

Ph.D. Program in Canadian Studies
Joint Program Between School of Canadian Studies at Carleton University and the
Frost Centre for Canadian Studies and Indigenous Studies at Trent University

GUIDELINES FOR STUDENTS
ADMITTED TO THE PH.D. PROGRAM

GENERAL

Students should consult the calendar and general regulations of their home university for policies concerning graduate work. Although all students are subject to the general regulations laid out in the graduate calendar of the university in which they registered, the Ph.D. program may have additional requirements.

All faculty members involved in a student's doctoral program (e.g. as members of comprehensive examining committee or as dissertation supervisors) must be members of the graduate faculty of their university.

Students admitted to the Ph.D. program would have full access to library facilities at both universities.

I. ADMISSION

1.1 The normal requirement for admission to the Ph.D. program is a master's degree (or its equivalent) with at least high honours standing in Canadian Studies or one of the disciplines represented in the School of Canadian Studies at Carleton or the Frost Centre for Canadian Studies and Indigenous Studies at Trent University (hereafter the School and the Frost Centre). Applicants should note, however, that meeting the admission requirement does not guarantee admission to the program. Review of the competitive selection process indicates that students with a Grade Point Average (GPA) below 10.0 (A-) in their master's program are generally not recommended for admission to the doctoral program. Students applying on the basis of a master's degree from disciplines not represented in the School or the Frost Centre will be considered on a case-by-case basis and may, if admitted, be required to take additional courses as part of their program.

1.2 Students apply to the Ph.D. program in Canadian Studies at either Carleton University or Trent University and upon successful completion of their program will receive their degree from the university to which they were admitted (hereafter their "home" university).

Selection of courses, fields and program

1.3 Before completing registration all incoming students must meet with the Director of the School or the Director of the Frost Centre, as applicable, to finalize course selection and to discuss fields and comprehensive examinations. On admission, or shortly thereafter, each student will have been assigned a program advisor from among the faculty of the School or the Frost

Centre (Carleton students refer to the section “Remarks and Conditions” on the pink *Statement of Standing on Admission* form). New students are strongly encouraged to meet with their program advisor early in their first term of studies to further discuss their fields of concentration and comprehensive examinations.

II. DEGREE REQUIREMENTS

Course Work

2.1 Students must complete at least 2.0 credits of course work at the graduate level (5000/6000 courses at Carleton; 5000/6000 courses at Trent), one of which is the Ph.D. Core Seminar course (*Interdisciplinarity in Canadian Studies: Concepts, Theories and Methods*, CDNS 6900 at Carleton; CAST 6000 at Trent); the Core Seminar will be taken in the first year of their program. Full time students must complete their course work within nine months of entering the program; part time students must complete within twenty-one months of entering the program. Incomplete standing in a course may be granted subject to the regulations in the graduate calendar of the student’s home institution.

2.2 Students must obtain at least a B+ standing or better in each course counted toward the degree to remain in the program. Courses cannot be repeated. Experience clearly indicates that students who cannot achieve this average in regular course work are unlikely to succeed in the comprehensive examinations. In computing the first year GPA all graduate level courses taken as part of the Ph.D. program are included in the calculation.

2.3 Students who fail to meet the requirements as laid out in 2.1 and 2.2 will be withdrawn from the program.

2.4 A list of available regular course offerings will be circulated to all Ph.D. students prior to the beginning of their first term of study. Registration in a course not on this list (referred to as tutorial courses at Carleton, CDNS 6901 and 6902; and reading courses at Trent, CAST 6600H) requires approval of the Director of the School or the Director of the Frost Centre. Such approval is based on a written statement indicating the course content and procedures agreed upon by the student and the instructor, and submitted to the Director of the School or the Director of the Frost Centre prior to course registration. A form for this purpose is available from the graduate program administrator of the School or the Frost Centre and must be signed by the instructor and the student. Faculty members are not obligated to agree to requests for tutorial or reading courses, and students should request such courses only if it is absolutely essential to do so.

2.5 Students whose Canadian Studies background is weak may be required to take additional courses beyond the minimum required. Any such requirements will be listed under the section “Remarks and Conditions” on the pink *Statement of Standing on Admission* form in the case of Carleton students, or in the offer of admission in the case of Trent students.

2.6 Students are also encouraged to take additional courses to prepare for comprehensive examinations.

2.7 There will be a maximum of \$200/yr. for students to travel to the “other” university to meet with their supervisors.

III. COMPREHENSIVE EXAMINATIONS

3.1 In addition to the 2.0 regular course requirements, all students must enroll in two Comprehensive Examination courses (CDNS 6905 and 6907 at Carleton, or CAST 6070H and 6080H at Trent). Normally students register in these courses during the first year, concurrent with registration in their regular courses, although the comprehensive examinations will not normally be written until the second year of the student’s program. The grades for CDNS 6905 and 6907 or CAST 6070H and 6080H are reported as “in progress” until the comprehensive examinations are completed.

3.2 The purpose of comprehensive examinations is to provide an opportunity to demonstrate a detailed knowledge of the relevant literature within two of the following fields: Culture, Literature and the Arts; Environment and Heritage; Policy, Economy and Society; Identities; and Women’s Studies. These fields are meant to be broad-ranging, exposing students to significant works related to Canadian Studies. A satisfactory examination demonstrates analytical and critical studies preparatory to both research and teaching.

3.3 Comprehensive field examinations should provide students with a wide understanding of the field for the purposes of both teaching and thesis preparation. For each of the two comprehensive examinations, the following procedures must be followed. The student, in consultation with Director of the School or the Director of the Frost Centre and his or her Dissertation Supervisor (if the latter has been confirmed), will select a Field Supervisor for each comprehensive examination. The Field Supervisor, in consultation with the student, will identify the remaining members of the Comprehensive Examining Committee. Each Committee will consist of three faculty members in total, selected from eligible faculty at Carleton or Trent. Normally these faculty members would be from the student’s home university, but if appropriate arrangements can be made, faculty members from the partner institution can be included. Normally a total of six faculty members should be involved in both comprehensive exams (three in each) as each committee is intended to be distinct. The Comprehensive Examining Committee must receive final approval from the Director of the School or the Director of the Frost Centre. The Dissertation Supervisor (if in place) will be informed of each Committee’s composition prior to its final approval.

3.4 Students are required to have at least one dissertation committee member from the other joint institution. The formal designation of this committee member is the responsibility of the Director of the home institution. The Director can play an important role in identifying potential faculty members and facilitating communication between students, supervisors, and prospective (either dissertation or comprehensive) committee members. Consultation with the Director at a student’s home institution is normally advised in establishing such links. It is recognized, however, that if there are well established relationships between a supervisor or a student and potential committee members that such initial communication may not be necessary.

3.5 Comprehensive examination reading lists should contain 40 to 60 book titles, with 3-4 articles considered equivalent to a book. The Field Supervisor and the student will compile the initial reading list. Following consultation with and agreement by the Comprehensive Examining Committee, a final reading list will be forwarded to the Director of the School or the Director of the Frost Centre for approval. A copy of the list will be forwarded to Carleton/Trent, but only for information purposes.

3.6 It is understood that the comprehensive exam process is intended in large measure to be an independent learning process. It is the student's responsibility to consult with his/her comprehensive supervisor and committee members to develop a strategy to assess her/his eventual preparedness to take the exam. This strategy should be documented in writing and must be agreed upon by the full committee early in the preparation process. Obtaining such documentation is the responsibility of the student. Any written work submitted as part of the comprehensive preparatory process, while not graded, is subject to each institution's policies on academic integrity.

3.7 Students must complete a *Request for Comprehensive Written Examination Form*, available from the graduate program administrator of the School or the Frost Centre. All members of the Comprehensive Examining Committee sign this form, and by so doing agree to examine the student during the designated examination period. Students requiring special accommodations (e.g. accommodations for documented learning disabilities) or requiring use of a computer must indicate their needs on the form. The time, date and place of the exam will be announced at least two weeks in advance.

3.8 The Field Supervisor, in consultation with the Comprehensive Examining Committee will set the examination questions. For the both field examinations, students will answer three of six questions in either a four-hour time period or in a take-home examination. Students may bring a copy of their Comprehensive reading list into the exam for the four-hour exam. No cell phones or other electronic devices may be brought to the examination room. In the case of the take-home examination, students will be given seven days to answer three questions out of six. Answers for the four-hour exam are expected to be between 800 -1000 words each; for the take-home each answer is expected to be between 2,500 to 3,000 words. Answers for the take-home examinations are expected to be more polished than those written for the four-hour examination.

The written component of the examination will be read by the Comprehensive Examining Committee, normally within one week of the written examination. The Comprehensive Examining Committee must advise the Comprehensive Exam Supervisor and the Graduate Administrator within 7 days as to whether they agree that this written exam may proceed to an oral exam.

If the written examination is considered a "pass," the comprehensive committee supervisor will recommend that an oral examination proceed and will ask the Director of the School or the Director of the Frost Centre to appoint a Chair of the oral examination. (At least two of the three-committee members must agree that the written exam should proceed to an oral).

The Director of the School or the Director of the Frost Centre will inform the student that the oral exam will proceed. The oral examination will normally take place within two weeks of the written examination.

If the student fails the written exam, s/he may re-take the examination at a later date. If a student fails the oral, s/he will be deemed to have failed the comprehensive exam, and may re-take both the oral and written at a later date. In any re-take, the Comprehensive Examining Committee will remain the same, but the content of the written and thus the oral examination will be changed.

3.9 Students will receive a copy of their answers on the written examination a full day before the oral examination so that they may review their exam. Questions in the oral examination will be asked by members of the Comprehensive Examining Committee. The oral examination will focus on the three questions answered by the student in the written component, but may also include questions related to the questions not answered. Upon completion of the questioning, the Comprehensive Examining Committee will deliberate and arrive at a grade for the combined written and oral examination. This grade will be conveyed at once to the student, and the Chair of the Examination will report the grade to the Director of the School or the Director of the Frost Centre. The Chair will also ensure that the questions have been filed with the School and Frost Centre along with the Ph.D. Field Examination Report. When a member of the Comprehensive Examining Committee is from the other university, the oral component of the examination will be conducted through a conference call.

3.10 Grades for the combined assessment of the written and oral components of the examination are “unsatisfactory,” “satisfactory,” and “pass with distinction.” Any appeals, by the student or examining committee members must be made in writing to the Dean of Graduate Studies of the “home” university within four weeks of the announcement of the results. The results of comprehensive examinations may only be appealed on procedural grounds.

3.11 A student who fails a comprehensive examination will be permitted one re-examination. Any student who fails a second comprehensive examination (either the initial examination and its re-examination, or the initial examination in two fields) will be withdrawn from the program.

3.12 To remain in the program, full-time students must complete their comprehensive examinations within 24 months of their initial registration in the Ph.D. program. The first field examination will be held in February of the students’ second year in the program (18 months of initial registration) and the second field examination will be held at the end of August of their second year (24 months of initial registration.) Part-time Ph.D. students should finish their comprehensive examinations within 48 months of completing course work, and before defending their dissertation proposal.

3.13 Unless there are extenuating circumstances, approved by both the Director of the School and the Director of the Frost Centre and the appropriate Graduate Dean, students who fail to meet the requirements in 3.10 will be withdrawn from the program.

IV. LANGUAGE REQUIREMENT

4.1 Students must demonstrate an understanding of a language other than English. Although French is the preferred second language, students may be permitted to substitute an Aboriginal language indigenous to Canada or another language if it is demonstrably relevant to their research interest, and if there is a Carleton or Trent faculty member who can test the student in that language. The language requirement is normally met before the dissertation proposal is defended.

4.2 The language test is administered by the School or the Frost Centre in September and January. The language test is set and graded by one faculty examiner chosen from either Trent or Carleton. The examiner is appointed by the Director of the School or the Director of the Frost Centre. Grades for the language test are “pass” or “fail.” Language tests will be scheduled upon request of the student and at the convenience of the examiner.

4.3 The language test evaluates reading comprehension in French (or another approved language). Students are required to write an abstract in English based on an academic article written in French. The language test is two hours long, and students are permitted to use a dictionary.

4.4 Students who have satisfied a language requirement for a previous degree cannot use it to meet the Ph.D. language requirement. All doctoral students will be required to pass the Ph.D. program’s language test.

V. DISSERTATION PROPOSAL

5.1 A dissertation proposal of approximately 25 pages (excluding bibliography) will include a clear statement of research problem, including its theoretical significance, a review of relevant literature, a statement of the research plan and methods, an outline of chapter headings and sub-headings for the proposed dissertation, and a bibliography of materials most relevant to the proposal. Students whose work involves research with human subjects as defined by the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (questionnaires, interviews, for example) must gain the approval of the School or Trent’s Research Ethics Committee. Forms are available from the graduate program administrator of the School or the Frost Centre.

5.2 Final approval of the dissertation proposal should take place within 27 months of initial registration in the program. All students must complete their comprehensive exams before defending their dissertation proposal.

5.3 A dissertation proposal must be approved by the members of the Dissertation Advisory Committee. This committee will be selected normally no later than one month after the completion of the second comprehensive examination. The Dissertation Advisory Committee will be composed of a Dissertation Supervisor and two other faculty members. Both universities

must be represented on the Dissertation Advisory Committee. A student may make a special request to the Director of the School or the Director of the Frost Centre to have an extra member added to the Dissertation Advisory Committee.

5.4 A meeting of the Dissertation Advisory Committee will be held to examine the dissertation proposal; however, the person from the other partner institution may send written comments in lieu of attendance. After the successful defence of the proposal, the Dissertation Supervisor will submit a form to the Director of the School or Director of the Frost Centre. The dissertation proposal defence should be held within twenty-seven months from the beginning of the program to ensure timely completion of the degree. The School of Canadian Studies and the Frost Centre cannot cover travel costs for members who wish to attend the dissertation proposal examination meeting. However, members may attend the meeting at their own expense. Out of town members will be contacted by conference phone on the day of the scheduled meeting.

VI. DISSERTATION

6.1 Once work on the dissertation has begun, the student is expected to meet with their Dissertation Supervisor and other members of their Dissertation Advisory Committee at regular intervals, as needed. (Trent's regulations require such a meeting at least once a year.) Students should submit drafts of chapters to their Dissertation Supervisor, and to the other committee members if they so wish, for general advice on possible revisions. The Dissertation Advisory Committee, guided by the preferences of the student and the Dissertation Supervisor, should determine how frequently, and in what form, members will read draft chapters. If, after reading chapters or blocks of chapters, members have important criticisms or revisions to propose, their recommendations should be provided to the student, in writing, with a copy to the Dissertation Supervisor.

6.2 Students are advised that once they register for the dissertation (CDNS 6909 at Carleton and CAST 6090 at Trent) they must register each term until the dissertation is defended successfully, save for any approved leave of absence. Failure to register will result in the loss of status within the program and will require application for re-admission.

VII. DISSERTATION DEFENCE

7.1 When beginning work on the dissertation all students are advised to obtain a copy of the current edition of *Guidelines, Policies and Procedures for the Preparation of Theses* from the Faculty of Graduate Studies and Research at Carleton or the *Handbook for Graduate Students of Trent University*.

7.2 The final copy of the dissertation presented for defence must be carefully proofread and all errors corrected in typewritten form on all copies. A final copy with mistakes of fact, grammar, or spelling will not be approved for defence.

7.3 The student must prepare three draft copies for the Dissertation Advisory Committee's certification that the dissertation is ready for defence. This draft, identified by the student and

Dissertation Supervisor as the one they wish to have considered by the committee for final approval prior to defence, should normally be read within 4-6 weeks of submission.

7.4 The Dissertation Advisory Committee's approval will be indicated on a form signed by all members of the committee, and submitted to the Director of the School or the Director of the Frost Centre. This form indicates that the committee accepts that the same, common final draft is ready for defence and is free from major or frequent flaws. This approval is required before the dissertation is submitted to the Faculty of Graduate and Post Doctoral Affairs at Carleton or the School of Graduate Studies at Trent, and the Examining Board. After the dissertation is submitted, there can be no changes in committee membership, without the approval of the Dean of Graduate Studies at the home institution. The approval from the committee should be received at least six weeks before the intended date of the defence.

7.5 In preparation for defence, six copies of the dissertation are required and must be submitted to the Director of the School or the Director of the Frost Centre at least six weeks in advance of the intended date of defence. Students are responsible for informing their Dissertation Supervisor and the Director of the School or the Director of the Frost Centre of the date they intend to submit the six copies of the final dissertation for defence. This notice is expected to be given at least two weeks in advance of the submission date.

7.6 The Examining Board, appointed by the Dean of Graduate Studies at Carleton or the Dean of Graduate Studies at Trent, consists of the Dissertation Advisory Committee, one eligible member from another department from the "home" university, one External Examiner from outside Carleton and Trent who is a recognized authority in the subject of the dissertation, the Dean of the Faculty of Arts and Sciences at Carleton or the Dean of Arts and Science at Trent (ex-officio), the Director of the School or the Director of the Frost Centre (ex-officio), and the Dean of Graduate Studies at Carleton (ex-officio) or the Dean of Graduate Studies at Trent (or designate) who serves as Chair. Copies of the dissertation are distributed by the Director of the School or the Director of the Frost Centre to the members of the Examining Board, with one copy provided to the Dean of Graduate Studies at Carleton or the Dean of Graduate Studies at Trent. This copy will be available for examination in the Graduate and Post Doctoral Affairs office at Carleton or the Office of Graduate Studies at Trent by any member of the university. The Dean assigns a Chair of the defence and corresponds with the external examiner about his/her responsibilities only, as well as distribution of the signed off notice. The date, location, and composition of the examination board, are the internal departmental responsibilities and should be dealt with as the Schools Chair/Director instructs. The date of the announcement must be at least 14 days in advance of the date of the defence. The Dean will require the submission of written comments from the External Examiner before allowing the defence to take place. The dissertation defence will take place at the student's "home" university and will be subject to that university's guidelines for dissertation defences.

7.7 In the case where a member on the Dissertation Advisory Committee is from the "other" university, each institution will cover their own professor's travel expenses and accommodations for one night (to a maximum of \$350) for the purpose of attending a defence.

7.8 At the oral defence the student is asked to present an oral summary (no more than 20 minutes) of the major arguments in her/his dissertation.

7.9 The dissertation may be accepted as submitted, with minor revisions, with major revisions, or rejected. Time limits may be set for corrections or re-submission of a revised dissertation. The dissertation is marked “satisfactory,” or “unsatisfactory,” and the oral defence is graded separately as “satisfactory” or “unsatisfactory.” The Chair of the Examining Board is expected to convey in writing to the student any modifications required by the Examining Board. In the case of a split vote on the dissertation, it is permissible for the Chair to approve the defence as ‘satisfactory’ if the majority makes this recommendation. The External Examiner must be included in the majority.

7.10 If major revisions are required, the Chair of the Examining Board will arrange a sub-committee from the Board, usually including the Dissertation Supervisor as Chair, to ensure that all the required revisions, specified in writing by the Board, are made. The Examining Board may choose to require a second defence by the student before the sub-committee. Upon written certification by the sub-committee that the required revisions have been made to their satisfaction, the Chair of the Examining Board will then authorize acceptance of the dissertation.

7.11 Minor revisions will be supervised by the Dissertation Supervisor who will certify in writing to the Chair of the Examining Board that the required revisions have been made, and the dissertation in the required five copies now meets all requirements for deposit in the Library of the “home” university.

7.12 Any revisions must be completed and accepted within the time limits established for the completion of the Ph.D. degree.

7.13 Members of the Dissertation Advisory Committee will submit the “*Ph.D. Dissertation Committee members’ Final Report*” to the Director of the School or the Director of the Frost Centre no later than one week after the Ph.D. oral dissertation defence.

VIII. CAST 6000/CDNS 6900 GRADE APPEALS POLICY

1. Appeals of grades for courses other than CDNS 6900/CAST 6000 will be handled through the institutional policies of the home university of the student in question.

2. Prior to the launch of a formal appeal, a student is strongly advised to meet with the course instructors to discuss concerns that s/he has with a piece of graded work and/or the final grade received. Following confirmation that such a discussion has taken place, **appeals of grades in CDNS 6900/CAST 6000** will be sent to the Program Director at the student’s home institution. In the case where the Director is one of the instructors in the course, a designate will be identified. The designate will be a faculty member who has experience teaching students in the Canadian Studies Joint program.

Appeals of grades in CDNS 6900/CAST 6000 can be launched only once final grades for the course have been submitted. There will be no appeals outside of this timeframe.

All materials needed for the appeal must be made available to the Director/designate by the student. In addition, the student must provide a statement (maximum 500 words) as to why s/he feels an appeal is warranted. Such justification must speak directly only to what s/he feels was overlooked/unfairly graded in the work in question. Appeals can be made only of written work. No other appeals will be considered.

If the appeal is not to be done 'in confidence' the Director/designate will consult with the course instructors from both institutions seeking independent written feedback from each of them about the written work in question. If the appeal is to be done 'in confidence' (Carleton only), then the Director/designate will move directly to the second step in the process and strike an appeals committee of two appropriate faculty members, one from each institution. Each member of this appeals committee will submit their own grades independently on the pieces of written work that have been appealed by the student. The student's identity will not be revealed at any time to members of the appeals committee. The Director/designate will review these assessments and take into consideration, if appropriate the input from the faculty members who taught the course to reach a decision on the student's assessment.

The Program Director/designate will inform the student in writing of his/her decision on the appeal. Grades can be either raised or lowered as a result of this appeal process.

The appeal process will not take more than four weeks once all the materials have been received from the student. An appeal must be launched by a student within four weeks of the official submission of grades in the year that the course was completed.

3. Following this process internal to the Program (at Trent) the student may take his/her appeal to the Dean of Graduate Studies, within 30 days of receiving the decision. Upon receipt of an appeal, the Dean of Graduate Studies will inform the Program Director/designate and will convene the Graduate Studies Appeal Committee. The composition of the Committee will normally be three non-student, voting members of the Graduate Studies Committee (GSC) who are not members of the graduate program of the student.

Where necessary for reasons of expertise or background, the Dean may appoint a non-member of the GSC as one of the three members and the appointment of Carleton representative will be recommended to this committee. The Committee will review all written documentation and may seek additional relevant evidence at its discretion, including evidence from external experts. The remedy open to the Committee will be limited to a recommendation for reassessment and the conditions under which a reassessment will be made. The decision of the Committee is final, subject to an appeal to the Special Appeals Committee. The committee will attempt to reach a decision within eight weeks.

At Carleton University, following the internal grade review in the SCS, if the student wishes to appeal the result, they will contact the Associate Dean of FGPA and follow these procedures:

The student:

- 1) Sends a written request outlining his or her rationale for requesting a grade review to the Associate Dean (Student and Postdoctoral Affairs) and attaches a cheque for \$50.00 made out to FGPA. (If the grade is raised or remains the same the cheque will be returned but, if it is lowered, the cheque will be cashed.)
- 2) Sends the Associate Dean the original assignment(s) for review and two unmarked copies of the original paper(s)/assignment(s).
- 3) Sends the Associate Dean a breakdown of all the grades received in the course – including grades received for material *not under review*
- 4) Sends any other relevant material including a copy of the course outline, assignment directions, and assignment marking/grading scheme.

The Associate Dean of FGPA:

- 1) Creates a student file of the case including the original assignment(s) and copies of all pertaining documents.
- 2) Asks the Department Chair or the Graduate Program Supervisor for the names of two potential re-readers judged to be appropriate to assess this work.
- 3) Contacts the two re-readers.
- 4) Averages the grades submitted by these two re-readers to create a final review grade.
- 5) Sends a final report to the student with the re-readers comments attached (all identifying information concerning the re-readers is removed) and a final averaged grade.

4. Senate Appeals:

For Trent University students:

Students who have exhausted all other appeal processes may appeal to the Special Appeals Committee of Senate on the grounds that a policy or practice has caused the student undue hardship. Special appeals must be filed with the University Secretariat within four (4) weeks of the receipt of the previous ruling.

More information is found at the Special Appeals website - <http://www.trentu.ca/administration/specialappeals.php>.

For Carleton University students:

Students may appeal to “The Senate Graduate Student Appeal Committee (GSAC)”. that is authorized to make a final decision in all cases of appeals by graduate students against decisions of the Dean in respect of academic petitions based on misapplication of an academic regulation or the inappropriateness of the application of a regulation in the particular circumstances of the student.

All decisions of the Special Appeals Committee are final within the university and take effect when issued.