OASA). An unresolved grade, “NR”, reverts to “F” one year after the beginning of the semester in which the course was taken and no extension will be allowed. At the request of the departmental Director of Graduate Studies (DGS) and with the approval of the course instructor, OASA will review requests for an extension of an incomplete “I” grade. A request for an extension of incomplete must be submitted before the end of one year from the beginning of the semester in which the course was taken.

While incompletes can sometimes be unavoidable in doctoral studies, the department highly discourages students from having more than 1 outstanding incomplete at any given time. For the full GSAS policy on incomplete grades, please consult the [GSAS Policies and Procedures Manual](#).

7.3 Leave of Absence

If a student would like to take a leave of absence for medical or personal reasons, she/he should contact the Director of Graduate Studies. Students considering taking a leave should refrain from filling out the online withdraw form until the [Office of Academic and Student Affairs](#) has offered guidance and until students have contacted [Randi Amalfitano](#) or [Li Cao](#). Please note that the Department of Politics must approve an [Academic Leave of Absence Request Form](#) for any student seeking leave.

7.4 Academic Good Standing and Probation

The Department of Politics requires students to maintain a GPA of 3.5 or higher and successfully complete at least two thirds of credits attempted at NYU, excluding the current semester. Courses with grades of “I”, “NR”, “W”, and “F” are not considered successfully completed. Students must move to Ph.D. candidacy (completion of all program requirements other than dissertation) within 4 years and must complete the degree within 10 years.

Students who have not met the stated program progress requirements and GPA may be placed on academic probation by the Department of Politics. Students on academic probation who do not satisfy the terms of probation or who fail program requirements discussed above may be terminated from the graduate program by the Department of Politics or the Assistant Dean for Academic Affairs.

7.4.1 Appeals

Students have the right to appeal termination, a probation decision, or the criteria set for the reversal of probation within thirty (30) days of receipt of notification of termination or probation. A written appeal must be filed with the departmental Director of Graduate Studies (DGS) which must include: grounds for the appeal, specifying departmental, GSAS or FAS policy, rules or procedures that have not been followed; the facts and evidence in support of the appeal; the remedy sought; a brief history of the attempts to resolve the issue; and identification of individuals who may be contacted for relevant information. All reasonable effort will be made by the DGS, in consultation with the Department’s Fellowships and Progress Committee, to provide a written final determination within four weeks of the date of receipt of the letter of appeal.

If the student is not satisfied with the department’s response, a written appeal may be filed with the Assistant Dean for Academic Affairs of the Graduate School. The appeal must be submitted within two weeks of the date of the response from the department and must include the same elements listed above along with a statement of what departmental, GSAS or FAS policy was not followed in the departmental appeal. The Assistant Dean’s review will be limited to consideration of whether departmental, GSAS or FAS policy was followed at the departmental appeal and if the determination reached by the department is supported by the record presented on the appeal. The Assistant Dean should provide a written final determination within two weeks of receipt of the appeal.

If the student is not satisfied that the procedures were fairly and properly executed by the Assistant Dean, the student may appeal the Assistant Dean’s determination to the Dean of the Graduate School within two weeks of receipt of the Assistant Dean’s decision. The Dean will review only the process resulting in the Assistant Dean’s finding to determine if it was fair and impartial and followed the rules and policies of the Graduate School and will render a written decision within thirty (30) days of receipt of the appeal. The Dean’s decision will be final for GSAS and its departments.

7.5 Grievance procedure

The Department of Politics at New York University is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values, and providing a clear and transparent complaint process when these policies are in violation.

Allegations of discrimination, harassment, retaliation, or sexual assault by or against students are governed by NYU's [Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students](#). Allegations of discrimination, harassment, retaliation, or sexual assault against NYU employees (including students acting in their capacity as NYU employees) are governed by NYU's [Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees](#). NYU students and employees are also governed by NYU's [Sexual Misconduct, Relationship Violence, and Stalking Policy](#). The Department will do its part to aid NYU in enforcing these procedures, with the goal of providing all members of the NYU community an environment free from discrimination, harassment, retaliation, or sexual assault.

The purpose of this statement is to provide students with general guidelines on what to do if you have been the victim of discrimination, harassment, retaliation, or sexual assault; are witness to such action; or are told about such action by a NYU student. We seek to provide guidance on channels of communication so that all matters can be handled by the appropriate authorities. Students are encouraged to familiarize themselves with the policies noted above. Individual cases may call for a unique course of action. In general, the Department suggests the following best practices for reporting:

- Students may contact the Department Chair or Director of Graduate Studies directly to report any issues. Students should feel empowered to come to the Chair or Director of Graduate Studies regarding any matter they feel infringes on their right to a workplace free of discrimination or harassment. The Chair or Director of Graduate Studies will discuss with the student the next steps, including, when appropriate, involving others.
- The Chair and Director of Graduate Studies are committed to providing an environment where complaints can be made without fear of retaliation. Where applicable, confidentiality will be maintained. As supervisory personnel, the Chair and Director of Graduate Studies have a responsibility to report claims of discrimination, harassment, retaliation, or sexual assault to the Office of Equal Opportunity, which will maintain the confidentiality of the complainant. As such, while the Chair and Director of Graduate Studies cannot always provide confidentiality, they will guarantee privacy.
- If, for whatever reason, the student is not comfortable speaking to the Department Chair or Director of Graduate Studies, alternate points of contact are any member of the Diversity, Equity and Inclusion Committee in the Politics Department. For the academic year 2023-2024, the members of the DEI Committee are Melissa Schwartzberg (chair), Kanchan Chandra, Tiberiu Dragu, David Stasavage, and Joshua Tucker.

- The Chair and Director of Graduate Studies will maintain a confidential record of all grievances, which will transfer to the new Chair and Director of Graduate Studies when new individuals take over those roles.
- Students who act in a supervisory role (e.g., as adjunct instructors, etc.) should familiarize themselves with policies regarding their role as mandatory reporters. For a helpful guide, see [Resource Guide: Sexual Misconduct, FAQs](#).

In compliance with NYU policy, students have the right to take any complaints directly to the Executive Director of Equal Opportunity (212-009-6807 or equal.opportunity@nyu.edu).

8 Graduation

All students must apply for graduation by the deadline listed below to be considered as a candidate for graduation:

- [September 2023 graduation](#)
 - Preliminary dissertation deadline: August 4, 2023
 - Final dissertation deadline: September 8, 2023
- [January 2024 graduation](#)
 - Preliminary dissertation deadline: December 1, 2023
 - Final dissertation deadline: January 12, 2024
- [May 2024 graduation](#)
 - Preliminary dissertation deadline: March 23, 2024
 - Final dissertation deadline: May 4, 2024

Students must send their [dissertation paperwork](#) directly to the Graduate School of Arts and Science no less than two weeks prior to the conferral date in the semester they intend to graduate. Students intending to graduate in the upcoming academic year should contact Carlos Rios for additional information.

A detailed description of the dissertation submission process is available on the [GSAS website](#).

9 Financial Support and Funding

9.1 MacCracken Fellowship

9.1.1 Description

All students entering the doctoral program in the Department of Politics receive the [Henry M. MacCracken Program Fellowship](#). The MacCracken Program provides multi-year full funding support, which includes the following:

- A five-year award term.
- A scholarship for full tuition and registration and services fees for courses required for the degree.
- Full coverage of the premiums for mandatory NYU student health insurance for and individual under the NYU comprehensive plans.
- A nine-month academic-year stipend for living expenses.
- A one-time Dean's Supplementary Fellowship Grant of \$1000 that may be used at the student's discretion.

9.1.2 MacCracken Reserve Program

During each semester that a student receives an external fellowship or teaching compensation, the student has the option of reserving all or a part of the scheduled MacCracken fellowship stipend for use at a later time. Participation in the program is voluntary and the fellowship can be reserved in quarter portions (25%, 50%, 75%, or 100%) of the amount of the semester's fellowship. Using the MacCracken Reserve Program to hold part of the fellowship distribution can allow for guaranteed funding during a 6th year in the PhD Program. Please refer to the [MacCracken Reserve Guidelines](#) for the full policy, examples of its use, and application form.

9.2 Teaching Opportunities

Teaching is a vital part of the doctoral degree. Teaching assignments are typically made available to students who have completed their second year of study in the program. Priority is given to third through fifth year students. A teaching assignment involves serving as a recitation section leaders or a course assistants for courses offered by the Department of Politics. Doctoral students who elect to participate in the teaching opportunities are compensated for assignment in which they enter. This compensation is separate from, and in addition to, the MacCracken Fellowship Program.

9.3 Summer Funding

The Department of Politics offers summer funding opportunities to supplement the MacCracken Fellowship Program. First-year students automatically receive a \$4,000 summer stipend, which is included in the first-year MacCracken award.

Students in years 2 to 5 who are interested in receiving summer funding (up to \$4,000) should find a faculty sponsor to help cover the stipend and supervise their summer research plans. Faculty sponsors are asked to contribute \$1,500 to support the student, with the department contributing up to \$2,500. In exchange for the summer funding, the student will be asked to do a modest amount of research assistance (about 60 - 75 hours over the course of the summer) for her/his faculty sponsor.

9.4 NYU-Abu Dhabi Fellowship

The NYU-Abu Dhabi Fellowship is available to doctoral students in the NYUNY Department of Politics and requires residence at the NYUAD campus during the academic year, with considerable flexibility for research and personal travel. This fellowship is particularly appropriate for students working on a project that benefits from having a base from which to access field sites in the Middle East, Africa, Europe, and/or South Asia. NYUAD is a rich and collegial intellectual community where the student can collaborate with other social scientists and receive feedback on their project. For any questions, please contact the Political Science Program Head ([Peter van der Windt](#)).

See [NYUAD Fellowship Application Checklist](#) for additional information.

9.4.1 Terms and Conditions

- Politics Ph.D. students in the third and fourth year of their program are eligible to apply if they have successfully completed all of the following: (A) full coursework required for the Ph.D.; (B) the 3rd-Year Paper and Syllabus Defense requirements; and (C) defense of the dissertation proposal.
- Accepted students will then spend their fourth or fifth year of their Ph.D. program in residence at NYUAD, with exceptions for winter or spring break, and short trips for research or personal needs.
- Fellows will engage in full-time research toward their dissertation for the duration of the fellowship.
- They will be appointed an NYUAD faculty mentor by the Social Science Division in consultation with the NYU Department of Politics.
- The student must provide monthly progress reports to their dissertation committee and attend in person meetings with the committee in NYUAD at least once during the fellowship period.
- Fellows are expected to contribute to the intellectual life of the program through collaborations and attendance at Political Science events.
- They will adhere to NYUAD code of conduct guidelines applicable to all students, and will abide by local laws.
- Fellows are not precluded from receiving payment for Research Assistant work done for either an NYUAD or NYUNY faculty member, or Teaching Assistant work done at NYUAD.
- Each award includes a stipend, a waiver of maintenance of matriculation fees, and 100% coverage of the NYU comprehensive health insurance place for an individual.
- The stipend for the NYU Abu Dhabi Fellowship will reflect the GSAS minimum stipend applicable for the given year.

9.5 George Downs Prize Grant

George Downs Prize grants are intended to support research or travel expenses for purposes of data collection in a subfield. Examples could include survey

work, field experiments, qualitative research, or data collection from a library, archival, or government sources. In the past, these grants have proved particularly effective in supporting exploratory work by students investigating a potential dissertation topic. All subfields are eligible. The grants are not intended to support normal living or research expenses in New York, nor are they intended to support research on projects unlikely to be the focus of the dissertation. Awards will be limited to \$4,000. Cost-sharing is strongly discouraged. The scope of the project should not exceed what is possible within the \$4,000 maximum award.

Students interested in applying for these grants should submit an email to politics.dgs@nyu.edu that includes a three-page proposal including an abstract, project description, a budget justification, and a brief letter of support from a faculty member, preferably your advisor. The letter of support, which may be in the form of a simple email, should be approximately one paragraph in length and explain why the planned activities would be potentially critical to the quality and success of a dissertation.

9.6 Conference and Travel Grants

Travel grants are available to students in their 2nd to 5th year who will be presenting their research at an academic conference. Students are eligible for \$250 a year. Funding is not available for students in the 1st year or beyond their 5th. The policy and procedure can be found on the [conference grant application form](#).

10 Department Resources

10.1 Office Spaces and Mailboxes

Students in their 1st to 5th year are provided with shared office space within the department at 19 West 4th St and with mailboxes on the 2nd Floor of the department.

10.2 Placement

The Department of Politics offers support to students looking for academic appointments in both the post-doctoral and tenure-track markets. Students pursuing academic appointments should receive approval from their faculty dissertation advisor and committee then notify the Department of Politics' Academic Program Administrator that they are on the market. Department support includes individual advice for students on the market from the placement director, meetings with presentations from recently hired faculty, proxy letter of recommendation sending, and organizing practice job talks. The placement director is available for individual advice to students on the job market.

10.3 Data Center and Computer Lab

The Department of Politics hosts a computer lab where desktop machines include a variety of statistical applications (MATLAB, R, STATA, WinBUGS) and Data Collection software (StatTransfer, zLeaf and z-Tree), along with text processing, network, and communications software. The lab is available for use by doctoral students outside of scheduled courses.

An objective of the Data Lab is to offer computing technology support to incoming students. This includes training resources in L^AT_EX, R statistical computing, and Stata statistical computing. The lab provides materials on general questions and problems related to the computing resources in the department and can be contacted at politics.datalab.help@nyu.edu.

11 Coursework Planning

An example course schedule is below. The for-credit seminars can be spread out across the first three years so long as you reach the credit requirements.

Example Course Schedule

1st year: 32 credits

Fall		Spring	
Core Seminar	4 credits	Core Seminar	4 credits
Core Seminar	4 credits	Quant II	4 credits
Math for PoliSci	4 credits	Game Theory I	4 credits
Quant I	4 credits	Seminar	4 credits
Workshop	<i>invited to audit (0)</i>	Workshop	<i>invited to audit (0)</i>

2nd year: 26 credits

Fall		Spring	
Scope and Methods	2 credits	Workshop	2 credits
Workshop	2 credits	Seminar	4 credits
Game Theory II	4 credits	Seminar	4 credits
Quant III	4 credits	Seminar	4 credits

3rd year: 10 credits

Fall		Spring	
Pre-Diss seminar	2 credits	Workshop	2 credits
Workshop	2 credits		
Seminar	4 credits		

4th year: 4 credits

Fall		Spring	
Pre-Diss Seminar	2 credits	Workshop	<i>audit (0)</i>
Workshop	2 credits		

5th year: 0 credits

Fall		Spring	
Workshop	<i>audit (0)</i>	Workshop	<i>audit (0)</i>

12 1st Year Checklist

Tasks:

- Meet with mentor in the fall
- Plan course schedule to accommodate 3 core courses during fall and spring semesters
- (If necessary,) seek additional English language training
- (If necessary,) seek help from the NYU Writing Center
- (If possible,) become involved in conducting research, perhaps as an RA and/or co-author
- (Whenever possible,) attend seminars, job talks, etc

In the Spring and Summer:

- Use summer to write 2nd-Year paper on most promising paper proposal developed in core course
- (If appropriate,) acquire additional language or research skills vis summer program(s)
- Work as an RA and/or co-author with faculty member

Trouble spots to avoid:

- Failing to plan out course of study and thus finding oneself behind on requirements
- Falling behind with incompletes
- Remaining aloof from the intellectual life of the department
- Not becoming involved in research
- Thinking you are working with a faculty member who doesn't know they are working with you

Looking ahead:

Think about how you are going to transition to a scholar/researcher from a student. What skills will you need to undertake research? What substantive knowledge will you need to engage the topics that interest you? How will you demonstrate competence on the academic job market.

13 Dissertation Submission In Six Steps

The following guide presents the necessary steps involved in a doctoral candidate's dissertation submission as required by the [Graduate School of Arts and Science](#). All candidates should check with their dissertation advisor and department administrator regarding additional departmental requirements. Some additional helpful information regarding these steps and other graduation related issues that we are frequently asked about may be found in this [document](#).

1. The candidate must meet with his or her dissertation advisor to discuss research goals, timeframes, and scheduling of an oral defense. If an outside reader is being considered as part of the dissertation committee, the candidate's department must complete and sign the [Outside Dissertation Reader Approval Form](#) to include in the candidate's graduation file.
2. The candidate is required to register for graduation on [Albert](#) **at least 3 months prior** to the expected date of graduation. Application deadlines may be found [here](#).

Preliminary Dissertation Filing Steps

3. The candidate must submit the Preliminary Dissertation Paperwork to the GSAS Office of Academic and Student Affairs by the preliminary dissertation deadline. The Preliminary Submission Paperwork consists of the following:
 - One copy of the Title Page, unsigned. If you will need to have this electronically signed, please also submit to us the name and official University email address of your advisor and we will have this done. If you are gathering a physical signature, then only the unsigned Title Page is needed.
 - [Survey of Earned Doctorates](#), submit the completion certificate
 - Dissertation Publishing Agreement submitted on the [ProQuest](#) site when you submit your preliminary dissertation. We do not need to receive a separate copy.
 - Dissertation Abstract submitted on the [ProQuest](#) site when you submit your preliminary dissertation. We do not need to receive a separate copy.
4. A candidate must upload his or her dissertation to ProQuest **by the preliminary dissertation submission deadline**. The preliminary dissertation submission will be reviewed for adherence to the formatting requirements, not content. (The dissertation advisor oversees content review.) Once the preliminary dissertation is reviewed, the candidate will receive an email notification that details formatting changes that need to be made before final submission. However, candidates do not have to wait for the preliminary dissertation review email, and should upload any new

revision to their ProQuest account when it's ready. The latest revision on ProQuest will be reviewed.

Final Dissertation Filing Steps

5. After a successful oral defense of the dissertation, a member of the committee should let the [department](#) know that the student has passed the defense. A digital version of the [Doctoral Thesis Oral Defense Form](#) will then be circulated by GSAS after the defense. The dissertation committee Chair and members electronically sign the Doctoral Thesis Oral Defense Form according to the result of the oral defense in the spaces provided. You may not handle this form once committee members begin to sign. If revisions to the dissertation are required by dissertation committee member(s), the Chair will retain the form until the revisions are made.
6. After editing the text to ensure it is consistent with the comments made during the defense and any comments you may have received from the review of the preliminary dissertation upload, the candidate must upload a final dissertation to ProQuest by the final dissertation deadline, using the link provided after the preliminary dissertation review or by login to your ProQuest account. Occasionally such a large volume of dissertations may be submitted that we are unable to review the formatting for everyone before the final deadline date. The final dissertation filing date is for content only, so whether or not you have received formatting revisions, make sure you have uploaded the final version of your dissertation in regards to content by this date. If you and your committee are satisfied with the content of your initial upload, then there is no need to upload again until you have made any requested formatting corrections. You will have plenty of time to correct any formatting issues after the final deadline should you need it. If you elected to get a physical signature on your Title Page, you must also submit a signed copy at this time.

Steps beyond dissertation submission

7. The candidate should check with their [department](#) to ensure all degree requirements have been met, and the department have submitted the signed Doctoral Thesis Oral Defense Form and signed Doctoral Thesis Reader Sheet to the Office of the Registrar by the [graduation deadline](#).
8. The candidate should contact the Office of the Bursar to confirm that his/her account is not in arrears.
9. The candidate should review his/her permanent address on Albert. Diplomas will be mailed to this address, unless the candidate indicated a specific diploma address. You may also elect to have your official or preferred name on your diploma at this time.

Note: Completion of these steps, does not guarantee conferral of a candidate's degree. The final conferral decision rests with the Graduate School of Arts and

Science and New York University's Office of the Registrar. After completing the final dissertation submission, candidates should contact the Office of the Registrar at graduation@nyu.edu if there's any questions regarding graduation status or degree conferral.

14 NYUAD Fellowship Application Checklist

1. Cover Page
2. Dissertation Project Summary
 - (a) Two pages, double-spaced, 12 point Times New Roman, 1 inch margins
 - (b) Header Format: *Student Last Name, First Name, Department, N-Number*
 - (c) The dissertation summary should be written for educated readers, but not experts in your field or members of your department (i.e. at The New York Times level). It should identify the dissertation's research question, thesis, methodology, broader significance, etc.
3. Work Plan
 - (a) One to two pages, double-spaced, 12 point Times New Roman, 1 inch margins
 - (b) Header Format *Student Last Name, First Name, Department, N-Number*
 - (c) The work plan should identify the specific research and/or writing project to be undertaken during the fellowship year, including (if the former) the type of information or data to be acquired, the means of acquiring it, or (if the latter) a dissertation progress report detailing how the writing project will enable timely completion of the dissertation. All terms should be accessible to the general reader.
4. Curriculam vitae (c.v.)
 - (a) Header format *Student Last Name, First Name, Department, N-Number*
5. NYU Transcript
 - (a) Unofficial transcripts can be viewed and printed from Albert. Navigate to the "My Academic" section of the Student Center to generate. Select "View my unofficial transcript" from the drop-down bar and be sure your pop-up blocker is off on your browser.
6. Writing Sample
7. Reference
 - (a) Must be from the applicant's advisor.
 - (b) Faculty should sign, scan, and submit their letters via email to politics.dgs@nyu.edu and nyuad.dissertation.fellowship@nyu.edu by the deadline

- (c) Must assess the general quality of the applicant's graduate work, the expected contribution of the dissertation to the discipline, and the prospects for its publication either in whole or in part

15 Important Links

- [Department of Politics Website](#)
 - [PhD Program](#)
 - [PhD Student Forms](#)
- [Graduate School of Arts and Science](#)
 - [The PhD Toolkit](#)
 - [Fellowships and Awards and Subscribe to GSAS Fellowship Announcement List](#)
 - [Academic Calendar](#)
 - [Inter-University Doctoral Consortium](#)