

Guide for Graduate Students in Linguistics

Updated 2026-07-30

PURPOSE OF THIS GUIDE	4
PART I: FINDING YOUR BEARINGS.....	5
COMMONLY USED ABBREVIATIONS AND ACRONYMS.....	5
WHO'S WHO	5
<i>Graduate Supervisor, LING.....</i>	5
<i>Graduate Administrator</i>	6
<i>Thesis or RE Supervisors (MA students)</i>	6
<i>Thesis Supervisors (PhD students).....</i>	6
GETTING SET UP	6
NEW STUDENT ORIENTATIONS.....	6
WHERE TO FIND INFORMATION	7
<i>LING and Departmental Pages (SLALS Pages).....</i>	7
<i>The Graduate Calendar.....</i>	7
<i>The Hub for Graduate Students (Graduate Studies' website)</i>	7
<i>The Graduate@Carleton and Email Announcements</i>	8
<i>International Students</i>	8
<i>SLALS News</i>	8
THE ACADEMIC YEAR AND COURSE REGISTRATION.....	8
GRADUATE STUDENTS' LOUNGE AND WORKSPACES.....	8
THE MA PROGRAM IN LINGUISTICS	10
<i>Where To Start... and Go Back To</i>	10
<i>Program Duration and Extension.....</i>	10
<i>Program Paths</i>	10
<i>How Many Courses Should I Take Per Term?.....</i>	11
<i>How Should I Choose My Courses?</i>	11
<i>Courses At the 4000 Level and Other Course Regulations</i>	11
<i>Road Maps.....</i>	12
Research Essay Path	13
Thesis Path	14
THE PHD PROGRAM IN LINGUISTICS	15
<i>Where To Start... and Go Back To</i>	15
<i>Program Duration and Extension.....</i>	15
<i>Important Steps in The First Year.....</i>	15
<i>Required Courses and Electives.....</i>	15
<i>Directed Readings and Courses in Other Departments or Universities</i>	16
<i>Planning Your Doctoral Program: Doctoral Student Progress Reports</i>	16
<i>Qualifying Paper (QP) and QP Defence</i>	16
<i>Comprehensive Exam (Comp Exam).....</i>	17
<i>Thesis Prospectus</i>	17
<i>Thesis Prospectus</i>	Error! Bookmark not defined.
<i>Advisory and Examination Committees</i>	18
PART III: LEARNING MORE ABOUT RESOURCES AND REGULATIONS	19
REGULATIONS AND FORMS.....	19
<i>Courses with Continuous Registration</i>	19
<i>Grading in Graduate Classes</i>	19
<i>Part-Time vs. Full-Time Status</i>	19
<i>Maintaining Status.....</i>	20
<i>Summer Term.....</i>	20
<i>Important Note for International MA Students</i>	20
<i>Thesis Requirements</i>	20
<i>Transfer of Credit</i>	20

MONEY MATTERS	20
<i>External Awards: Mind the Fall Deadlines!</i>	21
<i>Internal Awards</i>	21
<i>RAships</i>	22
<i>TAships</i>	22
PROFESSIONAL DEVELOPMENT OPPORTUNITIES	22
UNIVERSITY RESOURCES	23
<i>Campus Services</i>	23
<i>Health, Counselling, and Wellness Services</i>	23
<i>Library</i>	23
<i>Paul Mention Centre for Students with Disabilities</i>	23
<i>Teaching and Learning Services, Learning Spaces</i>	23
<i>Writing Support</i>	23
PART IV: GETTING INVOLVED IN GRADUATE STUDENT ORGANIZATIONS.....	24
LINGUISTICS READING GROUP	24
GRADUATE STUDENTS' ASSOCIATION (GSA)	24
GRADUATE ACADEMIC CAUCUS (GAC)	24
CUPE4600	24

Purpose of this Guide

Welcome to grad school at Carleton University and to the School of Linguistics and Language Studies. This orientation guide is written specifically for incoming graduate students in Linguistics (LING). There is a lot of information available on the Carleton University website, but it is not always easy to locate it as it can be scattered in various places. This guide aims to provide a map to help you find your way and assist you with your transition into our program. It is a good complement to the departmental and university orientation sessions that will be given early in September. You may also want to keep it as a useful resource to consult whenever the need arises.

This guide is organized in four main sections:

- Finding your bearings (getting oriented)
- Understanding your program structure (getting a handle on the MA and the PhD programs in LING)
- Learning more about resources and regulations (the fine print)
- Getting involved in graduate student organizations (an essential part of your graduate student life)

We hope you will find this guide helpful and welcome your input on how to make it even more helpful for future cohorts. Do not hesitate to ask questions to the Graduate Administrator, the Graduate Supervisor, or your doctoral supervisor/advisor (indicated on your letter of admission).

All the best in your graduate studies at Carleton!

Part I: Finding your Bearings

Commonly Used Abbreviations and Acronyms

ALDS	Applied Linguistics and Discourse Studies
CCDP	Communication Courses for Disciplines and Professions (a common TA placement for ALDS students)
Comp	Comprehensive exam
CUPE 4600	Local 4600 of the Canadian Union of Public Employees (CUPE 4600; represents Teaching Assistants and Contract Instructors at Carleton University)
ESLA	English as a Second Language for Academic Purposes (a common TA placement for ALDS and sometimes LING students)
FASS	Faculty of Arts and Social Sciences
GS	Graduate Studies (formerly FGPA)
GO-ISSO	Global Opportunities and International Students Services Office
GSA	Graduate Students' Association
ITS	Information Technology Services (for computing support)
LFD	Leave From Duties (for TAs)
LING	Linguistics
MC1	MyCarletonOne (your single login for all Carleton computing accounts)
PTA	Priority Teaching Assistant
OGS	Ontario Graduate Scholarship
OPTA	Out-of-Priority Teaching Assistant
QP	Qualifying paper
TA	Teaching Assistant
TLS - LS	Teaching and Learning Services, Learning Spaces
RA	Research Assistant
RE	Research Essay
SALaDS	Society of Applied Linguistics and Discourse Studies (graduate student society in the School of Linguistics and Language Studies)
SLaLS	School of Linguistics and Language Studies
SSHRC	Social Sciences and Humanities Research Council (provides graduate scholarships)
WS	Writing Services (a place to find writing support and a common TA placement for ALDS students)

Who's Who

Graduate Supervisor, LING

LING Grad Supervisor 2026-2027: **Lev Blumenfeld**

Email: Lev.Blumenfeld@carleton.ca

The **Graduate Supervisor** oversees the MA and PhD programs in LING. He is a good person to turn to if you have questions about academic advising (e.g., course selection, milestones). He also signs off on various forms such as the course approval form or leaves of absence. He can also advocate for you for special requests with Graduate Studies.

Graduate Administrator

Current Graduate Administrator: Rachel Kashul

Email: SLALSGraduate@cunet.carleton.ca

The **Graduate Administrator** provides administrative support to the Graduate Supervisor and graduate students. They are the best go-to-person for questions of administrative nature (e.g., course overrides, forms and requests, policies). They can also serve as a first point of contact if you are not sure where to find support.

Thesis or RE Supervisors (MA students)

MA students are admitted to one of two streams: thesis or research essay (RE). Students work closely with their **thesis or RE supervisor** to develop their proposal in their first year which is to be defended in the Fall of their second year.

Thesis Supervisors (PhD students)

All incoming PhD students are assigned a **thesis supervisor** (or in some cases two **co-supervisors**). Thesis supervisors provide one-on-one guidance to the students they supervise (course selection, milestone progress, funding application, etc.) throughout the program. In case of co-supervision, one co-supervisor generally takes the lead in initiating communication, but it is a good idea to always keep both co-supervisors in the loop.

Getting Set Up

A good place to start is this Checklist for New Graduate Students:

<https://gradstudents.carleton.ca/new-students/>

One of the items in the checklist is **activating your Carleton email**. Please do so as soon as possible and always use it to communicate with us (when you communicate with university departments outside of SLALS, it is also a good idea to include your student ID number: It will help them respond faster).

For help in setting up your **MyCarletonOne (MC1)** credentials and learning more about Carleton's computing environment, check the ITS get started pages:

<https://carleton.ca/its/get-started/> (overview)

<https://carleton.ca/its/get-started/new-students-2/> (helpful for all students)

<https://carleton.ca/its/get-started/new-grad-students/> (more info specific to grad students)

<https://carleton.ca/its/help-centre/> (for more help and to contact the help desk)

As a Carleton user, you are eligible to download and install **Microsoft Office 365**, which includes Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams. You may find these apps very useful for your coursework. Teams allows you to share documents, write collaboratively, and meet online. Login with your MC1 credentials

New Student Orientations

It is a good idea to attend the orientation sessions the university offers for all new graduate students and for international students: <https://gradstudents.carleton.ca/new-students/orientation/>

For information specific to your graduate program in Linguistics, please attend our departmental orientation, which usually takes place the day before classes begin. More information will be provided during the summer term.

Where to Find Information

Carleton's website is complex. It becomes easier to navigate when you have a better idea of its overall structure. To find the information you are looking for, you will likely need to navigate among

- **departmental pages**, which provide program-specific information
- pages maintained by **Graduate Studies** for graduate students across the university
- and other **university pages** relevant to all Carleton members or specific offices (e.g., International Student Services Office, Office of Research Ethics)

LING and Departmental Pages (SLALS Pages)

For an overview of the School of Linguistics and Language Studies and all its main components:

<https://carleton.ca/slals/>

For an overview of programs in linguistics (including **research areas** and **alumni bios**:

<https://carleton.ca/slals/linguistics/>

To submit your own profile as a current graduate student:

<https://carleton.ca/slals/graduate/current-grad-students-ling/>

To find out more about research areas in SLALS, faculty's profiles, staff and their contact information, and forms and resources:

- <https://carleton.ca/slals/research/>
- <https://carleton.ca/slals/directory/>
- <https://carleton.ca/slals/forms-resources/>

The Graduate Calendar

General information about **course offerings**, **program requirements**, and **regulations** for graduate students is found in the **Graduate Calendar**. It is a good idea to familiarize yourself with it as it is the go-to place for official policies and regulations: <https://calendar.carleton.ca/grad/>

The Hub for Graduate Students (Graduate Studies' website)

Whereas the Graduate Calendar provides official regulations, the hub for information and resources relevant to current graduate students is this site, maintained by Graduate Studies (GS):

<https://gradstudents.carleton.ca/>

On that site you will find pages on and links to:

- Academic dates and deadlines
- Awards and funding
- Counselling and wellness services
- Info for new grad students
- Latest graduate student news and events from the University
- Professional development opportunities
- The Graduate Calendar
- Thesis requirements, forms, and policies
- TAs
- And more!

The Graduate@Carleton and Email Announcements

Once you have registered, you will receive a copy of TheGraduate@Carleton newsletter (every Thursday). For past copies, visit the archives: <https://gradstudents.carleton.ca/newsletter/>

The newsletter is not spam mail! It will help you keep up to date on deadlines, news, and resources for graduate students. Take a minute to read each issue.

You will also receive important information over email from the Graduate Administrator and Graduate Supervisor. These will sometimes require action on your part, so please check your email regularly for these and other communications.

International Students

The **Global Opportunities and International Student Services Office (GO-ISSO)** is the go-to place for international students, particularly questions about regulations specific to them (student permit, health insurance, etc.): <https://carleton.ca/go-isso/>

You may find their pre-arrival checklist helpful: <https://carleton.ca/go-isso/new-students/pre-arrival-guide/>

Also useful for international students: <https://graduate.carleton.ca/international/> (about cost and fees, financial support, immigration support...)

SLALS News

Our SLALS News page is regularly updated with

<https://carleton.ca/slals/news/>

The Academic Year and Course Registration

For an overview of the academic year, including when to register, when classes begin and end, and when to submit theses, you should find this page extremely useful:

<https://calendar.carleton.ca/academicyear/>

Of note: The exact deadlines for course registration and withdrawals vary from term to term: please check the latest version of the Academic Year that applies to your term of study. However, you will notice that each term, you have about 10 days to register for courses and make changes to your course selection after classes have begun, and you can still withdraw from courses after that. This gives you some flexibility in your course selection.

For more information about course registration: <https://gradstudents.carleton.ca/new-students/course-registration/>

Graduate Students' Lounge and Workspaces

There are multiple graduate spaces on campus for SLALS graduate students to work, collaborate, and lounge in. Some of these spaces are reserved for PhD students to provide dedicated spaces for community building at the doctoral level.

St. Patrick's Building

There are two spaces in St. Patrick's building, where the SLALS Language Centre is located.

SP 300 is our dedicated graduate lounge, featuring a main lounge area with a whiteboard, private side rooms, and lockers for storage. Lockers are available for rent on a term-by-term basis with a deposit of \$25.

SP 309 is a quiet working space shared with undergraduate students in SLALS. The room is set up with hot desks for daily use.

Paterson Hall

Our two PhD spaces are on the fourth floor of Paterson Hall.

PA 438 is our PhD lounge, equipped with a fridge, microwave, kettle, whiteboard, and table for casual and collaborative gathering.

PA 457 is equipped with 3 hot-desks for individual, daily use.

Part II: Understanding Your Program Structure

The MA Program in Linguistics

Where To Start... and Go Back To

You should find most of the information you need about the MA program in Linguistics on this page:

<https://carleton.ca/slals/linguistics/ma/>

This page includes program-specific subpages about **funding**, **program paths** (theses, research essays, all coursework), **program options** (thesis or RE pathway) and **course regulations**.

For the **official degree requirements** and **regulations**, the go-to source is the **Graduate Calendar**:

<https://calendar.carleton.ca/grad/gradprograms/appliedlinguisticsanddiscoursestudies/>

The MA program consists of **5.0 credits**. At Carleton, a semester-long course is generally worth 0.5 credits. Therefore, 5.0 credits are equivalent to **10 courses**. There are a few exceptions, however: some courses are worth 1.0 credit (they typically run over two terms) and MA theses are worth 2.5 credits.

Program Duration and Extension

Full-time MA students have six terms to complete their program requirements. Thesis and RE students typically defend their thesis or hand in their RE in their fifth or sixth terms, usually the Winter or Summer of their second year.

Extensions beyond six terms are possible in extenuating circumstances and require an application to Graduate Studies. Please contact the Graduate Supervisor and Graduate Administrator if you believe you'll need an extension at least one month prior to the end of your time limit.

Part-time students have 18 terms to complete their program requirements. Registration is limited to 1.0 credits per term for part-time students. Part-time students must note that as soon as you register in the thesis or RE course, you must stay continuously registered each term until it is complete and submit a Leave of Absence request for each term where you do not plan on working on your schoolwork. Therefore, it is recommended that part-time thesis and RE students wait until they are ready to continuously work on their thesis or RE to register for it.

You can check your "time limit" (the last possible term by which your program must be completed) on your audits. The time limit is shown as the year followed by the term. For example:

- 2027**10** means your last term is the **winter** of 2027
- 2027**20** means your last term is the **summer** of 2027
- 2027**30** means your last term is the **fall** of 2027

To find out more about time limit and extension (both for part-time and full-time students), please refer to **Regulation 13 in the Graduate Calendar**:

<https://calendar.carleton.ca/grad/gradregulations/#timelimits>

Program Paths

If you are interested in the MA Thesis path, you should learn more about **thesis requirements**, the **Thesis Examination Policy**, **research ethics**, **academic integrity and copyright**, and **responsibilities and expectations for graduate supervision**:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/>

Unlike MA theses, there is no formal oral examination and no centralized electronic deposit for Research Essays. However, **expectations and responsibilities for graduate supervision, academic integrity and copyright, research ethics**, and some of the **thesis requirements** (e.g., formatting) still apply: <https://gradstudents.carleton.ca/resources-page/thesis-requirements/> Unlike MA theses, there is no centralized electronic deposit for Research Essays, but an electronic copy of your final RE should be submitted to the Graduate Administrator for our departmental repository.

How Many Courses Should I Take Per Term?

Normally, full-time students take two to three courses (1-1.5 credits) per term in their first year. When in doubt, err on the side of caution: better to take fewer courses than too many, especially in the first term. Many Linguistics students will audit additional courses once they have completed their coursework. Please consult with your thesis/RE supervisor and the Graduate Supervisor if you wish to audit additional courses.

Thesis and RE students must register in the thesis or RE course, LING 5909 and LING 5908 respectively, as soon as they are entered into that stream. Students who are admitted to either stream must therefore register in the respective course in their first term and remain registered in this course continuously until they defend their thesis or hand in their RE. Students who apply to and are accepted into either stream must register as soon as they begin working on their thesis or RE and stay continuously registered until they defend their thesis or hand in their RE. These courses do not count toward the credits you would normally register for in your first two terms.

How Should I Choose My Courses?

The structure of the Linguistics MA program allows for some choice between courses while also ensuring students cover certain areas in linguistics. Many students will complete their coursework requirements in their first year, however some will spread this out across their two years. Some of our courses are offered every other year, and so students may wait until their second year when a course they wish to take will be offered. Ultimately, it is up to each individual student to decide when they wish to complete their courses.

Feel free to choose your electives according to your academic interests and professional goals. When in doubt, consult the Graduate Supervisor, your thesis supervisor, or your program advisor.

Core linguistics 5000-level graduate courses may be repeated for credit up to two times. This includes LING 5004, 5005, 5007, 5009, 5077, and 5505, i.e. all the 5000-level courses that are not combined graduate/undergraduate.

In the Graduate Calendar, you'll find a complete list of course offerings:

<https://calendar.carleton.ca/grad/courses/LING/>

Of course, not all courses are offered each given term. In **Carleton Central**, you'll find a list of courses offered each term. Here is a link to the **public class schedule**:

https://central.carleton.ca/prod/bwysched.p_select_term?wsea_code=EXT

Courses At the 4000 Level and Other Course Regulations

On our MA program page, you'll find more specific information about the courses you can take:

<https://carleton.ca/slals/linguistics/ma/>

On this page, you'll learn more about

- Tutorials

- How to take graduate courses in other departments at Carleton, at the University of Ottawa, and at other universities
- Special rules for taking courses at the 4000 level.

Before you can register in tutorials or courses in other departments, you will be required to submit a course approval form signed by the instructor and the graduate supervisor:

<https://carleton.ca/slals/forms-resources/>

For courses outside of Carleton, there is additional paperwork (described in the LING MA program course page; for additional questions, please ask the Graduate Administrator).

Because tutorials are resource intensive, we expect a well-articulated and compelling rationale for a tutorial from the student along with a course description and a preliminary bibliography. A maximum of 1.0 course credits for tutorials may be included in your MA program.

Road Maps

The suggested timelines below are for **full-time students** registered in the **MA program**.

If you are a **part-time student**, you have more time to complete your degree: often part-time students take no more than 0.5 cr. per term, and they cannot register in more than 1.25 credits per term, including audited courses ([Regulation 7.9](#) of the Calendar).

Research Essay Path

When	What to do	Credits completed
Fall of Year 1	Register in LING 5908 (research essay) if entering in RE stream Take 1-3 required courses or electives (explore your interests, learn about faculty's research, and interact with faculty who could become potential supervisors) Apply for external funding and donor-funded awards (early fall)	1.0 to 1.5 cr. (excluding RE course)
Winter of Year 1	Register in LING 5908 (research essay) if entering in RE stream Take 1-3 required courses or electives	1.0 to 1.5 cr. (excluding RE course)
Summer of Year 1	Register in LING 5908 (research essay) if entering in RE stream Begin working on RE Take 1 to 2 electives, depending on availability of courses and progress through program requirements. It is also normal to just focus on the RE during the summer.	0 cr. to 1.0 cr depending on progress (excluding RE course)
Fall of Year 2	Register in LING 5908 Take 0.5 to 1.0 cr. in required courses or electives as necessary (in total, you'll need 4.0 cr. in coursework + 1.0 cr. 5908 = 5.0 cr.).	0.5 to 1.0 cr. depending on progress (excluding RE course)
Winter of Year 2	Register in LING 5908 Take 0.5 cr. in required courses or electives as necessary (if you can, try to complete all electives by the end of fall of year 2 so that you can devote yourself to your RE)	0 to 1.0 cr. depending on progress (excluding RE course)
Summer of Year 2	If you need more time for your RE, you can register in the summer. The RE is due the last day of final examination in full summer courses when all take home examinations are due (around August 25, check exact date in Academic Year).	0 to 1.0 cr. depending on progress (excluding RE course)

Thesis Path

When	What to do	Credits completed
Fall of Year 1	Register in LING 5909 (MA thesis) Take 1 or 2 electives (explore your interests, learn about faculty's research, and interact with faculty who could become potential supervisors) Apply for external funding and donor-funded awards (early fall)	1.0 to 1.5 cr. (excluding thesis course)
Winter of Year 1	Register in LING 5909 (MA thesis) Take 1 or 2 electives Select thesis supervisor Winter of year 1 at the latest; students are encouraged to select supervisor earlier	1.0 to 1.5 cr. (excluding thesis course)
Summer of Year 1	Register in LING 5909 (MA thesis) Work on thesis proposal Take 1 to 2 electives, depending on availability of courses and progress through program requirements. It is also normal to just focus on the thesis proposal during the summer.	0 to 0.5 cr. depending on progress (excluding thesis course)
Fall of Year 2	Register in LING 5909 (collect data) Defend thesis proposal by Sept 30th Take another elective if necessary (in total, you'll need 3.0 cr. in coursework + 2.0 cr. LING 5909 = 5.0 cr.).	0 to 1.0 cr. depending on progress (excluding thesis course)
Winter of Year 2	Register in LING 5909 (analyze data; write up thesis) Defend by early May and submit final thesis copy by mid-May (check exact date in Academic Year) OR register in the summer term	0 to 0.5 cr. depending on progress (excluding thesis course)
Summer of Year 2	It is common for thesis students to register in the summer to complete their theses. If needed, Register in LING 5909, defend by early September and submit final thesis copy by mid-September (check exact date in Academic Year)	0 to 0.5 cr. depending on progress (excluding thesis course)

The PhD Program in Linguistics

Where To Start... and Go Back To

You should find most of the information you need about the PhD program in Linguistics on this page: <https://carleton.ca/slals/linguistics/phd/>

This page includes program-specific subpages with:

- A **Program Overview** with a roadmap and suggested timeline
- Important **program milestones** (to help you stay on track)
- The **bios and profiles of current and past graduate students** (do not hesitate to submit your **own profile** online: it's easy; you only have to complete an online form and, if you wish, submit a photo)
- Links to the full program requirements, manuscript thesis policies, and LING faculty's research areas

For the **official degree requirements and regulations**, the go-to source is the **Graduate Calendar**: https://calendar.carleton.ca/grad/gradprograms/linguistics/#PhD_Linguistics

Program Duration and Extension

The duration of the PhD program is now set at **six years** for full-time students. This means that taking six years does not count as an "extension," but most funding and TAsip packages are shorter than that, typically four or five years. Therefore, it may be in the student's best interest to finish earlier than the maximum possible time. Extensions are also possible in special circumstances and require an application to Graduate Studies.

If a need for an extension arises, students should contact their thesis supervisor and the Graduate Supervisor as soon as possible.

To find out more about time limit and extensions (both for part-time and full-time students), please refer to **Regulation 13 in the Graduate Calendar**:

<https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#13>

Important Steps in The First Year

To get off on a good start, here are important steps in your first year:

- Take LING 6001 (fall) and LING 6002 (winter)
- Meet with your supervisor to discuss your electives
- Apply for major external funding awards (SSHRC, OGS) in the fall
- Participate in professional development opportunities offered at Carleton

More information about courses, the qualifying paper (QP), comprehensive exam (Comp), and the advisory committee is given in the next sections. You'll find more information about funding and professional development opportunities in Part III of this guide.

Required Courses and Electives

Please consult the program overview on our PhD program page and our program requirements in the calendar to learn more about required and elective courses and review your course selection with thesis supervisor.

Core linguistics 5000-level graduate courses may be repeated for credit up to two times. This includes LING 5004, 5005, 5007, 5009, 5077, and 5505, i.e. all the 5000-level courses that are not combined graduate/undergraduate.

What's important to know is that in **the first year**, you must take **LING 6001 in the fall** and **LING 6002 in the winter**. These zero-credit courses involve participation in the Linguistics Reading Group and other professional development activities. They also provide a common experience and meeting place for students from the different areas of concentration.

In the Graduate Calendar, you'll find a complete list of course offerings:

<https://calendar.carleton.ca/grad/courses/LING/>

Of course, not all courses are offered each given term. In **Carleton Central**, you'll find a list of courses offered each term. Here is a link to the **public class schedule**:

https://central.carleton.ca/prod/bwysched.p_select_term?wsea_code=EXT

Directed Readings and Courses in Other Departments or Universities

It is possible to take graduate courses in other departments at Carleton, at the University of Ottawa, and at other universities. If the need arises, it is also possible to take a reading course, LING 5901. Reading courses are arranged to allow students to take full advantage of all the resources of the University in areas or fields of a very highly specialized nature.

Before you can register in a reading course or courses in other departments, you will be required to submit a course approval form signed by the instructor and the graduate supervisor:

<https://carleton.ca/slals/forms-resources/>

For courses outside of Carleton, there is additional paperwork: the Graduate Administrator can help you with this.

Because reading courses are resource intensive, we expect a well-articulated and compelling rationale for a tutorial from the student along with a course description and a preliminary bibliography.

Planning Your Doctoral Program: Doctoral Student Progress Reports

PhD students are required to submit a progress report annually in collaboration with their supervisor(s). This is submitted directly to Graduate Studies here:

<https://gradstudents.carleton.ca/student-progress-report/>

Forms should be submitted during the Summer term of each year. A specific deadline will be set and sent over email by the Graduate Supervisor.

Qualifying Paper (QP) and QP Defence

Students will be required to write a Qualifying Paper (QP) that will assess their potential for conducting original research and/or demonstrate an application of linguistic theory to language documentation or revitalization. Once the student has decided on a topic for their QP, they may form an advisory committee in consultation with their academic supervisor and Graduate Supervisor (see above). QP topics and styles may vary widely; generally, a QP is expected to be a work of original research, intermediate in scope between an undergraduate honours thesis and a Master's thesis.

Students will defend their QP orally, and the defence should take place by the end of Year 2 Fall. A QP defence committee will normally be identical to the advisory committee or will be similarly constituted if an advisory committee had not been formed. There is no formal requirement of an external member at the QP defence stage, but students and primary advisory may involve outside experts if warranted. QP defences are not formally regulated by the University; they are an opportunity for students to experience defence-like procedures before their actual Thesis defence.

Comprehensive Exam (Comp Exam)

After completing their coursework students must pass a Comp Exam. The exam will consist of 1-3 written questions asked by the student's supervisor(s) in consultation with the advisory committee. The questions will relate to the student's intended topic of research for the PhD thesis, and will aim to both test the breadth and depth of the background knowledge and lay the foundation for elements of the thesis, in particular the background and literature review. A written response to the posed questions will be submitted within 10 weeks, and students will orally defend their responses at a meeting of the advisory committee. Students should complete the Comp Exam by the end of Year 2 Winter, which is after their QP defence and before their Prospectus defence.

Thesis Prospectus

The thesis prospectus is a document that specifies the background, direction and content of the student's research program that will result in the PhD dissertation. Before beginning work on the prospectus, students will form a thesis advisory committee, in consultation with the primary supervisor and Graduate Supervisor. This committee will oversee their dissertation research. In most cases the thesis advisory committee will be nearly identical to the committees used at prior stages (QP and Comp Exam). The committee will consist of the supervisor, an internal faculty member from linguistics, and an additional faculty member who may be from outside linguistics or Carleton. The prospectus should be between 40 and 60 double-spaced pages. It should contain a literature review, state the research questions, methodology for carrying out the research, and some preliminary results and/or analyses, if available. Students will be required to orally defend the prospectus in a prospectus defence similar in format to the QP and thesis defences. The prospectus defence should take place by the end of Year 3 Fall.

PhD Thesis

After defending their prospectus in Year 3 Fall, students will have 2.5 years in which to complete their thesis, assuming they take the full 6 years in the program. The thesis will require a language documentation or revitalization component. Documentation could include the writing of a dictionary or grammar of an Indigenous or other minority language, and in the case where those already exist, the documentation research could focus on a particular aspect of the grammar such as phonology, morphology or syntax. A thesis centred on language revitalization would involve determining what can and needs to be done to prevent further loss in endangered languages. Both components require working closely with speakers of the language under study: in documentation, to record the properties of their language, and in revitalization, to develop strategies and resources necessary to maintain and protect their language.

PhD thesis examination committees are regulated by the University. Details are found here:

<https://carleton.ca/secretariat/wp-content/uploads/sites/158/Thesis-Examination-Policy-2024.pdf>

In the weeks prior to the planned defence, students and their primary supervisors should consult with the Graduate supervisor regarding examination committee membership. In addition to the

members of the advisory committee, the examination committee must include two external members, one from outside of the student's home unit, and another from outside of Carleton.

Advisory and Examination Committees

There are two kinds of entities called "committees." An **advisory committee** is an informal group of two (or more) advisors who assist your thesis supervisor in guiding your research throughout its progress. The members of the advisory committee may be faculty members at Carleton or at other universities. They also can include an expert in the field of study from outside of academia. They are chosen by the student and the supervisor. They play a key role in the QP and Comp. It is the student's and/or the supervisor's responsibility to contact potential members and ask them to participate on such committees. The Graduate Supervisor can provide input when needed. The Graduate Supervisor should be informed of the committee membership when it is finalized but does not formally approve it. Advisory committees can easily change membership over time and from one stage of the student's progress to the next, though it would make sense to continue with the same group if things are working well.

The second, more formal kind of committee, is an **examination committee**. This is a group of internal and external faculty members who participate in thesis defences. There are regulations about the composition of these committees, especially for the PhD. You will find these regulations in the **Thesis Examination Policy**, which itself can be found on the **Thesis Requirements page**.

Examinations committees do not need to be established until relatively close to the defence:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/>

On this page, you will also find out more about **responsibilities and expectations for graduate supervision, research ethics, and academic integrity and copyright**.

Part III: Learning more About Resources and Regulations

Regulations and Forms

Complete and official regulations can be found in the Graduate Calendar:

<https://calendar.carleton.ca/grad/gradregulations/>

It is worth spending some time to preview these regulations so that you know where to look for the information you need when the need arises. This orientation guide only draws attention to some of the regulations that students most frequently asked about.

In some cases, you will need to fill out **forms**. For example, to request a status change or a leave of absence, you will need to submit an **Academic Change Form Request**, and to request an extension, you will need to submit an **Extension Request Form**. These forms typically need to be signed by your thesis/RE supervisor (if you have one) and the Graduate Supervisor. The Graduate Administrator can direct you toward the right form and procedure, but here are two places where you can find forms:

- Graduate Studies forms and policies: <https://gradstudents.carleton.ca/resources-page/forms-policies/>
- SLALS forms: <https://carleton.ca/slals/forms-resources/>

Courses with Continuous Registration

Some courses, including **theses and research essays**, require **continuous registration**. This means that once you have registered in them for a term, you must maintain this registration in all successive terms (including summer terms). See Regulation 8.2 for more details.

Grading in Graduate Classes

Carleton uses a twelve-point system of letter grades. To find out more about Carleton's Grading System, including special grading notations (such as CTN, CUR, IP):

<https://calendar.carleton.ca/grad/gradregulations/#grading>

In our graduate programs, a passing grade is a B-. Any lower grade will normally result in the course not counting toward the degree, similar to receiving an F in an undergraduate course. For complete and official rules, see **Regulations 11. Academic Standing**:

<https://calendar.carleton.ca/grad/gradregulations/#academicstanding>

In some MA programs, a C+ may be considered exceptionally but it is not the case according to our program-specific regulations:

<https://calendar.carleton.ca/grad/gradprograms/appliedlinguisticsanddiscoursestudies/#regulationsmatext>

Part-Time vs. Full-Time Status

Full- or part-time status is established at the time of admission to a program, and students are required to continue and complete their program with the same full- or part-time status for the duration of their programs.

Only in exceptional circumstances may a change of status from full-time to part-time be considered. An application to Graduate Studies, supported by the department, would be required to request a status change.

For more information, see regulation 7.9 Status in the Calendar:

<https://calendar.carleton.ca/grad/gradregulations/>

Circumstances when Graduate Studies may consider a switch from full-time to part-time status include students who request extensions past their time limits, when they have only 0.5 cr., a thesis, or a research essay left to graduate. Also, full-time international students who have only 0.5 cr. left may also apply for part-time status in their last term of study. However, before applying, international students should consult with ISSO to assess how switching to part-time may affect their status in Canada, particularly if they are interested in the Post-Graduate Work Permit. The graduate supervisor and the graduate administrator can assist you with your application to switch to part time, but the final decision rests with FGPA.

Maintaining Status

Any student who remains unregistered in his/her degree program for three continuous terms (twelve months) will lose his/her graduate status. If you lose status, you can apply for reinstatement. You'll find more details on these rules under **Regulation 8. Continuous Registration**.

Summer Term

Due to Regulation 8. Continuous Registration, all Linguistics MA and PhD students must register in the summer term in either the MA thesis, research essay, or PhD thesis. If students wish to take the summer off, they must apply for a **Leave of Absence**.

Important Note for International MA Students

For **immigration purposes**, the summer term (May to August) for the M.A. Applied Linguistics and Discourse Studies including all specializations/concentrations is considered a regularly scheduled break approved by the University. Students who do not register in the summer should resume full-time studies in September. However, this regulation does not supersede the regulation which states that MA thesis/RE and PhD students must be continuously registered in the thesis/RE course.

Please consult with ISSO to find out what the best options are for you.

Thesis Requirements

You will find information about thesis requirements in these two places:

- <https://calendar.carleton.ca/grad/gradregulations/#thesis>
- <https://gradstudents.carleton.ca/resources-page/thesis-requirements/>

Transfer of Credit

Please refer to Regulation 6:

<https://calendar.carleton.ca/grad/gradregulations/#transferofcredit>

Money Matters

Tuition fees are payable once you register in your courses. Full-time PhD students, MA thesis students, and MA RE students pay full-time fees irrespective of the number of courses they are registered in.

Fee tables can be found on the [Student Accounts](#) web site. You will also find the [fee estimator](#) useful. In the fee estimator, "Graduate Thesis" describes PhD students and MA thesis and RE students; "Graduate Non-thesis" describes coursework MA students (not available in Linguistics).

Useful hubs of information to find out more funding opportunities available to graduate students include

- <https://gradstudents.carleton.ca/awards-and-funding/> (specific to graduate students)
- <https://carleton.ca/awards/> (for all students; includes additional bursaries)
- <https://carleton.ca/slals/graduate/funding/> (for an overview geared at **MA students** in LING; much of this information is relevant for **doctoral students** as well)

The Graduate Students' Association (GSA) also offers grants and awards:

- <http://gsacarleton.ca/> (check the awards and grants under "services")

Additional information about costs and fees and financial assistance is available on the Graduate Admissions page:

- <https://graduate.carleton.ca/financial-assistance/>

External Awards: Mind the Fall Deadlines!

Students are generally expected to apply for external funding, even if they already have an admissions funding package. In Linguistics, the main external awards are **Ontario Graduate Scholarships (OGS)** and the **Social Sciences Humanities Research Council (SSHRC) awards**. The latter are also referred to as **Tri-Council funding** and, at the MA level, the **Canada Graduate Scholarship (CGS) Master's awards**. Watch for communication from Graduate Studies (the Graduate@Carleton newsletter) and/or the Graduate Supervisor about deadlines. They vary slightly from year to year but based on previous year, here is what you can expect:

- SSHRC PhD: beginning of October
- OGS: mid-November
- SSHRC MA: beginning of December

These awards are competitive, but even if you may not be successful the first time, applying is an excellent exercise. Given the work involved, however, the first step is to verify your **eligibility**. SSHRC awards are restricted to **domestic students** (Canadian citizens or permanent residents of Canada). Both domestic and international students with a student permit can apply to OGS.

Doctoral students and MA students who have a thesis or RE supervisor should seek help from their thesis supervisors. If you do not have a supervisor, you may want to seek help from a faculty member you have worked with (for example, the supervisor of an undergraduate research project or Honours thesis) and/or a LING faculty member whose research interests are closely aligned with yours (you can learn about LING faculty members' research profiles on our departmental pages).

Internal Awards

There are numerous internal awards: for more information, please refer to the webpages referred to at the beginning of this section. Below are just a **few highlights**.

One main category of internal awards are the **Donor-Funded awards**. The application deadline for most of these is **late September** (watch for announcements).

Graduate Student Travel/Research Bursaries are available to help you present your research (e.g., at conferences). You can apply at any time during the year, but students can normally submit only one application for one conference per academic year (May-April). Applications are considered on a case-by-case and first-come-first served basis. If funds remain, a second application may be considered within the same academic year. Applications must be submitted through Carleton Central and are sent directly to Graduate Studies. If you have any questions about what you need to include in your application, please ask the Graduate Administrator.

RAships

Some faculty members may have funding and need for research assistants. They may hire students they supervise or circulate a call for applications. If you are interested in a research assistantship, discuss opportunities with your supervisor or your program advisor. Unlike TAs, RAships are not subject to a collective agreement. Rates vary with tasks and qualifications.

TAs

As part of their admissions offer, some students receive TAs; they are considered **“Priority TAs” (PTAs)**. These PTAs run in Fall and Winter semesters. The Graduate Supervisor assigns TAs to courses based on preferences and needs. PTAs do not always receive their preferred assignments if their qualifications are needed in other courses or programs.

If you have PTA status but choose not to take up your TAs in a given term, you must apply from a **leave from duties**. In some cases (e.g., documented medical reason), your TAs may be deferred to another term (often a summer). Deferrals are at the discretion of FGPA.

Students who are not considered PTAs may apply for TAs as **“out-of-priority TAs” (OPTAs)**. Opportunities for OPTA positions arise when needs for TA support remain unfulfilled after all PTAs have been assigned. This regularly happens for some courses, for example in American Sign Language and other languages. Students who are not PTAs can apply for OPTA positions in all terms: fall, winter, summer. Only in exceptional cases can students with PTA status apply for OPTA positions. International students with a PTA may apply for an OPTA in the summer term.

If you do not have PTA status and want to be considered for an OPTA position, **you must apply** in Carleton Central prior to each term you would like to be considered for a position. Applications deadlines are announced in the Graduate@Carleton newsletter and posted on the FGPA website.

If you are going to be a **Teaching Assistant**, you will want to visit

- the Graduate Studies’ TA website at <https://carleton.ca/deputyprovost/faculty-affairs/teaching-assistants/> and
- the Educational Development Centre’s TA Support page at <https://carleton.ca/tls/teaching-assistants/>

If you are a PTA, please be sure to complete your [Graduate TA profile](#) in Carleton Central as soon and as accurately as possible so as to help ensure that your TA assignment matches your background and interests. You should also update your profile each year.

It takes some time to match needs, qualifications, and preferences and assign all TAs. You should expect confirmation of your TA assignment by the first week of class each term.

Professional Development Opportunities

It’s never too early to start thinking about life after graduation. The Faculty of Graduate and Postdoctoral Affairs offers a wide range of professional development opportunities:

<https://carleton.ca/gradpd/>

Opportunities for professional development include:

- The “Establish your career narrative” development program
- Networking and community (including the Grad Café and graduate peer support program)
- Skill development workshops

- Writing support

Join their mailing list to keep up to date on workshops, news and events!

University Resources

Campus Services

For a complete list of campus services: <https://carleton.ca/gradpd/campus-services/>

Below are a **few highlights**.

Health, Counselling, and Wellness Services

- <https://carleton.ca/health/>
- <https://carleton.ca/wellness/>

Library

- <https://library.carleton.ca/>

The University offers help guides and workshops, in particular:

- <https://library.carleton.ca/services/services-graduate-students>
- <https://library.carleton.ca/research>
- <https://library.carleton.ca/guides/help/citation-management>
- For a complete list of guides: <https://library.carleton.ca/guides/help>

Paul Mention Centre for Students with Disabilities

- <https://carleton.ca/pmc/>

Teaching and Learning Services, Learning Spaces

Learning Spaces can provide orientations to TAs on using specific classroom technology for teaching and learning. For classroom orientations, visit: <https://carleton.ca/tls/learning-spaces/classroom-orientations/>

Writing Support

- <https://library.carleton.ca/services/writing-services> (for all students)
- <https://carleton.ca/gradpd/writing-support/> (for graduate students)

Part IV: Getting Involved in Graduate Student Organizations

There are several graduate student organizations at Carleton, and we hope you will get involved in them.

Linguistics Reading Group

The Linguistics Reading Group is hosted on an almost-weekly basis (hosted on weeks where there are no LING Faculty meetings, which happen about once a month) and is a chance for all Linguistic graduate students to discuss their research, practice presentations, give feedback to peers, and participate in professional development workshops.

All LING graduate students are highly encouraged to attend all reading group sessions. Reading group is not just a space for research and professional development but is also a space for community building across and within Linguistics graduate programs. PhD students registered in LING 6001 and 6002 must attend reading group as part of their course requirements.

Reading group is usually hosted on Wednesday afternoons, but keep an eye on your emails for correspondence from the Graduate Supervisor and other LING grad students who are in charge of planning the reading group schedules.

Graduate Students' Association (GSA)

The GSA is a body which seeks to represent the interests and needs of graduate students to the administration at Carleton University and beyond:

<https://gsacarleton.ca/>

Departments have GSA representatives who are responsible for attending monthly GSA meetings, providing students with information regarding GSA events and services, and ensuring that information about applying for support grants is available to students should they choose to organize an event. You as a SLALS graduate student have unique needs and suggestions regarding how the GSA and the University should be run—share them with your rep or become a rep!

Graduate Academic Caucus (GAC)

GAC is a GSA committee that draws together dedicated student representatives from each department/school to coordinate responses to the academic issues of the student body. Get involved by becoming a SLALS rep on GAC!

<https://gsacarleton.ca/committees/>

CUPE4600

Local 4600 of the Canadian Union of Public Employees (CUPE 4600) represents Teaching Assistants and Contract Instructors at Carleton University:

- <https://www.cupe4600.ca/>