



Ph.D. Program Guidelines

CONTENTS

1. Introduction.....	1
2. Admission.....	2
3. Registration.....	2
4. Choosing a Supervisor.....	3
5. Funding.....	4
i. Admission Funding Packages.....	4
a. Departmental Scholarships.....	4
b. Domestic Entry Scholarships.....	4
c. Endowment Awards.....	5
d. Teaching Assistantships	5
e. Research Assistantships.....	6
ii. External Awards.....	6
iii. Internal Awards.....	7
1. Donor-Funded Awards.....	8
2. Travel/Research Bursary.....	8
iv. Funding and Registration.....	8
6. Comprehensive Fields.....	8
7. Language Requirement.....	10
8. Dissertation Proposal.....	11
9. Dissertation.....	11
10. Dissertation Defence.....	13
11. Program Requirements and Changes of Status.....	15
Appendix A: Ph.D. Progress Chart.....	17
Appendix B: Finding a Supervisor: Who Qualifies.....	18

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 the school, its activities and the student experience, consult the *SICS Graduate Student Handbook*, found under “Resources” on the school website.

These guidelines are an unofficial overview of the Ph.D. program in SICS. The official word on graduate program policies comes from the Faculty of Graduate and Postgraduate Affairs (FGPA). In addition to reading these guidelines, you should consult FGPA’s *Current Grad Students* web page at <http://Current Grad Students.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.

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 there that is not mentioned in these guidelines, so be sure to familiarize yourself with the entire site.

There is also another SICS document entitled Carleton/Trent Joint PhD Program Guidelines that is posted on the school website. It documents the policies governing the Carleton and Trent joint Ph.D. It is more technical than this guide and the contents of the two differ. 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.

Also keep an eye out for FGPA's bi-monthly newsletter, "The Graduate @ Carleton," which contains announcements and alerts that may directly affect you.

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 strengthen your application. It helps too to 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

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 FGPA *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.

Before completing registration you should consult your faculty advisor to help you plan your progress through the program. The faculty advisor assigned to you upon admission into the program may or may not become your 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 thesis 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 an application form accompanied by supporting documentation well in advance of the course registration deadline for that term. The application form for directed studies 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.

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. The 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.

You should also ask the graduate supervisor for advice about an appropriate supervisor. 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 the graduate supervisor 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, see your program area co-ordinator or the graduate supervisor right away. Let them help you sort out the problem.

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 student support.

d) Teaching Assistantships

You may be offered a teaching assistantship as part of their 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, 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.

Recipients of TA offers generally receive one Priority Teaching Assistantship (PTA) for each fall and winter term of full-time enrolment during the four years of their 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.

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 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 thesis 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 (date TBA; ask the graduate

supervisor). 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 that donors have funded through gifts to the university. They are adjudicated on the basis of academic merit, financial need and how well your background and research area match the criteria for the award set by its donor.

There are two types of these 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, for SICS-specific awards 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, and ask you to 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. Access and complete the application form through Carleton Central (Awards and Financial Assistance)
- iii. Provide a letter of support from your supervisor
- iv. In cases of conference travel, submit proof that you attended the conference (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 FIELDS

Comprehensive fields develop your knowledge of two distinct scholarly fields as background for teaching and your thesis. In your first year, you register in the two courses for your comprehensive exams, CDNS 6905 and 6907, along with the regular courses described above in the Registration section. Your grades for these courses will be reported as “in progress” until your comprehensive examinations are completed.

You should turn your full attention to your comps once your regular coursework wraps up in the spring of your first year. You should complete the first of your comprehensive exams before October of your second year and the second by March of your second year. If you are a part-time student, you should finish comprehensive examinations within two years of completing your course work.

For each comprehensive field you read widely to develop a detailed knowledge of a scholarly literature that falls within one of the program’s streams – Culture, Literature and the Arts; Environment and Heritage; Policy, Economy and Society; Identities; or Women’s Studies.

Start each comprehensive field by deciding what field or sub-field you’d like to read. Consult your thesis supervisor for advice. Then identify a supervisor for your exam and enlist their agreement to supervise. For each exam you have a committee consisting of a supervisor and two committee members. Together you and your supervisor select two other faculty members to complete your comprehensive exam committee. You may have faculty from outside the school on your committee. Generally it is bad form to have the same faculty member on both of your comp committees, but there are circumstances in which it is justified. 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. It is good practice to 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 to track progress through written reports or assignments (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). Whatever scheme is agreed upon, it should be recorded in writing.

The next step is to submit your committee membership, reading list and progress reporting agreement to the graduate supervisor, copying the program administrator. Once the graduate supervisor approves them, these elements officially constitute your field.

Within four months (the end of September for your first comp, the end of February for your second), you submit a *Request for Comprehensive Written Examination Form* signed by all your committee members to the program administrator of the school. 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 exam.

Meanwhile your supervisor, in consultation with the rest of the comprehensive exam committee, sets your examination questions. You will be given six questions and asked to answer three.

You may choose to write your exam as either a four-hour sit-down exam in the school or as a seven-day take-home. You can bring a copy of your reading list with you for the four-hour exam. 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 to be expected to be between 2,500 to 3,000 words and more polished than those from a four-hour examination.

A satisfactory examination demonstrates 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 familiarity with key issues, major schools of thought, and how the field has developed over time. Exam committees have no

preconceived expectations of your answers other than an interest in seeing that you have developed your own critical perspective on the field.

Your committee has 7 days to read your answers and decide whether you may proceed to an oral exam. At least two of the three committee members must agree that the written exam should proceed to an oral. If they do, the comprehensive committee supervisor will make this recommendation to the graduate supervisor, copying the program administrator. The oral exam normally takes place within two weeks of the written examination.

If you took the four-hour written exam, you will receive a copy of your answers a full day before the oral examination to help you prepare for the oral. At the oral the members of your committee will focus their questions on your answers to the written exam, but may also ask about the questions not answered. 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 the examination at a later date. If you fail the oral, you will be deemed to have failed the comprehensive exam, but may re-take both the oral and written at a later date. In any re-take, your committee remains the same, but the content of the written and thus the oral examination will be different. The results of comprehensive exam can be appealed to the Dean of FGPA, but only on the grounds of procedural irregularities. You are permitted just one re-examination for both of your comprehensive fields. If you fail twice in one or the other or once in both, you will be withdrawn from the program.

7. LANGUAGE REQUIREMENT

The School requires you to demonstrate proficiency in a second language, normally French. This is a program requirement, not an admission requirement. It is satisfied by successful completion of one of the following:

- i) a French language examination given by the School. The language test evaluates reading comprehension in French. You will be required to write an abstract in English of an academic article written in French. The test is two hours long. You are permitted to use a French-English dictionary. Evaluation is either “pass” or “fail.”
- ii) FINS 3105 French Reading II, or its equivalent (with a grade of B- or better).

The results become part of your academic record but do not count towards the course requirements for your degree.

You may also satisfy the language requirement by demonstrating comparable proficiency in an Indigenous language or another language directly relevant to your research. In this case an exam similar to the French exam can be set, or you could take equivalent language instruction,

i.e. at least one full credit of language study at the university level. Courses with elders may also be approved.

If you already have knowledge of French or an alternative language at the required proficiency, you may apply in writing to the graduate supervisor to have the language requirement waived. You should apply immediately upon entry into the program.

You should plan to satisfy the language requirement before commencing research on your dissertation.

8. Dissertation Proposal

The next step in your program is to write your dissertation proposal. You should start it after completing your second comprehensive examination and aim to have it completed by June of your second year. Consult with your dissertation supervisor on what is required. It should be roughly 25 pages (excluding bibliography) and include a clear statement of your research question, a review of relevant literature, theoretical considerations, methodology, a structural outline and a bibliography. See the “SICS Proposal Writing Guidelines, posted on the school website under “Resources,” for an outline of how to write a proposal.

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 its website, which you can find if you have toddler-level googling skills.

As you are working on your proposal you should also be constituting your dissertation advisory committee. Like your comprehensive committees, it is composed of your dissertation supervisor and two other faculty members. Again, consult with your supervisor about which faculty members should be on the committee. Sometimes a fourth committee member is advisable.

Once the committee is established, convene a meeting of it to discuss your proposal. This meeting should take place within twenty-two months of the beginning of the program to leave you with sufficient time to research and write your dissertation. It provides everyone involved with your dissertation project a chance to share their perspectives and discuss how you should proceed with your work. Committee members may provide you with written comments. If they think your proposal needs major revisions, they may decide to convene another advisory meeting within a month.

9. DISSERTATION

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.

Here are some do's and don'ts about the research and writing process:

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 a research paper/thesis 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 sloppy 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 thesis 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 by 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 thesis 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.

Your submitted thesis is sent to an examiner from outside the university for assessment. 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 thesis committee is constituted and you proceed to a formal oral defence of your thesis.

For detailed instructions on timelines, examination policy, submission of your thesis for defence and the final deposit of your successfully defended thesis, 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.”

10. DISSERTATION DEFENCE

This section provides an introductory overview of how a doctoral dissertation is assessed.

You should give the school program administrator two weeks notice that you plan to submit your dissertation for examination. Before you submit, your dissertation advisory committee members have to sign a form to indicate they agree that your dissertation is ready for examination. You then submit the approval form along with 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, an examiner from another department in the university, and an external examiner from another university who is a recognized authority in the subject of the dissertation. 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. The dean and the director of the school are ex-officio members of the examining board.

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

At the start of the oral defence, 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. Whereas the first round the questioning is one-on-one between the board member 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 will likely take between one and a half and 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.

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.

Minor revisions are supervised by the dissertation supervisor. When they are completed and approved by your supervisor, you deposit the final version of your thesis 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.

11. 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 four calendar years of the start of your first term in the program. 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 address the problem promptly. 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 an academic record that does not reflect your ability and/or jeopardizes your 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 thesis supervisor as well if you have one). Approval will be granted only in exceptional cases (e.g., for medical or other special 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.

pl/2019-06-13

Appendix A: PhD Progress Chart

	Term 1	Term 2 (Winter)	Term 3 (Summer)	Comments
Year 1	CDNS 6900 (1.0) PLUS CDNS 5XXX (0.5)	CDNS 6900 (cont'd) PLUS CDNS 5XXX (0.5)	CDNS 6905 (0.5) Comprehensive Exam 1 To be completed by mid Sept	Full-time students must complete at least 2.0 credits of graduate courses.
Year 2	CDNS 6907 (0.5) Comprehensive Exam 2	CDNS 6907 (0.5) Comprehensive Exam 2 To be completed by end of March	CDNS 6909 (7.0) * Thesis proposal to be approved by June 30. Begin research and writing of dissertation. Initiate ethics approval.	Both comprehensive exams must be completed within 6 terms of registration.
Year 3	*	*	*	
Year 4	* Full working draft submitted by December 1	*	* CDNS 6909 (7.0) submit dissertation	Submit final dissertation by August 1; defend by mid Sept.

* **CDNS 6909** requires **continuous registration** until completion. This includes the summer terms (7

Appendix B: Finding a Supervisor: Who Qualifies

Carleton Faculty <i>-Supervision status is granted automatically based on rank</i>		
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	Advisory Committee only
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 Honourary Ranks at other universities who are involved with Joint Institutes (The University of Ottawa or Trent University)	May co-supervise if she/he has supervisory privileges at home insitution	May co-supervise if she/he has supervisory privileges at home insitution
Honourary Ranks <i>-Must apply for graduate supervision status through FGPA</i>		
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
<i>* with the permission of FGPA</i>		