

**Pauline Jewett Institute of Women's & Gender Studies  
Thesis/Research Essay Application Form**

Students wishing to do either a Master's Thesis or a Master's Research Essay (MRE) must apply to the Institute's Graduate Committee for approval. To apply, complete this form. Attach it to your research statement and writing sample. All material should be submitted electronically, attention to the PJIWGS Administrator (Claire.Ryan@carleton.ca). Please put Thesis or Research Essay Application Form in the subject line.

**1. Deadlines**

Application submissions begin on the 2<sup>nd</sup> Friday in January. For 2016, the submissions will be accepted beginning on Friday, February 26<sup>th</sup>. We will continue to accept applications up to the first Friday in May. For 2016, the last date for submission is May 27<sup>th</sup>.

**NOTE:** If you are planning on doing the fieldwork for your thesis in the summer term, you **MUST** submit your application on the last Friday in February. This will allow the Institute to review the application and make a decision in time for you to submit an Ethics application and have it approved. If you miss this deadline, you may not be able to begin your fieldwork in the summer term.

**2. Submission Process**

(a) Thesis: If you are applying for the Thesis option you must submit the following:

- A short proposal (3 – 4 typewritten double-spaced pages) summarising your proposed project. This must include a tentative title, a clear topic statement and research question(s), your theoretical framework, and a discussion of the methods you plan to use;
- A work plan for the thesis which **must** include a timeline for completion (approximately 1 page in length);
- A short bibliography (approximately 1 single-spaced page);
- A sample of your written work: specifically an essay completed in the previous term of work. Please submit an ungraded version of the essay.

(b) Research Essay: If you are applying for the Research Essay option you must submit the following:

- A short proposal (approximately 1-2 typewritten double-spaced pages) indicating a tentative title, the area of study and the contribution of the essay to this area. The proposal should reflect a critical engagement with the literature;
- A short bibliography (approximately 1 typewritten single-spaced page);
- A sample of your written work: specifically an essay completed in the previous term of work. Please submit an ungraded version of the essay.

**3. Decision Process**

Applications will be reviewed on a case-by-case basis. The committee will review the submitted material and all grades earned in the MA program. The decision process will look for a well-developed research project and as a committee assess its viability, including the proposed timeline and methods.

**NOTE:** Normally, only students whose grades in the MA program are at the A-level or higher will be considered for the Thesis option.

Normally, students pursuing the Research Essay option must have no grades in the MA program below an A-



**Student Information**

Student Name \_\_\_\_\_

Student # \_\_\_\_\_

**Thesis/Essay Information**

Please indicate which stream you are applying for:

- Thesis
- Research Essay

Project Topic/Title

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Submission Checklist:

- Project Proposal
- Short Bibliography
- Writing Sample
- Work Plan (**Thesis Stream ONLY**)

Have you identified a potential supervisor?

- No
- Yes, if YES please provide the person(s) name(s) and state whether you have already approached them:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_