



GRADUATE STUDENT HANDBOOK

MA and PhD in Legal Studies

Department of Law and Legal Studies,

Carleton University



Canada's Capital University

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Welcome and Introduction

It is with great pleasure that I welcome you to graduate studies here at Carleton University and in specific, to the Department of Law And Legal Studies. Regardless of the program that you are pursuing, I extend to you the warmest welcome from our entire department. I am honored that you have chosen one of our programs to continue your educational journey where we aim to broaden your horizons and challenge you with new ways of thinking in an effort to expand your knowledge, wisdom and understanding. I hope you feel honored as well, that we have chosen YOU to join our programs. You join a family that is rich in experiences, come from wide ranging backgrounds and will cause you to contemplate things in ways that you previously may not have considered. There will be ups and downs throughout your stay here but be sure that I and the staff will help you as much as possible with administrative matters and the faculty will be by your side as you navigate the next few years in your academic career. This handbook has been prepared precisely for this reason; to assist you on this journey. Please refer to this handbook, as it will answer many questions and clarify many concerns that you may have. This handbook is a resource that I hope you will return to for information throughout your studies in Law. Please know, that you can always contact me, the staff in the department or the faculty as we all will do our best to make your time here as successful, uplifting and satisfying as possible. Enjoy these days, as they will create many of the memories that you will reflect upon in years to come. With this, I wish you the very best in your studies. Please fasten your seatbelts and get ready for the ride. Welcome to the Department of Law and Legal Studies.

Andrew Squires

Graduate Program Administrator

Introduction to this guide:

This guide is an abbreviated reference tool for use by MA and Phd students in the Legal Studies graduate programmes, Department of Law and Legal Studies, Carleton University. This guide should be read **in addition to** the Law Department webpage, which offers more fulsome information on many of the topics covered here. The Graduate Calendar is the authoritative document governing the MA and Phd Legal Studies programmes. Any inconsistency between this guide and the Calendar should be resolved by relying on information in the Graduate Calendar.

June 2012

Funding

Only full-time students, entering their first year of the programme are eligible for funding. Internal funding, awarded by the University, is structured in two main ways: teaching assistantships and scholarships which, in turn, consist of departmental scholarships and Faculty of Graduate and Postdoctoral Affairs (FGPA) scholarships (Domestic Entrance (DES), International Entrance (IES), Domestic Tuition (DTS), International Tuition (ITS)). Recommendations for funding are made during the application review process. Funding, in most cases, commences in the first year of study.

Some endowed scholarships are also available, and are administered through the FGPA. The application dates vary throughout the year. If you wish to be nominated for a scholarship, provide all relevant information to the Graduate Supervisor well in advance of the application due date. The Internal Institution Awards Database can be found (and searched) at: <http://www5.carleton.ca/fgpa/awards-and-funding/search-awards/>

MA students will also be considered for the Chet Mitchell Memorial Award in Law awarded each year to a 'deserving student' in the MA Legal Studies program, whose academic excellence is complimented by achievements in:

- Undertaking original lines of inquiry in research/course work that challenges the student and/or the field; and/or
- Academic, intellectual and community engagement.

Application is not necessary for this award as students are nominated by department faculty members.

Teaching assistantships and scholarships

At the MA level, teaching assistantships are awarded for four terms over 2 years. Departmental scholarships are only for the first year of full time study and are not renewable. FGPA scholarships vary; please check with the Faculty of Graduate and Postdoctoral Affairs for more information.

At the PhD level, teaching assistantships are renewable for up to ten terms over five consecutive Calendar years. Departmental scholarships are awarded for a maximum of four years. FGPA scholarships vary; please check with the Faculty of Graduate and Postdoctoral Affairs for more information.

Continuation of funding from year to year is dependent upon satisfactory academic performance.

TA orientation and training

All TAs will be required to attend a Department-specific TA training session early in September. Other training will be available through the Department and through the EDC.

For more information on TA orientation and training, see:

- <http://www1.carleton.ca/law/graduate-programss/ma-program/ta-information/>
- <http://www5.carleton.ca/fgpa/teaching-assistantships/>

Important:

Graduate students must be registered full-time to be eligible to receive payment for:

- Departmental scholarships
- FGPA scholarships
- External scholarships (SSHRC, OGS, CGS)
- External scholarships administered by FGPA
- Teaching or Research Assistantships

Students are not eligible to receive payments if they:

- Withdraw completely from their graduate programme
- Change to part-time status
- Are granted a leave of absence from their programme

In the case of backdated withdrawals, students may have to refund scholarship payments already received.

External Funding

Students who hold external funding, such as a SSHRC or an OGS, are eligible for internal funding as well. Those who enter the program without external funding will be encouraged to apply for it (but note, not all students may be eligible). The Department is committed to working with students as they apply for scholarships and fellowships, particularly OGS and SSHRC. Every August/September the Graduate Supervisor will ask students who have a sufficient GPA to begin working on an application. Drafts of your statement of research will be read and commented upon by faculty members in your area and you will be asked to submit your drafts well in advance of the application deadline.

But please note that both OGS and SSHRC specify minimum GPA requirements in order to apply. These are absolute requirements and no exception is allowed.

Particularly for PhD students, or MA students interested in PhD study, applying for an OGS and/or SSHRC fellowship should be regarded as an integral part of scholarly life. Applying for such awards is an important skill.

OGS

The Ontario Graduate Scholarship (OGS) program encourages excellence in graduate studies. The scholarship is awarded for one academic year, consisting of either two or three consecutive terms. An award is not granted for one term. In 2011/2012 the value of the OGS was \$5,000 per term. Thus, you may receive \$10,000 for two consecutive terms or \$15,000 for three consecutive terms. The province of Ontario contributes two-thirds of this amount and the university provides one-third. Please check the OGS website (<http://osap.gov.on.ca/>) for eligibility requirements, application forms, and conditions of the award.

SSHRC

SSHRC has both MA and Phd awards, which are described in more detail at http://www.sshrc.ca/web/home_e.asp. The SSHRC awards tend to be more remunerative than the OGS, and eligible students are encouraged to apply for both.

Registration and Status

Definition of Full-Time Status

Please consult the Graduate Calendar, to confirm this information:

<http://www4.carleton.ca/calendars//grad/current/regulations/#7>

Full-time master's candidates must complete their degree requirements within two calendar years after the initial term of registration.

A full-time graduate student will normally register in 1.5 or 2.0 credits per term.

Students who are unsure of their status should contact the Faculty of Graduate and Postdoctoral Affairs for assistance.

**** NOTE:** Once you register as a full-time student, you remain a full-time student regardless of how many credits you register for, until you fill out a request for a status change. A change in status (either from full-time to part-time or the reverse) must be applied for using the Academic Change form, available on both the Law and FGPA website. Supporting documentation is normally required. Status changes must be approved by the Graduate Supervisor and FGPA before the change can officially be made.

Definition of Part-Time Status

Part-time master's candidates must complete their degree requirements within six calendar years after the initial term of registration.

Part-time graduate students are limited to registering in 1.0 credit per term, including audit courses.

Change of Status from Full-Time to Part-Time

Please consult the Graduate Calendar to confirm this information

(<http://www4.carleton.ca/calendars//grad/current/regulations/#7>)

Students who have valid reasons for changing status from full-time to part-time for a term may apply for permission by:

- Writing to the Dean of the Faculty of Graduate and Postdoctoral Affairs stating the reason(s) for seeking exemption from the full-time registration requirements stated above.

- Requesting a statement from the departmental graduate supervisor (and the thesis supervisor if there is one) in support of their request; confirming that they will be infrequently on campus for the term, that they will be using the University facilities (i.e., library, laboratories, computer centre, etc.) on a part-time basis, and that they will be receiving supervision on a part-time basis, including supervision through correspondence.
- It is understood that such a status change will be granted only in exceptional cases (e.g., for medical or other special reasons).
- Exemptions are normally granted for a term, but, in extraordinary circumstances, approval may be granted for a longer period

A master's candidate who elects to complete his/her program by a combination of full-time and part-time study is governed by the following elapsed-time limitations:

- Five calendar years if the candidate is registered as a full-time student for two or three terms and part-time for the balance.
- Four calendar years if the candidate is registered for four or five terms as a full-time student and part-time for the balance.

Continuous Registration

Loss of Status

Any candidate who remains unregistered in his/her degree program for three terms (twelve months) will lose his/her graduate status.

Continuous Registration in Thesis, Research Essay, or Independent Research Project

Any candidate (full-time or part-time), after initial registration in a thesis or research essay, must maintain registration in all successive terms (including the term in which the student is examined) until his/her thesis, or research essay is completed. Completion means that any modifications, retyping involved, etc have been done. Students should note that faculty approval to register in the thesis, etc, is given on the understanding that the student will be in regular contact with his/her supervisor, and that the thesis research will be actively pursued in each term of registration.

Deposit of Thesis Copies

In the case of a thesis, registration must be maintained until two final copies are deposited in the office of the Faculty of Graduate and Postdoctoral Affairs. Should the final copies not be deposited in FGPA by the deadline for that term, the student will be required to register for another term.

Reinstatement

Students whose files have been closed as a result of failure to observe continuous registration requirements must apply for reinstatement if they wish to continue their studies. If reinstated, students must pay a reinstatement charge, plus the equivalent of 1.0 credit tuition fees for each term in which they failed to register.

Exemption from Registration

Students who have valid reasons for not registering for a term may apply for permission to remain unregistered by:

- Writing to the Dean of the Faculty of Graduate and Postdoctoral Affairs stating the reasons for seeking exemption from registration.
- Requesting a statement from the departmental graduate supervisor (and from their thesis supervisor, if there is one) in support of their request, confirming that they will not be on campus for the term, will not use any University facilities (that is, library, laboratories, computer centre, etc.), or receive any supervision, including supervision through correspondence.
- Applying to the Dean of the Faculty of Graduate and Postdoctoral Affairs through their graduate department for a one- to three-term maternity leave during their program of study. While on leave students will not be registered with the faculty, nor will they be required to pay fees for this period. They will not be eligible to receive awards administered by Carleton University during the leave. In the case of other awards, the regulations of the particular granting agency will apply. The time limit for completion of the program will be extended by the duration of the leave taken. Where possible, the start and finish of the leave should coincide with the start and end of a term.

Exemptions are normally granted for one term, but in extraordinary circumstances an exemption may be granted for a longer period.

When exemption from registration for a term or terms has been approved by the Dean of the Faculty of Graduate and Postdoctoral Affairs, this period will be exempt from the overall time limit allowed for completion of the program.

Administrative charge per term for leave of absence.

It is understood that such an exemption from registration will be granted only in exceptional cases (for example medical or other special reasons).

Taking 4000 level courses

MA students can take up to 1.0 credit at the 4000 level, ideally in LAWS courses. To take a 4000-level course(s), a student must first get approval from the Graduate Supervisor in order for the course to count towards their MA degree. Students should: email the Graduate Supervisor setting out the course NAME, NUMBER and a brief explanation of how the course relates to their scholarly plans. The Graduate Supervisor will then reply by email granting permission, or suggesting alternative courses (if relevant). Where permission is granted, the student can then register following the usual registration process. The Graduate Supervisors permission to use a course towards the requirements for completion of the MA program does not grant permission to actually register in the course. A student may still need to secure permission from the instructor of the course in order to register.

Taking courses in other programs

Because of the interdisciplinary nature of the MA Legal Studies, students are encouraged to take at least .5 credits in another program. Some students, as relevant, will take more than .5 credits in other disciplines. If you wish to take a graduate-level course in another department, you must first get approval from the Graduate Supervisor in order for the course to count towards your MA degree. Email the Graduate Supervisor setting out the course NAME, NUMBER and a brief explanation of how the course relates to your scholarly plans. The Graduate Supervisor will then reply by email granting permission, or suggesting alternative courses (if relevant). You can then proceed to pursue registration in the normal route. The Graduate Supervisors permission to use a course towards the requirements for completion of the MA program does not grant permission to actually register into the course, you may still need to contact the department offering the course and/or the instructor in order to obtain permission to register.

Students wishing extra instruction in quantitative methods should contact the Graduate Supervisor about access to such courses in the Department of Sociology and Anthropology.

Graduation

Students must apply to graduate by the following deadlines:

- September 1 (for Fall graduation)
- December 1 (for Winter graduation there are no convocation ceremonies for winter graduates however, all students graduating in the Winter will be invited to attend the Spring convocation ceremonies in June)
- March 1 (for Spring graduation)

MA Program Requirements

There are two possible routes to completing the MA Legal Studies: by Master's Research Essay or by Master's Thesis.

Students doing a **Master's Research Essay (MRE)** must complete:

- 4.0 credits of course work that includes the required courses LAWS 5000 and LAWS 5001, and
- 1.0 credit research essay.

Students doing a **Master's Thesis** must complete:

- 3.0 credits of course work that includes the required courses LAWS 5000 and LAWS 5001, and
- 2.0 credit thesis and oral examination.

Choosing Between a Research Essay and a Thesis

The key difference between the thesis and the research essay route in the MA Legal Studies is in the balance between course work and independent research. The research essay option allows you to combine more breadth in your course work with a smaller-sized research project. The thesis option presents more opportunities for guided research on a larger project. A research essay should reflect an original understanding and interpretation of the field(s) studied. A thesis, in contrast, should represent a distinct and original contribution to the field, based on primary research.

A more detailed discussion of the two options is outlined in "Guidelines for MA theses and Research Essays", downloadable from the Law Department website. **All students should consult this resource.**

Moving from one route to the other

Students have a choice of enrolling in the thesis route when they register. If you do not express a preference you will be enrolled in the MRE. However, you may change your route at any point in your studies by contacting the Graduate Program Administrator to begin the process of amending the structure of your program.

Finding a Supervisor

Potential thesis supervisors should be approached starting in the second semester of full-time enrolment in the program, and MRE supervisors should be approached at this time or during the third semester of course work.* Your supervisor should be familiar

with the literature and/or methodology in your proposed topic area. Your supervisor may require you to complete a proposal that sets out the scope of your project.

*A faculty member is not your supervisor until they have signed the departmental form of agreement: <http://www1.carleton.ca/law/ccms/wp-content/ccms-files/supervision-committee-form-updated-jul-09.pdf>

In consultation with their supervisor, MA students will select a thesis defence committee composed of their supervisor, a second reader and an external examiner. Where appropriate, the second reader (for either the thesis or the MRE) outside the department.

****Students must have confirmed their supervisor BEFORE commencing either the MRE or the Thesis****

The Supervisor-Student working relationship

The Supervisor:

- Primary responsibility for supervision lies with the supervisor.
- The supervisor is expected to approve the overall design of the thesis/MRE and monitor the student's progress. Supervisors are expected to read and comment on drafts of portions or chapters of the project and to return them to the student within a reasonable amount of time.

The Student:

- The student is expected to maintain regular contact with their supervisor, especially at the very beginning and end of the project.
- The student should discuss the progress of research regularly with their supervisor, even when no written work is being handed in for revision.
- The student should expect and welcome comments and criticism.
- The student must allow readers sufficient time for making comments.
- The student is responsible for meeting **all** deadlines, including those set by the University.

The Internal Examiner (for thesis):

- The internal examiner's role is to offer advice and guidance on the student's research work, particularly on those aspects which fall outside the supervisor's area of expertise.

- The advisor is minimally expected to approve the student's proposal, read and comment on the thesis once it is completed in draft form, and be fully involved in the preparation of the examination copy of the thesis.

The Master's Thesis and Preparation for Defence

The candidate and thesis committee are expected to notify the Graduate Supervisor and Graduate Program Administrator **at least** two weeks in advance of the date that he/she intends to submit examination copies of the thesis.

The Faculty of Graduate and Postdoctoral Affairs specifies the requirements for thesis and MRE's as:

“The master's thesis should embody the results of successful scholarly research in a specialized area. It should exhibit the candidate's knowledge of recognized techniques of investigation and critical evaluation, and be presented in an organized and systematic way.”

Thesis Defence:

Students completing the program following the thesis route are required to undertake an oral examination of their thesis. The thesis supervisor, external and internal examiners will pose two rounds of questions. Also present, will be the Chair of the Department or his/her designate, who will Chair the examination board.

Consult the Thesis Examination Policy, Faculty of Graduate Studies for more information about the thesis defence.

Plagiarism:

Students should consult the Graduate Calendar concerning plagiarism and academic integrity. The Department does not tolerate any breaches of University policy on integrity and ethical academic practice.

<http://www4.carleton.ca/calendars//grad/current/regulations/#14>

Recommended Timeline for MA Thesis or Master's Research Essay

Time Period	THESIS	MRE
1 st Semester	Meet with temporary supervisor	Meet with temporary supervisor.
1 st & 2 nd Semester	Course Work	Course Work
2 nd Semester	Begin work on proposal/narrow research area as part of LAWS 5001	May begin work on proposal/narrow research area as part of LAWS 5001, as appropriate.
End of 2 nd Semester	Meet with one or more possible supervisors. Supervisor should be confirmed by end of second semester/start of Spring/Summer.	Meet with one or more possible supervisors. Supervisor should be confirmed early in the Fall (third semester).
3 rd Semester (could be Fall term, second year)	Register in thesis course for both semesters. Meet with supervisor and agree upon a schedule for completion.	Complete course work. Students may choose to register in MRE course in either or both fall and winter semesters. Meet with supervisor and agree upon a schedule for completion.
4 th Semester (could be Winter term, second year)	Full draft to be completed by end of first month/start of second month (ie Jan/Feb). Thesis copies for examination due at start of third month (ie March). Final print copies for examination & submission due early in fourth month. *consult Graduate Calendar for dates	Full draft to be completed by second month. Final draft submitted to Supervisor and Second Reader by end of third month (ie March or Nov at the latest).

PhD Program Requirements

The PhD Legal Studies is designed as a 4 year program in which students will complete 10.0 credits as follows:

1. Course work amounting to 2.5 credits, of which the following are required courses:
 - LAWS 6000 Doctoral Seminal in Legal Studies [0.5 credits];
 - LAWS 6001 Proseminar in Legal Studies [0.5 credits];
 - At least ONE of LAWS 6002, 6003, or 6004 [0.5 credits];
 - Optional courses (with approval of Graduate Supervisor): 1.0 credits from within the Law Department (at 5000 or 6000 level) or from another Department/Faculty.

Some students will be advised to take LAWS 5000. This will constitute part of your 2.5 course credit requirement.

2. Field Comprehensive, LAWS 6095 [1.0 credits];
3. Thesis Proposal, LAWS 6096[1.0 credits];
4. PhD thesis, LAWS 6909 [5.5 credits].

Students are also required to complete a second language requirement (see below).

Time Frames

Normally, full time students will complete the course work component in 8 months, the comprehensive in 4 months, and the proposal in 4 months with the remainder of the time dedicated to researching and writing the thesis.

Year One – Course Work

In year one students will be required to complete 2.5 credits. 1.5 of these (3 half credits) are compulsory (6000, 6001 and field course), 1 credit (2 half credits) is comprised of electives. Electives can be courses offered in the Law Department, including the MA program or in other departments/faculties.

Where students do not have a background in legal studies, or have not been exposed to relevant aspects of social and political theory, the Graduate Supervisor may require students to take LAWS 5000: Theories of Law and Social Transformation, in order to become more firmly rooted in the field. This course will count as one half credit elective.

Some students choose not to take courses in the summer term between first and second year for personal and financial reasons. Failure to register may impact your

externally-awarded scholarships that you may hold, such as OGS and SSHRC. Internal funding organized by the Law Department, such as entrance scholarships and TA-ships, should normally not be affected.

Year Two – Comp Exam, Thesis Proposal and Language Requirement

The comprehensive exam is normally completed in the first term of second year. See the *Comprehensive Exam LAWS 6095 Guidelines* attached to this handbook and on the website.

Upon completing the comprehensive exam, students will start working on the **thesis proposal** which should normally be defended by the **spring of the second year**. The thesis proposal will normally build on the themes identified through the comprehensive as well as other themes and areas of interest identified in course work. These areas of interest will serve to assist students in shaping their independent research projects.

The second language requirement is also normally completed in the second year, but must be completed in any event prior to defence of the Phd thesis.

Years Three and Four – The Thesis

During the final years in the program students will undertake a major, independent research project supervised by a faculty member in the Department with the additional guidance of 2 committee members who will normally come from the Department of Law or cognate departments. Normally the thesis will be defended by the spring of the fourth year.

Comprehensive Examinations Guidelines

General Description

The comprehensive examination is aimed at allowing Phd candidates to enhance the foundational knowledge relevant to their professional career. Every department and university has different formats and expectations. The Legal Studies comprehensive allows students, in consultation with their comprehensive exam committee (the supervisor and two other faculty members), to focus more specifically on their topic areas and encourages them to be the architects of their own program.

The comprehensive examination is an integral part of the process of doctoral study, located between coursework and the preparation of the thesis proposal. It is a period of consolidation, reflection and a link to the dissertation area. In the process of satisfying the comprehensive requirements, you must be able to demonstrate to your Comprehensive Exam committee your command of a particular field. At the end of the process, you should be positioned to move directly into your dissertation proposal.

Process and Formats for Satisfying the Comprehensives

Registration in the comprehensive examination (LAWS 6095) takes place after completion of the coursework requirements. However, preliminary planning for the comprehensive can begin in the first year of the program, notably in the field course. Normally, the comprehensive examination must be completed no later than two years (6 terms) after initial full-time registration, and four years (12 terms) after initial part-time registration. Missed deadlines with respect to the comprehensive may lead to a review of your standing in the program.

The comprehensive examination includes a written and oral component. The written proposal, developed in discussion with your committee, should be about five pages long and include:

- a statement of how you wish to be examined (that is, which written format you intend to follow),
- a core bibliography of at least 25 items representative of the field and approved by your committee;
- a short proposal indicating the topic(s) for the written component, and
- if you write a research or review paper for your comprehensive, you will also produce a second, more specialized bibliography related to the topic of the paper.

The department recognizes a variety of formats for satisfying the comprehensive examination. Each format is accompanied by an oral examination with the committee where the student is expected to address issues contained in their written work and to answer questions based on the core bibliography. In all cases the format, topic and core bibliography must be approved by the Ph.D. committee.

Committee Membership

The committee for your comprehensive exam is normally made up of three members: a supervisor, and two additional committee members. The committee members will be determined in consultation with your supervisor. The committee used for your comprehensive exam may be different from the committee established for your dissertation work.

Fields of the Comprehensive Examination

The Legal Studies doctoral program at Carleton University has three fields listed in the Graduate Calendar and reproduced below (along with their descriptions). These fields reflect the strength of the department at both the master's and doctoral levels. Your comprehensive exam will be based in one of these fields:

1. Crime, Law and Security

This field explores historical and contemporary debates around the social, political, economic and cultural contingencies of crime and security as mediated through law. Both the state and civil society's responses are analyzed in the context of discourses and representations of crime and its control, governmental rationalities and crime control strategies, regulatory regimes, public and private surveillance, and both state and non-state acts of violence and coercion.

2. Human Rights, Citizenship and Global Justice

This field focuses on the ways law has been implicated in the social, political and economic transformations wrought by globalization, and the constitutive relation between these processes and human rights, citizenship, and global justice. It questions citizenship as traditionally conceptualized as the rights and obligations attached to membership in the nation-state in relation to the changing contours of law, sovereignty and democracy under globalizing conditions and the "War on Terror".

3. Law, Regulation and Governance

This field focuses on the historical and contemporary place of law and regulation in the processes, discourses, knowledges and practices of governance. Emphasis is placed on investigating law and state as distinct sources of regulation, while examining wider forms of domestic and global governance. Particular focus is placed on the diversity of law-governance relationships both within and between regulatory regimes.

Examination formats

1) *Course Outline*: Normally the proposed course is set at the third or fourth year, undergraduate- level. This format requires a complete course outline with readings. You may be challenged about perspectives and issues excluded from the outline.

The comprehensive should include:

- an annotated course outline of 15 to 20 pages;

- an introductory lecture specifying the logic of the course, its boundaries, prerequisites and expectations;
- lecture synopses for at least two other topics in the course; and
- learning objectives for each lecture.

In some cases, students may be asked to deliver a lecture from this course outline to an appropriate class under the supervision of one of the Committee members.

2) *Research Paper*: Normally 30-40, but no more than 45 pages in length involving original research on a specified topic. This paper may be based on research done for another purpose, such as an academic publication. Such a paper is expected to be prepared in a format that would qualify for academic publication.

3) *Review Paper*: Normally 30-40, but no more than 45 pages in length, reviewing and accessing a body of literature within a field. This paper focuses on key issues and debates in the area. You need to give your position and locate yourself within the literature as well as assess 'what is at stake' in the area rather than simply summarizing the materials.

4) *Written Examination*: Either as a take-home or a sit-down format (the take-home is the usual format), written examinations involve some choice (e.g., 5 out of 7) between questions prepared by the committee in response to a written statement from the student specifying their perceptions of the key issues in the field and a core bibliography. The take-home exam is normally 30-40 but no more than 45 pages in length. The oral examination may also cover unanswered questions.

Comprehensive Feedback and Defense

Depending on the format of the exam, feedback from the supervisor and committee should normally be given within four weeks following submission of the written work for a comprehensive. When the committee deems the work done for the comprehensive ready, an oral defense date will be set. The defense date should be as soon as possible following the approval of the supervisor and the committee members. Normally all members of the committee will attend the comprehensive oral examination. In the event that a member must be absent, that committee member should provide written comments and questions that will be presented at the oral defense.

At the end of each comprehensive examination, a grade of Pass/Fail will normally be awarded. The committee, however, may require specific revisions to the written work in light of the oral defense before a grade is awarded.

A designation of "With Distinction" may be awarded; the designation is recommended only in cases where the student has demonstrated, in both oral and written components, an exceptional and extraordinary command of the material covered by the comprehensive.

Copies of the comprehensive proposal and the final written document associated with the defense must be filed with the departmental Graduate Administrator and kept in the student's file; this is done after the defense and after any necessary revisions have been made

Thesis Proposal Guidelines

Each doctoral candidate must successfully complete and defend a thesis proposal. The proposal is written after all other course requirements are completed and should be completed within a single semester of concentrated work. Normally, the proposal will be presented for defense by the end of the second year of full-time doctoral study. The proposal is defended at an oral examination conducted by the supervisory committee. Evaluation is on the basis of pass/fail. The proposal must be successfully defended before you can register in the Ph.D. thesis (LAWS 6909).

This guideline is to assist you in the preparation of your thesis proposals. You should work with your thesis supervisor in the preparation of your proposal.

Thesis Proposal Guidelines

Your proposal will have a working title and should be no less than 20 and no more than 40 pages. Formats and order will vary, but your proposal should include the following elements:

1. Clear statement of research question/research focus;
2. Justification/working thesis. Why is this research focus necessary/relevant. In some cases this section might include a preliminary answer to your research question.
3. Literature Review: Locate your project within the relevant literature, summarizing the main debates and analytical directions in the field. Your discussion should identify the gaps in the literature your research will speak to, and the contributions your project will make. This section should include not only a discussion of which bodies of scholarship you identify as relevant and why, but also a discussion of which literatures you are not considering and why.
4. Key theoretical concepts: Identify and define the key theoretical concepts through which you will be conceptualizing your analysis in abstract terms, anticipating how these concepts are contested. The theoretical framework will answer the question: "What language will I use to analyze the phenomenon at the heart of my project?" The theoretical concepts help the project exceed the limits of its specific object.
5. Methodological Approaches: Which research and analytical methods do you intend to use to answer the research questions you identify? What led you to these methods and what are some of strengths and limits of your choice of methods?
6. Research Design: Closely connected to your discussion of methodology, the section will explain the:
 - time frame for the research;
 - different stages in the process;
 - need for/completion of ethics approval (if relevant, attach copies of your draft ethics application documents);
 - sources of information for your thesis and any issues around access;
 - basic layout of thesis chapters: what will be discussed, roughly, in each chapter; how do the chapters build on one another;

6. Bibliography: Include a bibliography of relevant writing in the area.

Evaluation

Your thesis proposal does not have to be a rigid template for what follows afterwards. Research questions may be altered or refined as the research process advances.

In examining the thesis proposal, your committee will consider:

- has a viable and original dissertation topic been identified?
- has the central research question or problematic been clearly identified? Has its significance been justified?
- does the proposal identify a theoretical field through which the research will be framed and analyzed?
- does the proposal evidence a competent understanding and appreciation of the topic under consideration and the relevant scholarly literature?
- will the method/s chosen allow the candidate to address the central research questions/problematic?
- Is the research plan (in terms of timing, access to material, logical flow) doable within a Phd thesis?
- Will this project make an original contribution to the field?

The proposal and defense will be evaluated on a pass/fail basis.

Language requirement

Students are required to demonstrate an understanding of French or another language relevant to their Phd study. This requirement can be satisfied by taking a language course (such as FINS 2105) or a course from another facility upon provision of a transcript or other documentation, or by an equivalent language course taken prior to commencing the PhD. Check with the Graduate Supervisor to confirm the acceptance of courses taken from outside Carleton. Finally, students can elect to have their French or second language competence tested within the Department which will normally consist of either a half-hour interview in French, or translating part of a chapter from a book in the legal studies area already read.

The second language requirement is also normally completed in the second year, but must be completed in any event prior to defence of the Phd thesis.

Students whose original language is French are exempt from this requirement.

Thesis requirements:

The Faculty of Graduate and Postdoctoral Affairs specifies the requirements of the thesis as:

“-The doctoral dissertation must report, in an organized and scholarly fashion, the results of original research. The thesis must be a contribution to knowledge and demonstrate the candidate’s ability to undertake sustained research and to present his/her findings in an appropriate manner.”

Working as a Contract Instructor

From time to time, Phd students may be eligible to apply for employment as contract instructors for LAWS courses. However, to assist students in maintaining the momentum necessary to complete their doctoral studies, PhD candidates are not eligible for employment as contract instructors until after they have successfully defended their Phd proposal.

Odds and Ends

Graduate Study Area:

Graduate students are entitled to work spaces in the Graduate Study Room/Lounge, located in the LOEB Building, Room C460. This room is equipped with a few computers, wireless access, desks, fridge, microwave, etc. Keys for this room will be distributed by the Graduate Program Administer in September. Some Phd students may also receive keys to a separate work area. Upon completion or discontinuation of the program, please return all your Department keys. Mail:

Each graduate student will be provided a mail slot located in the Graduate Study Room/Lounge. Mail is delivered once a day. If you cannot check your mailbox at least once a month, please notify the Graduate Program Administrator.

As a registered student in the program, you must use your Carleton University e-mail account.

It is your responsibility to check both your mail-box and e-mail inbox regularly.

Payroll:

If applicable, payments for scholarship/TA positions are set up for automatic deposit into your bank account. You can discuss payroll options, if necessary with Human Resources.

Quicklaw:

- One of the services available through the network is Quicklaw. This program offers a wide variety of commercial databases of legal materials, including judicial and administrative decisions, statuses, periodical indexes, bibliographies, newspapers, etc. One needs an account and password in order to access these databases. For many of these databases, there is no fee. Some databases may include a fee, which are subject to change.
- How to Set-Up a Quicklaw Account:
http://www2.library.carleton.ca/eresources/QL_reg_06.pdf

Lexis-Nexis:

- Lexis-Nexis is also available through the library. It provides core legal material from Canadian, United States and International jurisdictions,

including materials such as the Canada Law Book and American Law Journals. This service is free of charge to graduate students in the M.A. Legal Studies Program at Carleton.

- Further Information on Lexis-Nexis:
<http://www.library.carleton.ca/find/databases/lexisnexis-academic>

Computing Services:

A variety of computer services are available to graduate students. The Department of Computing and Communication Services (CCS) maintains a PC network for both graduate and undergraduate students. Computers are networked and contain WordPerfect, Microsoft Word, Excel, PowerPoint and other course-related applications.

- There is a public computer lab located in LOEB C479, across from the Graduate Study Room/Lounge and Department of Law Offices.
- There are also PC's located in the Graduate Study Room/Lounge.

To activate your Student Computing Account (SCA): <http://www6.carleton.ca/ccs/all-services/accounts-and-passwords/student-computing-account/sca-activation-via-student-labs/>

For Wireless and Internet Information/Set-up: <http://www6.carleton.ca/ccs/all-services/wireless-and-internet/>

Chet Mitchell Law Resource Centre:

The Chet Mitchell Law Resource Centre is a reading and reference room for faculty and students*. It provides select legal studies resources supplementing holdings found at the MacOdrum Library. Located in Room D590.

*Students are not permitted to remove material from the centre

The Jurisprudence Centre

The Jurisprudence Centre is a forum for discussion and research on legal studies. The Centre hosts seminars, guest speakers and visiting scholars throughout the year.

Keeping in Touch

Your key faculty contact is the Graduate Supervisor. Meetings may occasionally be convened to pass along information and discuss problems.

Your key administrative contact is the Graduate Program Administrator, Andrew Squires.

As well, email is widely used to forward pertinent items to graduate students via your Carleton University email account. All emails sent from students must be from their Carleton University email accounts. Emails received from non-Carleton email accounts will receive the following notice:

Notification for non-Carleton Correspondence

In an effort to both facilitate access to information and the protection of personal information under FIPPA, we are unable to communicate to you matters that are not already in the public domain at this non-Carleton supported address. For matters that are not in the public domain (i.e. your personal question/request) you must contact us through your Carleton account (i.e. Connect, MyCarleton). If you do not have or have yet to activate this account, you may wish to do so by visiting <http://portal.carleton.ca/>. This page provides information for both students, faculty, and staff on how to obtain a Carleton supported email address. Please note that you will be able to forward your Carleton account emails to other non-Carleton accounts when receiving correspondence from us. However, for us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid Carleton address. If the personal information you seek can be appropriately channelled through our office, you may ask for it showing a valid Carleton Campus Card, or a valid faculty or staff ID.