



Ph.D. Program Guidelines

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1. INTRODUCTION

These guidelines are intended to help you see what lies ahead in your Ph.D program and to plan your progress through the degree. For general information about graduate studies in the School of Indigenous and Canadian Studies (SICS or “the School”), consult the *SICS Graduate Student Handbook*, found under “Resources” on the School website.

The policies and procedures described here should be read in conjunction with those of the Faculty of Graduate and Postgraduate Affairs (FGPA). Consult **FGPA’s Current Grad Students** web page at <http://CurrentGradStudents.carleton.ca/>. It has sections on “Forms and Policies,” “Awards and Funding,” and “Thesis Requirements” as well as a link to the graduate calendar, where you can find a list of courses offered by the School and other academic units. Follow the link to “The Academic Year” to find important dates and deadlines. Also keep an eye out for FGPA’s bi-monthly newsletter, “The Graduate @ Carleton,” which contains announcements and alerts that may directly affect you.

Throughout these guidelines you will be referred to the FGPA *Current Grad Students* web page for more information and the final word on official policies. There is also material on the FGPA web page that is not mentioned here, so be sure to familiarize yourself with the FGPA site.

This document is derived from an earlier SICS document entitled “Carleton/Trent Joint PhD Program Guidelines,” written at the inauguration of the PhD program to set out the policies governing the Carleton and Trent joint Ph.D. That earlier version was more technical than the present guide. Check it for information on matters not covered here.

If, after consulting the sources listed above, you still require advice, ask the School’s program administrator or graduate supervisor for help.

2. ADMISSION

The normal requirement for admission to the Ph.D. program is a master’s degree (or its equivalent) with at least a high A- average. Applicants should note, however, that meeting this admission requirement does not guarantee admission to the program. It helps tremendously to have a solid background in the humanities and/or social sciences. You will be taking on work in which you will be expected to digest large amounts of information, make sense of it, and report cogently on your conclusions, so evidence of skills in research, critical analysis, and oral and written communication strengthens your application. It will also help your application if you can identify faculty who are qualified to supervise work in your area of interest.

The deadline to apply and be guaranteed consideration for funding for the next academic year is **February 1st**.

Often there are conditions placed on your offer of admission. A common condition, for instance, is completion of a master’s degree that was still in progress when you applied to the SICS doctoral program. The “New Grad Students” tab on the FGPA *Current Grad Students* web page has a section on “Terms and Conditions.” Consult it to find out how to address any conditions on your admission prior to registration.

3. REGISTRATION AND COURSEWORK

After you have been admitted into the program, the first big step is registration, which requires you to pay tuition and other fees and choose your courses. Registration is conducted through **Carleton Central**, the university's online administrative portal (Carleton Central will be an essential administrative tool for your program, so you should familiarize yourself with its features as soon as possible). Registration generally opens in early summer and closes in early September. Go to the FPGA *Current Grad Students* web page and click on the New Grad Students tab on the left side of the page for the opening and closing dates for the upcoming academic year.

You have to complete at least **2.0 credits of course work** at the graduate level (5000/6000 courses), one of which is the 1.0 credit Ph.D. core seminar, CDNS 6900 *Interdisciplinarity in Canadian Studies: Concepts, Theories and Methods*. It runs through both the fall and winter terms of the first year of your program. That leaves you with 1.0 credit of coursework to complete. Most students take two 0.5 credit courses, one in the fall term and one in the winter term. You will receive a list of courses being offered by the School in your first year from the program administrator prior to your first term of study. You may take a course from outside the School if you secure approval to do so from the graduate supervisor. If you are registered full time, you complete your course work within nine months of entering the program. If you are a part-time student, you normally register in 0.5 credits per term and have twenty-one months to complete your coursework.

You will be assigned an **interim academic advisor** upon admission into the program. Before completing registration you should consult them to help you plan your progress through the program. Your interim academic advisor is not to be confused with your dissertation supervisor. Indeed, one of the interim academic advisor's tasks is to render themselves redundant by helping you find an appropriate dissertation supervisor (see the next section, "Choosing a Supervisor," for more information).

You must receive at least a B+ standing or better in each course you take to remain in the program. Courses cannot be repeated.

If you wish to study in-depth a topic on which there is no regular course available, it may be possible to arrange a directed studies course (CDNS 5900/5901) with a faculty member. Directed studies instruction is provided over and above their regular teaching duties. Often a directed studies course is set up by your dissertation supervisor to instruct you in a subject area that is essential background to your research topic. The registration system will not allow you to sign up for a directed studies course until approval has been given by the School. Once you have secured a faculty instructor for your directed studies course, plan with them the workload and assignments for the course. Then fill out *CDNS 5900-5901 Directed Studies Application Form – Graduate* and submit it well in advance of the course registration deadline for that term. (This and other administrative forms can be found on the School's website under "Resources".) The documentation should include the rationale for setting up this special, individualized course, as well as its reading list, assignments, and evaluative criteria. Submit everything to the graduate supervisor and the program administrator.

The School offers a Collaborative Ph.D. program with the Institute of Political Economy. For further details, see the **Institute of Political Economy's Collaborative Ph.D. with a Specialization in Political Economy** section of the Graduate Calendar.

4. CHOOSING A SUPERVISOR

The student-supervisor relationship is critical to the successful completion of your degree, so it is important to settle on who will be your dissertation supervisor as soon as possible. As suggested above, your interim academic advisor can support you in this search for an appropriate supervisor. You may also ask the graduate supervisor for advice. The dissertation supervisor can come from any faculty or department in the university, but must be approved for graduate supervision. Check out the research profiles of faculty in and outside the School for possibilities. You will get to know some of the faculty in the School from your coursework. Approach a potential supervisor with a written outline of your project. This will help them decide whether they would be an appropriate supervisor. See “**Appendix B: Finding a Supervisor: Who Qualifies,**” at the end of this document for more information on who can supervise.

Adjunct research professors may supervise, but only in a co-supervisory arrangement with a regular graduate faculty member. A co-supervision may also be advisable if your topic draws heavily upon two different areas in which different faculty have expertise. Co-supervisions complicate communications and reporting relationships by adding a third party to the mix. It is very important for everyone to communicate regularly and meet at critical junctures to ensure that your supervisors do not have different expectations. You would be wise to discuss co-supervisions with your interim academic advisor before proceeding.

For more information on the student-supervisor relationship, see the “Thesis Requirements” section of the FGPA *Current Grad Students* web page and consult “Graduate Supervision – Responsibilities & Expectations Policy.” Sometimes supervisory relationships just don't work out. If you feel the need to change supervisors, discuss this with graduate supervisor right away.

5. FUNDING

i) Admissions Funding

You may be offered a funding package as part of your offer of admission to the program. Admission funding packages can include scholarship funding and employment opportunities. Unlike other types of funding, you do not apply independently of your application to the program for an admission funding package or any of its constituent elements. Rather, any applications received by the annual February 1st deadline are automatically considered for an admissions funding offer. The various components of admissions funding packages are described individually below.

a) Departmental Scholarships

These provide the largest source of scholarship funding for most incoming students. They are awarded annually for each of the four years of your program.

b) Domestic Entrance Scholarships

These are one-time awards made by FGPA upon admission to students with a GPA of 10.5 or higher.

c) Endowment Awards

Funding assigned by SICS from donations made to the School for graduate admissions scholarships.

d) Teaching Assistantships

You may be offered a teaching assistantship as part of your admissions funding offer. These are paid positions in which you are assigned to assist a faculty member in course delivery. Many of these positions are attached to first- and second-year undergraduate courses. A TA position may involve attending lectures, leading discussion groups (usually 20-25 students per group), assisting with in-class exercises, course grading, or other duties. Some involve regular office hours while others require office hours only around the due dates and return dates of assignments.

If you have been offered a TA position, before classes begin you will be asked to provide information through Carleton Central on your experience, interests and other background information relevant to your course assignment. You may indicate courses for which you would like to TA. The graduate supervisor tries to accommodate these preferences when assigning TAs to courses. However, be forewarned that many factors (conflicts with your course schedule, enrolment fluctuations, other students with the same preferences, etc.) constrain assignment options, so you may be assigned to a course outside your preferences. These assignments are made as early as possible, but usually rogue variables make it impossible to finalize them until classes have started. Once assigned, you are expected to meet with the instructor to whom you are assigned to discuss your duties as a TA. You and the course instructor then sign a “TA Assignment of Duties” form in Carleton Central to formalize your terms of employment.

Recipients of TA offers generally receive one Priority Teaching Assistantship (PTA) for each fall and winter term of full-time enrolment during their regular time to completion of the program. The university needs PTAs to assist with teaching in the regular academic year and rarely allows them to be transferred to summer courses. All teaching assistantships are **130 hours per term**. This employment is regulated by a collective agreement between the university and the Canadian Union of Public Employees:
http://carleton.ca/hr/wpcontent/uploads/CUPE_4600_u1.pdf

Students who are not offered PTAs as part of their admissions package can apply through Carleton Central for a position as an Out of Priority Teaching Assistant (OPTA). When there is no PTA available for a course, the position will be offered to an OPTA. This happens infrequently during the fall and winter but is more common for summer courses.

TAs should take advantage of **training** offered by the university. Training sessions are held every year. Initial compulsory sessions take place early in the fall term. See <https://carleton.ca/tasupport/>

Teaching assistantships provide important work experience, so please go to the FGPA *Current Grad Students* web page and follow the link to Teaching Assistantships (left side of the page) to acquaint yourself fully with what is involved.

e) Research Assistantships

These are paid positions in which you are hired by a faculty member to assist them with a research project. If a faculty member pledges prior to admission to employ you as a research assistant for a set minimum number of hours, FGPA will top up your admission funding package with funds of its own. An RA position that pays

\$3,000 or more will be topped up with \$1,000 of FGPA funding; a position that pays at least twice that will have \$2,000 of FGPA funding added.

RA opportunities may also emerge while you are in the program. Usually a faculty member who has research funding chooses research assistants from graduate students working in their area on the basis of their background, skills and expertise. It does not hurt, however, to ask the graduate supervisor for leads on faculty members who have funding and may need assistance.

Again, check FGPA's *Current Grad Students* web page for more information.

iv. External Awards

There are a large number of scholarship programs external to Carleton that offer funding support for graduate students. Check out the different types of awards listed under "Awards and Funding" on the FGPA *Current Grad Students* web page. The **Social Sciences and Humanities Research Council of Canada (SSHRC)** doctoral awards and **Ontario Graduate Scholarships (OGS)** offer the largest number of substantial awards every year. SICS students have a good track record of securing support from SSHRC and OGS. SSHRC scholarships pay more than OGS, but both provide substantial support for your studies. Carleton does not claw back internal scholarship awards if you win one of these external awards.

If you have a high A- average in your MA, you should consider applying for OGS and SSHRC. If you are not sure of your GPA, please ask the program administrator. You will need to fill out an online application, solicit letters of reference, and submit a well-developed research proposal. **The deadline for SSHRC applications is generally in October; for OGS, November.** Information, application forms and deadlines can be found through the FGPA *Current Grad Students* web page. Click on Awards and Funding, then External Awards.

Scholarship applications are similar in form to dissertation proposals, to grant applications in general, indeed, to any situation (private or public sector) in which you try to convince a potential funder to support a project. Writing a proposal is an important skill for you to develop. For information on how to write a proposal, see "SICS Proposal Writing Guidelines" under the "Resources" section of the School website. The School places a great deal of emphasis on assisting students in applying for these major awards. Your supervisor will give you feedback on your proposal, but you should **prepare a draft proposal well in advance** of the application deadline and ask other faculty members in your area to read and comment on it as well. In addition, the School offers a workshop on how to apply. (The date will vary from year to year but the graduate supervisor will inform you in advance.) FGPA also provides workshops where students can receive important advice that complements what supervisors and the School provide.

v. Internal Awards

a) Donor-Funded Awards

Donor awards are scholarships and bursaries funded through gifts to the university. They are adjudicated on the basis of academic merit, financial need and/or how well your background and research area match the criteria for the award set by its donor.

There are two types of awards, Carleton (university-wide) donor-funded awards and SICS donor-funded awards. **The application process for university-wide awards takes place in the early fall and for SICS-specific awards takes place in early winter.** You are permitted to apply for a limited number of these awards. We will

inform you about the awards available, eligibility criteria for each, and the deadline to apply. You may then submit an application outlining your interests and how you fit the award criteria. You submit your application for these awards through Carleton Central.

More information about these awards can be found at FGPA's *Current Grad Students* web page under Awards and Funding, Internal Awards.

b) Travel/Research Bursary

FGPA provides the School with limited funds to support graduate student travel for research or conference presentations. The program administrator will announce deadlines for applications. There is usually one in the fall and one in the spring. You must **apply a month in advance of the anticipated expense** (not after the fact). If you plan to apply in the spring, please let the program administrator know prior to the fall adjudication so funds can be reserved in anticipation of your application.

To qualify, you must:

- i. be registered full-time in the term in which the application is approved and paid
- ii. complete the application form through Carleton Central (Awards and Financial Assistance)
- iii. provide a letter of support from your supervisor
- iv. submit proof that you attended the conference, in cases of conference travel (as specified on the application form)
- v. submit a report on your travel experience

Funds are limited and only part of the cost of your travel can be reimbursed. FGPA has more information about this bursary on its *Current Grad Students* web page under "Awards and Funding, Internal Awards."

vi. Funding and Registration

Please note that **you must be registered full-time to be eligible to receive payment for scholarships and teaching assistantships**. Continuation of funding from year to year is dependent upon satisfactory academic performance. You will not be eligible to receive payments if you:

- i. withdraw from the program
- ii. change to part-time status
- iii. take a leave of absence from the program

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

6. COMPREHENSIVE FIELD EXAMINATIONS

Comprehensive field exams (or "comps") develop your knowledge of scholarly literature in different area as background for teaching and your dissertation. In the spring of your first year, you register in the first of the two courses for your comprehensive exams, CDNS 6905. Once it is completed you register in your second comprehensive exam course, CDNS 6907. Both courses will be reported as "in progress" until your comprehensive examinations are completed.

For each exam you need a committee consisting of a supervisor and two committee members. First secure a supervisor for the comp. Then you and your supervisor select two other faculty members to complete the committee. You may have faculty from outside the School on your committee.

For Comp 1, the faculty member who acts as supervisor is not necessarily the person who will be your dissertation supervisor further down the road. The selection of supervisor for Comp 1 will depend on your field and faculty availability. The supervisor of Comp 2, in most cases, will be your dissertation supervisor. The committee for Comp 2 is also the committee that supervises your dissertation. Work with your supervisor to select faculty most suited to guiding you through that research and writing. Generally you should have some variety across the committees for Comps 1 and 2 so that you are exposed to differences. Finalizing your committee membership can take time, but you need not wait for it to be complete to begin your reading in the field.

For each exam you are responsible for **a reading list equivalent to 50 books**. Each scholarly article included in your reading list is counted as the equivalent of 1/5 of a book. Put together a reading list of perhaps half the required length to start, then ask committee members for suggestions for rounding out the list. Preface your list with a description of the field in question, how you intend to approach it, and what you hope to learn.

Studying for your comprehensive field is an independent learning process. You should consult with your supervisor and committee members about how you are going to report to them on your progress. You may wish to set up regular meetings with your supervisor and/or committee members. Some students and/or committees prefer written reports or assignments. A combination of the two is also common. Whatever scheme is agreed upon, it should be recorded in writing. Note that any written work submitted as part of the comprehensive process, while not graded, is subject to each institution's policies on academic integrity.

To register for a comp course, complete *CDNS 6905-6907 PhD Comp Sign-Up Form*. It documents your committee membership, reading list and progress reporting agreement. Submit the form to the graduate supervisor, copying the program administrator, along with the reading list approved by your committee. Once the graduate supervisor approves the form, these elements officially constitute your field, and you will be registered in the comp course. For comp 1, which is written in October of your second year, you should submit the form by May 15th of your first year. For comp 2, which is examined in March of your second year, you should submit the form by December 15th.

Comp 1: CDNS 6905 Ph.D. Comprehensive Examination

Comp 1 is designed to give you breadth of knowledge in a field that will enable you to teach in Indigenous and/or Canadian Studies. Traditionally students have written in the fields of settler colonial studies; Indigenous resurgence and reconciliation; cultural studies and cultural policy; memory studies; critical pedagogy; heritage studies; critical nationalism; and the representation and performance of identity. There is no pre-determined set of fields from which you need to choose, however, since fields of research are always emerging and evolving. Begin by asking yourself what area of research you would like to ground yourself in through the reading you will do for this comp. See how this area breaks down into different sub-fields, themes or approaches. Defining your Comp 1 field is a matter of knowing your interest, researching what is out there, and defining parameters.

Producing the **reading list** for Comp 1 will be an assignment in the PhD core course (6900). The assignment will count for between 10% and 20% of your final grade for the course (exact percentage to be determined by the course instructor[s]). The reading list you produce must be prefaced by a 1-2 page introduction and

rationale. Between 20% and 30% of the list must consist of readings from the PhD core course reading list. You then broaden the list out with readings that will give you a solid grounding in the sub-fields or research areas that most interest you.

Determining your committee for Comp 1 should take place in tandem with your work on the reading list. Because producing the reading list is an assignment on which you will be graded, you are expected to do most of the work in compiling the list yourself, although you may consult with your committee members for advice and suggestions. Normally, your comp supervisor should not be the instructor of the core course (6900). In addition to your supervisor, your Comp 1 committee will consist of two members of the Carleton graduate faculty, at least one of whom is from the School. Don't forget to submit the *CDNS 6905-6907 PhD Comp Sign-Up Form* when your reading list is ready. When you and your committee agree that you are ready to schedule the written exam, which should take place in October of your second year, submit the *PhD Comp 1 Written Exam Request Form*. (These forms are available under "Resources" on the School website.)

The **written exam** for Comp 1 will be a set of questions set by the comp committee. You will be given six questions and asked to answer three. You can choose between two exam formats: take-home (7 days) or a sit-down (4 hours). You can bring a clean copy of your reading list with you for the four-hour exam but not notes. Answers for the four-hour exam are expected to be between 800 -1000 words. You are not allowed to bring a cell phone or any other electronic devices into the examination room. For the take-home each answer is expected to be between 2,500 to 3,000 words and more polished than those from a four-hour examination. Answers are assessed by the committee. Subject to their approval of the written exam, you will proceed to an oral defence. If you took the four-hour sit-down exam, you will receive a copy of your answers a full day before the oral examination to help you prepare for the oral.

A satisfactory written exam for Comp 1 demonstrates strong familiarity with the content of your reading list. Remembering details of specific works is less important than understanding how different works in the field relate to one another. You should display knowledge of key issues, major schools of thought, and how the field has developed over time. Specifically, the committee will want to see that you can answer the questions asked using the sources from your reading list. It will also want to see that you are able to make connections and draw distinctions between readings. Exam committees want to see that you have developed an analytical, critical perspective on your reading list.

Comp 2: CDNS 6907 Ph.D. Comprehensive Examination

Comp 2 is designed to give you the background reading and plan you need to prepare your dissertation proposal. The written component of this comp is your writing of a **20-30 page dissertation proposal (plus bibliography)**, which you submit before an oral defense. The oral defense examines you both on the dissertation proposal and the contents of your reading list. It normally takes place in March of your second year in the program.

Following completion of Comp 1, solidify the selection of your dissertation supervisor and work with that supervisor to form a Comp 2 committee. This committee will normally carry over as your dissertation committee after you successfully complete Comp 2. At least one member of your committee should be from the School. (See "Finding a Supervisor" at the end of these Guidelines.)

You then work with your committee to compose **your Comp 2 reading list**. The reading list should include works required for the literature review, theory, and/or methodology sections of your dissertation. As with

comp 1, the reading list for comp 2 should be **equivalent to 50 books**. Each scholarly article included is counted as the equivalent of 1/5 of a book. For this reading list, you are encouraged to widen your reading, stretching to areas not yet covered in your first comp but relevant to your dissertation, and/or to deepen your reading in an area first delved into in your first comp. Some overlap between your comp 1 list and your comp 2 list is permitted; however, at least 40 books (or the equivalent) on the comp 2 reading list must be new. If you wish to include more than that quantity of readings from your comp 1 list, the total number of texts on your comp 2 list must increase accordingly. When your comp 2 reading list is ready, remember to submit the *CDNS 6905-6907 PhD Comp Sign-Up Form* (normally this is done by Dec. 15th).

Your comp committee will provide you with guidance as you read and develop your proposal, but you are expected to put the finished product together yourself. The committee may read and comment on a draft of the proposal before you submit the final version. (See FGPA Graduate Professional Development page on research proposals.) When the committee considers the proposal ready for defense and your progress through your reading list to be complete, it is time to submit the *PhD Comp 2 Exam Request Form*. Note that the form contains *Guidelines for considering the readiness of dissertation proposals for defense* on page 2.

You then proceed to an oral defense of the proposal and of your understanding of your reading list. You are responsible for all the material on your reading list, whether or not it ends up being included in your proposal. The **oral examination** for Comp 2 doubles as a dissertation proposal defense.

Your Comp 2 will be evaluated according to two general criteria:

- i) Whether your proposal (and, subsequently, your oral defence of it) demonstrate that you have mastered the material on your reading list. The committee will want to see that you are able to:
 - a. answer the questions you are asked by drawing on sources from your reading list
 - b. synthesize the theories and scholarship on your reading list
 - c. apply the theories and scholarship on your reading list to your area of inquiry
- ii) Whether you are ready to begin working on your dissertation, with a proposal that is:
 - a. informed as to existing scholarship
 - b. thoughtful with regard to its theoretical concepts and methodology
 - c. focused in its research question
 - d. clear with regard to its parameters and primary material/sources of data

Inevitably committee members will have suggestions for improvements to your proposal, but such comments in and of themselves will not be grounds for failing the comp unless the committee considers them to be so numerous and/or serious that they amount to insufficient fulfilment of one or both of the general criteria.

Comp Exam Scheduling and Procedures

Full-time students write their comp exams in their second year. Comp 1 exams are held in **October** and Comp 2 exams are held in **March**. If you are a part-time student, you should finish comprehensive examinations within two years of completing your course work. Part-time students may schedule their exam for either comp in either one of the two annual exam periods.

As the exam period approaches, submit a *CDNS 6905-6907 FORM 02 PhD Comprehensive Exam Request Form*, signed by all your committee members, to the program administrator of the School, copying the graduate supervisor. By signing, your committee members acknowledge that you are ready for examination and that

they are available and prepared to examine you. If you need accommodation for any reason (e.g. for a documented learning disability), indicate this on the form. The program administrator then sets the time for the oral exam.

After your submission of your written work, your committee has 7 days to decide whether you may proceed to an oral exam. At least two of the three committee members must agree on this point. If they do, the comprehensive committee supervisor will communicate this recommendation to the graduate supervisor, copying the other comprehensive exam committee members and the program administrator. The **oral exam** normally takes place within two weeks of submission of the written component of the examination.

At the oral exam the members of your committee will focus their questions on the written component (three answers for Comp 1, the dissertation proposal for Comp 2), but they may also ask about the questions not answered or readings and issues that haven't come up in your written work. Upon completion of the questioning, the committee will deliberate in camera and decide whether your combined written and oral examination was satisfactory or unsatisfactory. You will be informed of the result immediately. The result will be submitted to the School program administrator by your field supervisor.

If you fail the written exam, you may re-take it during the subsequent comp exam period. If you fail the oral, you will be deemed to have failed the comprehensive exam, but may re-take it (both the written and the oral) during the subsequent comp exam period. In any re-take, your committee remains the same. For Comp 1, the written exam questions for a re-take will be different than those for the first.

You are permitted just one re-examination for both of your comprehensive fields. Missing the scheduled exam period for either comp counts as failing the exam. If you fail or miss the scheduled exam period twice, whether that is for the same exam or once for Comp 1 and then again for Comp 2, you will be withdrawn from the program.

The results of a comprehensive exam can be appealed to the Dean of FGPA through the graduate supervisor, but only on the grounds of procedural irregularities.

7. LANGUAGE REQUIREMENT

You are responsible for demonstrating proficiency in a language other than English as a program requirement. The purpose of this requirement is to:

- enrich your intellectual life by engendering access to alternative world views
- challenge monolingual colonialism in Canadian Studies scholarship
- enable you to access resources relevant to your research that are unavailable in English

This requirement is normally fulfilled in at least one of the following ways:

1. Providing evidence of proficiency in a language other than English
2. Completing 1.0 credit in non-English language courses at Carleton University or another post-secondary institution
3. Receiving individual instruction or participating in an online and/or community-led language learning program and providing certification of completion and/or obtaining attestation of basic proficiency from the instructor.

Students will determine how to fulfil this degree requirement in consultation with the graduate supervisor, with final approval by the graduate committee. It is recommended that students consult with the graduate supervisor in the first semester of their program to ensure timely completion of the language requirement. You should plan to satisfy the language requirement before commencing research on your dissertation. If you plan to undertake language instruction, clear your plans with the graduate supervisor. The program administrator will record your plans, track your progress and, upon completion, ensure that completion of the language requirement is noted on your transcript.

8. DISSERTATION COMPLETION STEPS

When you commence work on your dissertation, you register in CDNS 6909. You must register each term thereafter until the dissertation is defended successfully, unless you take an approved leave of absence. If you do not register you will lose your status in the program.

See Section 9 (below) for guidance on dissertation research and writing.

Your submitted dissertation is sent for assessment to an examiner from outside the university who is a recognized authority in the subject of the dissertation. A Carleton faculty member from outside the School is appointed as an internal examiner. If the external examiner deems your dissertation to be ready to be examined, an examining board consisting of the external and internal examiners and your dissertation committee is constituted and you proceed to a formal oral defence of your dissertation.

For detailed instructions on timelines, examination policy, submission of your dissertation for defence and the final deposit of your successfully defended dissertation, see “**Thesis Requirements**” on the FGPA *Current Grad Students* web page. There is also a set of guidelines entitled “**Thesis Examination Policy**” posted on the School website under “Resources.”

You should give the School program administrator two weeks notice that you plan to submit your dissertation for examination. Before you submit, each of your dissertation advisory committee members has to attest that your dissertation is ready for examination. You then submit your dissertation to the program administrator, copying the graduate supervisor. Plan to get this done at least six weeks prior to the date that you would like to defend your dissertation. If you hope to graduate in the term in which you submit, you also have to allow time after the defence to make revisions before the final deadline for dissertation submissions that term. Altogether, then, you need to have **a minimum of two months** left in the current term at the time you give notice of your plan to submit your dissertation in order to have a reasonable expectation of graduating that term. If you wish to graduate at the spring convocation, this usually means submission for evaluation by **April 1** (or by **August 1**, and **December 1** respectively for fall or winter graduation).

The program administrator will distribute e-copies of your dissertation to members of the dissertation defence committee. If a committee member prefers a hard copy, it is a courtesy for the student to provide them with one.

After the dissertation is submitted, there can be no changes in committee membership without the approval of the Dean of the Faculty of Graduate and Postgraduate Affairs.

Officially the date for the dissertation defence is set and the examining board appointed by the Dean of the Faculty of Graduate and Postdoctoral Affairs. In practice the School sets the date and approves the composition of the examining board. It consists of your dissertation advisory committee, the examiner from

another department in the university, and the external examiner from another university. Your supervisor is largely responsible for the choice of the last two, though they may consult on possible candidates with you and the dissertation advisory committee.

Next everyone waits for the report of the external examiner. It is submitted to FGPA. If it deems the dissertation ready to proceed to an oral examination, plans for the examination are finalized. The dean will appoint a chair to preside over the examination.

At the start of the oral examination, you are asked to leave the room. The committee is given the external examiner's report and discusses how it will conduct your exam. Upon your return, you are asked to present orally an overview of the major arguments of your dissertation. Generally two rounds of questioning follow. In the first each member of the examining board has fifteen to twenty minutes to ask questions. The first questioner will be the external examiner and the second the examiner from Carleton. Members of the dissertation advisory committee members come next. If one member comes from outside the School, they take precedence over School faculty. The last questioner is the dissertation supervisor. The first round of questioning is one-on-one between examination committee members and the candidate. In the second round, everyone can participate in an exchange, and a general discussion ensues. The second round is usually much shorter than the first. The entire defence takes approximately two hours.

The dissertation may be accepted as submitted, accepted with minor revisions, accepted with major revisions, or rejected. The oral defence is graded separately as "satisfactory" or "unsatisfactory." In the case of a split vote on the latter, it is permissible for the Chair to approve the oral defence as "satisfactory" if the external examiner agrees.

Minor revisions to be made after the examination are supervised by the dissertation supervisor. If major revisions are required, the chair of the examining board arranges a sub-committee of the board, usually including the dissertation supervisor as chair, to ensure that all revisions specified in writing by the board are made. Upon written certification by the sub-committee that the required revisions have been made to their satisfaction, the chair of the examining board will authorize acceptance of the dissertation.

When your dissertation is revised and approved by your supervisor, you deposit the final version of it with FGPA via Carleton Central. Your supervisor must sign off on this final version in Carleton Central. If you or your supervisor miss the deadline you will not be eligible to graduate that term.

9. DO'S AND DON'TS FOR THE DISSERTATION WRITING PROCESS

Ethics Clearance: If your research involves human subjects, it must be approved by Carleton University Research Ethics Board for the Arts, Humanities, Business and Public Affairs (CUREB-A). The application procedure is described on their website.

Stay in Touch: In your dissertation work you have less formal ongoing connection to the School. Do not drop out of sight. Create mechanisms to maintain personal and academic interchange. Seek out like-minded colleagues who will be able both to encourage you and critique your work. Consider forming or joining a research paper/dissertation writing support group with fellow students.

Maintain a Schedule: As you research and write your dissertation, you should stay in regular contact with your supervisor and your committee, updating them on the work you have completed. Once a year your committee

is required to report on your progress to the Faculty of Graduate and Postdoctoral Affairs. If they decide you are not making satisfactory progress you will not be allowed to re-register in the program.

Write Right: Even the best research is wasted if it is not effectively communicated. Careless organization and slipshod prose are not mere superficial flaws; they are outward symptoms of sloppy thinking. It is a mistake to regard them as unconnected to the quality of your analysis and research. Your examiners will expect clearly written and logically arranged work. Friends, members of your writing support group, a professional editor, and the writing tutorial service are all resources that you can draw upon to assist you with your writing.

Budget Time for Revisions: One of the most important phases in completing a paper is revision and rewriting. You should start writing at least parts of your dissertation as you are researching rather than waiting until all your research is completed (it never is). Once you move into the writing phase, establish a schedule for the completion of draft chapters and follow-up meetings with your supervisor. Feel free to request additional meetings as necessary, but recognize that it is unlikely that substantial progress can be made in the absence of written material. Provide drafts well ahead of scheduled meetings. You should aim to have a complete draft ready for review by your supervisor no later than the fall term of your fourth year in the program. Give your supervisor plenty of warning that drafts are coming so they can set aside time to read them. Your supervisor may decide your work requires revision prior to being shared with the rest of the committee. Once your supervisor deems it ready for review by the committee, they will distribute it and ask members for feedback. It may take weeks to get this feedback. More revisions are likely to follow.

Professional Format: In consultation with your supervisor, decide upon a scholarly style guide (e.g. *APA*, *MLA*, or *the Chicago Manual of Style*). Make sure you have the latest version. Follow it scrupulously for all the components of your paper's critical apparatus. In addition, there are rules about the format of your final manuscript that are specific to Carleton. See "Thesis Requirements" on the *FGPA Current Grad Students* web page.

Be Aware of Deadlines: Your supervisor must approve the final version of your research paper or dissertation before you can submit it for evaluation. This makes it all the more critical to work out with them a schedule for submitting drafts and receiving feedback in the months leading up to the submission deadline. If you miss the submission deadline you will not qualify for graduation in that term and must re-register and pay tuition for the next term.

You must carefully proofread the penultimate copy of your dissertation to eradicate all errors of fact, grammar, or spelling. Otherwise it will not be approved for examination.

10. PROGRAM REQUIREMENTS & CHANGES OF STATUS

Successful defence of your dissertation is the last requirement for your degree. As a full-time student you are expected to complete your degree requirements within the allotted program time to completion. You are responsible for ensuring that you are progressing through your program satisfactorily and that you are fulfilling all its requirements. You may access your academic audit online through Carleton Central to keep tabs on whether you are meeting program requirements on schedule.

If you are a part-time student, you must complete your degree requirements within eight calendar years of your initial term of registration.

If you encounter adverse circumstances (personal or family matters, emotional distress, or illness physical or mental) that prevent you from attending to your academic responsibilities, it is vital that you speak with your supervisor or the graduate supervisor of the School. It is better to take a leave of absence or withdraw from the program in good standing (perhaps to return later) than to end up with a record that does not reflect your ability and/or jeopardizes your academic future.

The form used most often to request a change in your student status is the Academic/ Registration Change Form. It is posted on the FGPA grad student website under “Forms and Policies.” Use it for:

- i. Withdrawing from a program or course
- ii. Requesting a leave of absence
- iii. Late registration
- iv. Requesting Reinstatement
- v. Changing your status (e.g. full time to part time, or vice versa)

If you do not finish your program within the specified number of terms, you have to request an extension. Use the Extension Request Form (posted under “Forms and Policies” on the FGPA *Current Grad Students* web page).

Once you register as a full-time student, you remain a full-time student regardless of how many credits you take unless you fill out a request for a status change. If you have valid reasons for changing status from full time to part time for a term you may apply for permission to do so to the graduate supervisor (informing your dissertation supervisor as well if you have one). Approval will be granted only in exceptional cases (e.g., for medical reasons). You will have to confirm that you will be on campus infrequently for the term ahead, that you will be using university facilities (i.e., library, laboratories, computer centre, etc.) on a part-time basis, and that you will be receiving supervision (including supervision at a distance) part-time as well. Please consult the FGPA website for more information.

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Appendix A: SICS PhD Timeline

Year	Term 1 (Fall)	Term 2 (Winter)	Term 3 (Summer)	Comments
1	Core course CDNS 6900 + 0.5 credits CDNS 5XXXX	Core course CDNS 6900 (cont.) + 0.5 credits CDNS 5XXXX	CDNS 6905 (0.5) Comprehensive Exam 1 (register and prepare)	Full-time students must complete at least 2.0 credits of graduate course work within 9 months of entering the program (21 months for part time students). * Students must obtain at least a B+ standing in each. * Course work must be completed before commencing comprehensive field exams.
2	CDNS 6905 (0.5) Comprehensive Exam 1 October examination CDNS 6907 (0.5) Comprehensive Exam 2	CDNS 6907 (0.5) Comprehensive Exam 2 March examination	CDNS 6909 PhD Dissertation (7.0) Begin research and writing of dissertation. Initiate ethics approval if applicable.	Once registered in CDNS 6909, students remain registered in it continuously until completion of the degree. This includes summer terms.
3	Commence research on dissertation.			
4	Begin writing dissertation, conduct supplementary research, complete a full draft of dissertation.			Full working draft dissertation to be completed and submitted to dissertation supervisor by the end of 4 th year
5	Revise working draft based on supervisor comments. Submit revised draft to dissertation committee. Revise dissertation draft based on dissertation committee comments. Resubmit to committee. Revise based on committee comments. Resubmit. Revise based on comments.			Submit and defend dissertation by end of year.
* Students must meet program benchmarks as denoted by an asterisk above to remain in the program.				

Appendix B: Finding a Supervisor: Who Qualifies

Carleton Faculty - <i>Supervision status is granted automatically based on rank</i>		
	Master's Level	PhD Level
Assistant Professor without a PhD (term appointment)	Yes	Advisory Committee only
Assistant Professor without a PhD (preliminary appointment)	Yes	Advisory Committee only
Assistant Professor with a PhD (term appointment)	Yes	May co-supervise
Assistant Professor with a PhD (preliminary appointment)	Yes	May co-supervise
Tenured Assistant Professors without a PhD	Yes	Advisory Committee only
Tenured Assistant Professors with a PhD	Yes	Yes
Associate Professor without a PhD	Yes	May co-supervise
Associate Professor with a PhD	Yes	Yes
Full Professor	Yes	Yes
Lecturer	Yes	Advisory Committee only
Instructor I, II, or III	No†	No
† <i>Except with express permission from line Dean</i>		
Faculty and Honorary Ranks at other universities who are involved with Joint Institutes (The University of Ottawa or Trent University)	May co-supervise if they have supervisory privileges at home institution	
Honorary Ranks	* denotes that eligibility must be confirmed by FGPA. i.e., potential supervisor must apply for graduate supervision status	
Adjunct Professor	May* co-supervise	Advisory Committee only
Adjunct Research Professor	May* co-supervise	May* co-supervise
Professor Emeritus	May* co-supervise	May* co-supervise
Distinguished Research Professor	May* supervise	May* supervise
For all categories, members may only (co)supervise graduate students in the academic program(s) for which they have been formally granted supervisory privileges.		