

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF SOCIOLOGY
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INTRODUCTION

The Department of Sociology offers graduate programs leading to the **Master of Arts (With Thesis)** and the **Doctor of Philosophy** Degrees. Certain graduate program requirements are set by the Faculty of Graduate Studies. Please consult the Faculty of Graduate Studies website (www.grad.ucalgary.ca). Additional regulations that are stipulated by the Department are contained in this Handbook.

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1. ADMISSIONS

The Faculty of Graduate Studies Application Form is to be completed on-line. Specific instructions for applicants are included with the on-line application form. Applications are **not** to be sent to the Faculty of Graduate Studies.

In addition to the completed on-line application form and **two** reference letters, the Department of Sociology requires the following items:

1. A general written statement of intent;
2. A sample of written work, such as a term paper or research report, preferably in sociology.

Statement of Intent

Please provide a written statement that indicates your reasons for seeking admission to the Sociology graduate program and proposed area of study. What are your areas of special interest and experience? What research questions motivate you? What theoretical tradition(s) will likely inform or structure your research? Are there specific methodological skills you hope to develop and apply while in the program? Please also identify one or more potential faculty supervisors with whom you would like to work. Your statement of intent should be between 500 and 1000 words in length. Applicants who have not completed a BA in Sociology must include with their statement of intent an additional statement of 500 words or fewer describing their level of preparedness for graduate study in Sociology, e.g., completed courses with substantial sociological content, sociological research and sociologists that have informed your own work, related research experiences, etc.

Please note that it is the applicant's responsibility to ensure that all documents arrive in a timely fashion for full consideration.

Students typically enter in September with an application deadline of January 15.

Applicants are advised that letters of reference are most appropriate when written by people who know of the applicant's sociological abilities, and can comment on the applicant's academic ability and record, research ability and record, teaching and language ability, and professional experience and skill (if applicable). Letters from former employers or from professors in fields unrelated to Sociology are not as relevant or helpful in the admissions process.

Policy Regarding Admission Deferrals

Successful applicants to our graduate programs who wish to defer admission to the following year must:

1. Request deferral at the time they inform the Department and Faculty of Graduate Studies that they will not commence their studies for the Fall Term applied for.

2. If the deferral request is approved, a further explicit letter of intent must be submitted by the student by January 15 of the following year. Failure to meet the January 15 deadline means that students will not normally receive a scholarship or teaching assistantships in the first year of their graduate program. The purpose of this two-step process is to confirm the student's intentions for the next admission period and to reduce uncertainty in allocating funding to incoming students. No further fees or application forms are necessary.

2. MASTER OF ARTS (WITH THESIS) PROGRAM

Admission Requirements

For admission to the M.A. program, the Faculty of Graduate Studies requires a baccalaureate degree or its equivalent from a recognized institution, with a minimum grade point average of 3.00 in the last two years of course-work or 10 full-course equivalents. (Although 3.00 is the minimum required GPA, the Department normally requires a GPA of 3.30 or higher). In addition to Faculty criteria, the Department of Sociology selects students on the basis of background in Sociology, academic performance, particular courses taken, letters of recommendation, fit between student and faculty research interests, proficiency in the English language, and personal interviews when practical. The expected time to completion for the M.A. is 20 months.

To be considered for admission in to the M.A. program, an applicant must hold a four-year undergraduate degree in Sociology or a cognate field (a closely related field with significant sociological content). Students should show competency (as judged by the Graduate Studies Committee and departmental specialists) in each of the following: Sociological Theory, Methods of Sociological Research, and Sociological Statistics. Students who lack competency in these core areas may be required to complete undergraduate prerequisites extra to the requirements of the graduate program in the first year of full-time registration. Application for credit for Sociology graduate courses already completed should be made to the Department at the time of admission, so that the Department can take previous work into account when considering a student's program. Normally credit is given for no more than two graduate courses taken as an Open Studies student at the University of Calgary.

Program Requirements

In order to graduate, students must meet criteria set out by both the Department of Sociology and the Faculty of Graduate Studies. For more detailed information on the Faculty of Graduate Studies requirements, including those relating to thesis and degree completion, please consult the faculty web page.

To receive the M.A. degree, students must:

- Demonstrate competence in sociological statistics, methods of sociological research, and sociological theory by completing Sociology 611 (Social Statistics: The General Linear Model); Sociology 613 (Quantitative Research Methods) or 615 (Qualitative Research Methods); and Sociology 631 (Sociological Theory);
- Complete two Half Course Equivalent (HCE) electives at the 600- or 700-level; at least one HCE elective must be a Sociology Department offering in a substantive area;

- Complete training in Professional Sociology, including preparation of a thesis prospectus, achieved through completion of Sociology 602 (Master's Seminar in Professional Sociology);
- Complete the M.A. thesis requirement (described below).

Note: The Faculty of Graduate Studies recognizes the B- grade as a minimum pass in any course taken for credit. Graduate students must maintain a grade point average of 3.00, as computed at the end of each year of the program. However, students who accumulate two grades of "B-" or lower can be required by the Faculty to withdraw from the program, regardless of the overall grade point average.

The Faculty of Graduate Studies Handbook of supervision and examination 2011 states: E.2 Student Standing: A student who receives a "C+" or lower in any one course will be required to withdraw regardless of their grade point average (GPA) unless the program recommends otherwise. If the program permits the student to retake a failed course, the second grade will replace the initial grade in the calculation of the GPA, and both grades will appear on the transcript. Thesis-based students in the Faculty of Graduate Studies, who do not maintain a GPA within the last 12 months of at least 3.00 in the May reviewing period will be required to withdraw from the program unless the program recommends otherwise.

Comprehensive Examination Option

In **exceptional** circumstances and upon application in writing to the Director of Graduate Studies, students may be permitted to write comprehensive examinations in sociological research methods, sociological statistics, and/or sociological theory instead of taking the core courses referred to above. Students who have failed a core course may also be given the opportunity to write a comprehensive examination in that area instead of repeating the course involved.

Comprehensive examinations are conducted according to the following procedures:

- Application to the Director of Graduate Studies must state a specific date on which the student wishes to write the examination. At least two months' notice is required.
- Students requesting, in writing, a comprehensive examination are allowed one deferral following which another date is set. Barring exceptional circumstances (e.g., illness, that date is final.
- Examinations are a closed-book examination of three to four hours' duration. (See Appendix C for a general description of a closed-book examination).
- Examinations are set and graded by a committee of three faculty members struck by the Department Head in consultation with the Director of Graduate Studies. The identity of the faculty members on this committee is communicated to the student candidate(s) as soon as possible after the committee has been constituted. Likewise, the student candidate's identity is made known to the faculty committee, as soon as possible after the committee has been established by the Head.
- After an application to write a comprehensive examination has been received, the Department has one month to prepare a reading list for the comprehensive examination. Such a reading list is a guide to relevant literature and is not meant to be exhaustive.
- The members of the comprehensive examination committee independently grade the examination and each forward to the committee chair his/her written comments and

overall assessment (“pass,” or “fail”). The majority decision will prevail. The committee chair will communicate that decision to the Head of the Department, the Director of Graduate Studies, and the student’s supervisor. The Department Head will communicate the final decision to the candidate. The comments of the examiners are made available to the student.

Failure of Core Course or Comprehensive Examination

Students who have failed a core course have the following options:

- retake the course, or
- write a comprehensive examination in the core area.

In either case, subsequent failure will normally result in the Department recommending to the Dean of the Faculty of Graduate Studies that the student's program be terminated.

Students who have opted to write a comprehensive examination in lieu of a core course and fail this examination have the following options:

- rewrite the comprehensive examination, or
- take the core area course.

Subsequent failure in either case will normally result in the Department recommending to the Dean of the Faculty of Graduate Studies that the student's program be terminated.

Thesis Requirement

Satisfying the M.A. thesis requirement involves the following:

Students will arrange for a faculty member to be their thesis Supervisor, normally by January of their first year of study. The selection of a Supervisor must be recommended by the Graduate Director and approved by the Dean of the Faculty of Graduate Studies.

Occasionally, students and their supervisors may request to the Dean that a co-supervisor be appointed. The role of the co-supervisor is to provide supplementary guidance, instruction, and research stimulation on a regular or extensive basis.

In consultation with their Supervisor, and during the second half of Sociology 602 (Master’s Seminar in Professional Sociology), students will prepare a thesis prospectus. *It is recommended that a Master’s thesis prospectus is normally approximately 15 pages in length.* (The prospectus may also be developed as part of the requirements for the student’s chosen research methods course.) Guidelines for the preparation of a thesis prospectus are found in Appendix A of this handbook. When the prospectus is acceptable to the Supervisor, a copy of the title page will be posted on the graduate bulletin board. A copy of the entire prospectus will be filed in the graduate office and made available to all faculty and graduate students. The Supervisor’s signature on the title page constitutes formal departmental approval of the prospectus. The Graduate Director will refuse approval for the Thesis Oral Examination unless the prospectus has

been appropriately approved and the title page posted. This must be completed before the thesis research is underway.

Students will prepare a satisfactory Master's thesis and pass an Oral Examination designed to test their knowledge of the thesis subject matter. *It is recommended that a Master's thesis is normally approximately 100 pages in length.* A written recommendation to the Dean on the composition of the thesis oral examination committee must be submitted at least four weeks before the oral examination date, but not earlier than three months prior to the examination. The thesis oral examination committee will consist of the supervisor and at least two other examiners, one of whom shall be external to the Department of Sociology.

Normally, according to Faculty of Graduate Studies policy, thesis oral examinations are open. This means that the examination is a public event but only examiners question the student. Observers exit the room before in camera deliberation begins.

Program Overview

The following table provides an overview of the Master of Arts program in Sociology and the suggested timeline that would facilitate completion in 20 months.

Masters' Program Suggested Timeline and Requirements

Program Timeline	Semester	Requirements	Month in program
Year One	Fall Semester	Enrolment in Seminar in Professional Sociology; and completion of two other course requirements, typically consisting of Sociological Theory (631) and Social Statistics (611). Note: students should also take an elective course if they plan to complete all course requirements by April.	Months 1-4
	Winter Semester	Completion of Seminar in Professional Sociology; completion of one Methods course (613 or 615); completion of one elective course. Note: at least one of the elective courses taken in the fall or winter semesters should be a scheduled Sociology seminar in a substantive area.	Months 5-8
	Spring	Completion of thesis prospectus (by May 15 for GRS eligibility); completion of research ethics application; possible completion of reading course as second elective.	Months 9-10
	Summer	Begin research for thesis.	Months 11-12
Year Two:	Fall Semester	Completion of second elective if still outstanding. Thesis research.	Months 13-16.

	Winter Semester	Thesis writing. Oral defence of thesis.	Months 17-20.
	Spring/Summer	Finish writing and defend thesis if not complete within 20 months	Months 21-24

3. DOCTOR OF PHILOSOPHY PROGRAM

The research interests of faculty members in the Department of Sociology facilitate study at the Ph.D. level in a variety of substantive areas. A list of faculty members and their respective areas of interest can be found on the department's website.

In addition to the development of substantive specializations, the doctoral program in sociology emphasizes the core areas of sociological theory, and qualitative and quantitative methodology, through a range of course offerings specifically designed for Ph.D. students.

Admission Requirements

In deciding on admission to the Ph.D. program the Department of Sociology considers an applicant's previous academic accomplishments and potential to pursue and complete original sociological research. Students entering the Ph.D. program are required to have completed an M.A. degree in Sociology or a cognate field (a closely related field with significant sociological content).

In addition, a minimum grade point average of 3.50 is normally required. Students who have received or are receiving an M.A. from the University of Calgary must apply for admission to the Ph.D. program. Students holding M.A.s in cognate disciplines who wish to apply to the Ph.D. program should first consult with the Director of Graduate Studies. If admitted, students may be required to complete foundational courses extra to the requirements of the doctoral program, usually in the first year of full-time registration. In exceptional cases the Department may consider admitting a student to the Ph.D. program who holds only a Bachelor's degree. Students without an M.A. degree who wish to apply to the Ph.D. program should first consult with the Director of Graduate Studies.

Program Requirements

In order to graduate, students must meet criteria set out by both the Department of Sociology and the Faculty of Graduate Studies. For more detailed information on the Faculty of Graduate Studies requirements, please consult the faculty web page (<http://www.grad.ucalgary.ca/>).

To receive the Ph.D., students must fulfil the following course requirements:

- Demonstrate competence in sociological statistics, sociological theory, and methods of sociological research by completing Sociology 611 (Social Statistics: The General Linear Model); Sociology 731 (Doctoral Seminar in Sociological Theory); *as well as* two Half Course Equivalent (HCE) methodology courses at the 700-level, selected from decimalized selected topics in Sociology 705Q (Advanced Methodological Issues), 711Q (Advanced Quantitative Methods) or 715Q (Advanced Qualitative Methods) [Q signifies that these are 6-week quarter-courses];

- Complete two Half Course Equivalent (HCE) electives at the 600- or 700-level; at least one HCE elective must be a Sociology Department offering in a substantive area;
- Complete Sociology 702 (Doctoral Seminar in Professional Sociology);
- Complete an additional HCE elective for each HCE required course taken in a previous degree – additional electives must be at the 600- or 700-level; they can be another Sociology seminar, a reading course or a course from another department;
- Complete the Ph.D. thesis requirement and all related examinations (described below).

Language Requirement

Other than proficiency in the English language, there are no formal language requirements for the Ph.D. program in Sociology. However, if a student proposes to do research in an area that requires a language other than English, the Supervisory Committee will set a requirement that the student acquire the needed proficiency. This decision will be made at the time of the approval of the dissertation prospectus.

Course requirements

As noted above, all students are required to take Sociology 702 (Professional Sociology), Sociology 611 (Social Statistics: The General Linear Model), and Sociology 731 (Doctoral Seminar in Sociological Theory) as well as two HCE methodology courses at the 700-level, selected from decimalized sections of Sociology 705Q, 711Q, or 715Q.

Students must also complete two Half Course Equivalent (HCE) electives at the 600- or 700-level; at least one HCE elective must be a Sociology Department offering in a substantive area.

Students who have taken a required course in a previous degree must complete an additional HCE elective instead. The additional elective must be at the 600- or 700-level; it can be another Sociology seminar, a reading course or a course from another department.

The Department of Sociology also offers Master's level courses in sociological theory (Sociology 631) and research methods (Sociology 613 and Sociology 615). Some students may find it useful or necessary to audit or take for credit these 600-level courses in preparation for the doctoral level seminars and the candidacy examination. Some students may also find it useful to audit or take for credit additional seminars on substantive topics beyond the minimum requirements specified in this section.

The Department of Sociology offers two undergraduate courses in social statistics (Sociology 311 and 315). Incoming Ph.D. students who are unable to complete Sociology 611 during their first year of study will be required to audit or take for credit Sociology 315 and possibly Sociology 311 prior to the beginning of their second year of study. When a student audits or takes for credit Sociology 315 in the fall or winter of the first year of study, it is recognized that s/he will fall behind in completing the elective courses. In this circumstance a student will be allowed to take a 600- or 700-level reading course during the spring or summer session of first year and substitute this course for one of the required Sociology Department offerings in substantive areas.

Dissertation Prospectus

Dissertation Guidelines including New Procedures for an Article-Based Dissertation
Approved at the Sociology Department Meeting, April 9, 2013

Dissertation Prospectus

The dissertation prospectus must demonstrate:

1. The ability to clearly articulate a research program, including a theoretical orientation, a research question, and an appropriate methodological plan;
2. A knowledge of the relevant scholarly literature;
3. An awareness of the scope and limitations of the project, both conceptually and methodologically;
4. A timetable and plan for moving from the prospectus stage to final submission of the dissertation.

The length of a dissertation prospectus is normally 40-50 pages. Students must successfully complete a dissertation prospectus within twenty months of initial registration in the doctoral program. Successful completion of the prospectus means that the Supervisory Committee has approved the thesis project, and a written copy of the prospectus is filed with the Sociology Department Graduate Administrator.

Doctoral Dissertation

A doctoral dissertation must make a significant contribution to knowledge in a field of study, embody the results of original investigation and analysis, and be of such quality as to merit publication. The length of a doctoral dissertation is normally 200-300 pages. Students should aim to complete the dissertation within 44 months of entering the program. Students have the option of submitting a traditional monograph dissertation or an article-based dissertation.

Traditional Monograph Dissertation

The traditional monograph dissertation is a major work which represents the student's demonstration of his/her ability to use the tools learned in their PhD program in an original sociological research project. The traditional monograph dissertation may be a theoretical study but usually is an empirical investigation that includes a comprehensive analysis of data (primary or secondary). In either case, the traditional monograph dissertation should make a solid and direct contribution to sociological knowledge and be of such quality as to merit publication. The dissertation should be publishable in its final form (either as one full-length manuscript or in several article-length pieces), and should lead the student to numerous professional presentations as well. Normally, the traditional monograph dissertation includes the following chapters: Introduction, Literature Review, Theoretical Framework (sometimes combined with the Literature Review), Methods, Findings (also called Analysis or Thematic chapters -- typically two or three separate yet related chapters), Discussion, and Conclusions (sometimes combined with the Discussion).

Article-Based Dissertation

An article-based dissertation comprises three or more scholarly articles stemming from a common project plus introductory and concluding chapters that integrate the contributions of the articles. Examining committees will evaluate an article-based dissertation using the same criteria as are applied to the traditional monograph dissertation.¹

The guidelines for an article-based dissertation in the Department of Sociology are as follows:

1. The request to submit an article-based dissertation must be approved by all members of the supervisory committee and the Director of Graduate Studies. The request, including approval of all members of the supervisory committee, must be submitted to the Director of Graduate Studies no less than six months prior to the anticipated date of the final oral defence. At the time of the submission of the request to the Director of Graduate Studies, all three articles must be under review for publication in peer-reviewed scholarly journals with a solid academic reputation. The supervisory committee is the final authority on whether a particular journal has a “solid academic reputation.”
2. The articles in an article-based dissertation are roughly equivalent to the “findings” or “analysis” or “thematic” chapters of a monograph dissertation. If crucial contextual information has been left out of an article in order to meet a journal’s submission specifications, such information should be included in an appendix in the dissertation.
3. In addition to three or more scholarly articles, the main body of an article-based dissertation must include introductory and concluding chapters. The introductory chapter should outline the general theme and objectives of the dissertation by specifying the overarching sociological problem that is addressed. It should also specify the original contributions of the dissertation to sociological knowledge. The concluding chapter should draw out the overall implications of the dissertation project, demonstrate how the dissertation as a whole advances sociological knowledge, identify limitations in the project and suggest future avenues of research. The introductory and concluding chapters need to be substantial in content, depth and length and clearly communicate how the findings of the articles are complementary and interconnected. In addition to setting the overall context, and identifying how the articles relate to each other, the introduction should also identify where and why the articles overlap in content and, in the case of co-authored articles, document the student’s and others’ exact contributions in every phase of a collaborative work.

¹ The Faculty of Graduate Studies’ “Examiner’s Report on Thesis” form refers to the following criteria for evaluation: “As this report is the only record of the quality of the thesis, it should attempt to be comprehensive with respect to the general presentation. Although detailed comments on specific topics are not required, the report should endeavor to cover the following: use of **relevant literature and techniques**; **organization**; the **literary competence** displayed; the **logic of enquiry** in the research and the interpretation of results; the **argumentation** leading to the conclusions; the **degree of sophistication** shown in the treatment; **originality** and **contribution to the discipline**. A concluding assessment **comparing this thesis** to others examined, with an estimation of the author’s **ability to undertake future research** would be useful.”

4. The article-based dissertation must include at least three original articles. Prior to the scheduling of the final oral defence, all three articles must at least be under submission at peer-reviewed scholarly journals with solid academic reputations. The supervisory committee is the final authority on whether a particular journal has a “solid academic reputation.”
5. The Ph.D. candidate must be the sole author of all of the articles included in an article-based dissertation.
6. To be included in an article-based dissertation, articles must represent original work, have been researched and written in the course of the student’s doctoral program, and have been circulated for comment to the entire supervisory committee prior to submission to a scholarly journal.
7. The articles in an article-based dissertation are to be evaluated by the Oral Examination Committee in the same manner as other parts of the dissertation, regardless of their publication status. The Oral Examination Committee may require modifications even if an article has already received final acceptance from a journal or already been published.

Substantive Area Specialization

Each Ph.D. student, with the help of his or her supervisor, determines a substantive area of specialization that must be approved by the Supervisory Committee and filed with the Graduate Administrator no later than the time of the filing of an approved dissertation prospectus. This substantive area will serve as the basis for the reading list connected to the Candidacy Examination. The reading list will be approved by the Supervisory Committee after the completion of the prospectus and no later than three months before the Written Candidacy Examination.

The Candidacy Examination is based on the substantive area of specialization. The reading list for the examination will go beyond the student's dissertation research and will reflect the broad area of specialization.

The student is expected to take advantage of whatever departmental expertise and resources may be available to develop strength in the substantive area long before Candidacy. There might also be resources and expertise available elsewhere in the University, and students might, in addition, propose obtaining expertise beyond the University. The point is that the substantive area specialization begins much earlier than the establishment of a final reading list.

Candidacy Examination (Written and Oral)

The Candidacy Examination consists of two components -- a written examination and an oral examination. The Oral Candidacy Examination is a requirement of the Faculty of Graduate Studies and must be completed within 28 months of the student's first registration in the Ph.D. program. The Written Candidacy Examination is a departmental requirement. It must be conducted no more than one month before the oral examination. Before a student can proceed to

Candidacy, all departmental requirements must be successfully completed. These requirements include:

- All course requirements, as specified above;
- Completion of dissertation prospectus approved by the Supervisory Committee.

Candidacy Defence	Must complete Notice of Oral at least four weeks before the exam ➤ Signatures required from student, Supervisor and Graduate Director, allow lead time for this.	➤ Neutral Chair is selected ➤ all members of the Examining Committee have agreed to a time ➤ <i>appropriate*</i> room has been booked <u>by the Supervisor</u>
Candidacy Written no earlier than one week before Candidacy	Option A – 7 day exam	Option B – 7 hour exam
No more than two months before Candidacy	Composition of the Candidacy Examination Committee ➤ Supervisor ➤ Other members of the Supervisory Committee ➤ Two additional members	Faculty of Graduate Studies will not approve the committee composition earlier than three months before the oral examination, or two months before the written
Three months prior – a final reading list	Approved by Supervisory Committee in consultation with the student	<i>Normally</i> provided at least three months prior to the written examination
Four months prior to Written Candidacy Examination	Student should advise the supervisor of the intention to take the written component of the Candidacy Examination	Oral component no more than one month after the written examination

Written Candidacy Examination:

At least four months prior to the Written Candidacy Examination, the student should advise the supervisor of the intention to take the written component of the Candidacy Examination (followed by the oral component no more than one month later).

A final reading list – approved by the Supervisory Committee in consultation with the student – must normally be provided at least three months prior to the written examination.

Two months before the written examination, the composition of the Candidacy Examination Committee and the date and time for both the written and oral examinations should be established. (The Faculty of Graduate Studies will not approve the committee composition earlier than three months before the oral examination, or two months before the written.) The composition of the Candidacy Examination Committee is as follows:

- Supervisor(s)
- Other members of the Supervisory Committee

- two additional members

Questions on the written examination will be prepared by the Candidacy Examination Committee and should cover the broad area of substantive interest of the student. It is recommended, however, that one question focus on the student's specific research area.

The written candidacy examination will consist of one, two or three essays, at the discretion of the Examination Committee, and will occur over a one-week period. There are two options for writing the exam:

Option A: The candidate receives the question(s) and has one week to write the essay(s). The examination committee may, at its discretion, create an examination that offers candidates a choice of questions to answer, no choice, or a combination of chosen and obligatory questions.

Option B: The candidate receives a list of six to eight questions and has six days to prepare. The number of preparation questions provided should be at least double but not more than triple the total number of questions that will comprise the exam, and candidates must be informed how many questions will appear on the examination. On the seventh day of the week, the candidate writes a seven-hour examination consisting of one, two, or three questions from the preparation list, selected by the Examining Committee. The remaining questions may be asked in the oral examination.

The use of advance study questions for either Option A or B is to be negotiated by the Examination Committee and the student. In no case should these be the same questions that will later appear on the actual examination.

The written examination should follow one of Option A or Option B:

Option A: A seven-day take-home examination picked up or emailed to the candidate anytime between 8:00 a.m. and 4:00 p.m. on day one and returned, either in hard copy or by email, by exactly the same time on day seven (e.g.: if the examination is picked up at 9:00 a.m. on a Monday, it should be returned by 9:00 a.m. the following Monday); or

Option B: A seven-hour examination written from 9:00 a.m. to 4:00 p.m. on the designated day. Candidates may bring to the exam, in addition to their candidacy reading list, one single-sided page of notes to a maximum of 500 words. It is expected that these notes will consist of outlines for answer to the questions on the preparation list. The notes will be submitted to the examining committee with the student's completed examination.

Following the written examination, copies of the student's answers will be provided to each member of the Candidacy Examination Committee. This examination and its reading list will form the basis of the Oral Candidacy Examination.

Both the Written and Oral Candidacy Examinations will be graded together as a "pass" or "fail". No communication of "pass/fail" will be given to the student following the written component.

Oral Candidacy Examination:

The Oral Candidacy Examination will be held no later than one month following the written portion of the Candidacy Examination. The examination will be conducted by the student's Candidacy Examination Committee. All Faculty of Graduate Studies regulations governing the oral component of the Candidacy Examination will be followed. (These regulations are specified in the Handbook of Supervision and Examination, posted on the faculty website.)

Thesis Oral Examination:

The doctoral oral examination cannot be scheduled until all members of the Supervisory Committee have reviewed the entire thesis document. It is expected that all members of the Supervisory Committee will provide constructive feedback to the student and the supervisor in preparing the thesis document as well as on a full draft of the thesis before the final draft is reviewed and the oral examination scheduled.

The thesis oral examination committee shall consist of the student's Supervisory Committee and at least two other examiners, one of whom shall be external to the University. It is highly recommended that at least one member of the examination committee is from another discipline other than sociology. This examiner can be a supervisory committee member or one of the two examiners.

Students must complete and successfully defend a Doctoral Dissertation according to the procedures specified by the Faculty of Graduate Studies. A new policy, affecting students admitted after September 2008, now requires an open examination format for the dissertation defence. This means that the examination is a public event. However, only examiners have the right to question the candidate. Observers must leave the examination room before the examining committee members begin their deliberations.

PhD Program Overview

The following table provides an overview of the Doctoral program in Sociology and the suggested timeline that would facilitate completion in 44-48 months.

Doctoral Program Requirements and Suggested Timeline are as follows:

Program Timeline	Semester	Requirements	Month in program
Year One	Fall Semester	Enrolment in Sociology 702; completion of Social Statistics (611); completion of other courses worth between one and two HCEs.	Months 1-4
	Winter Semester	Completion of Sociology 702; completion of Sociological Theory (731); completion of other courses worth between one and two HCEs.	Months 5-8

	Spring/Summer	Submit paper coming out of Sociology 702 to journal or conference; possible completion of reading course elective; confirm supervisor and dissertation topic; background work on dissertation prospectus.	Months 9-12
Year Two	Fall Semester	Complete remaining course requirements (if needed); submit a draft of dissertation prospectus to supervisory committee.	Months 13-16. [Prospectus should be approved within 20 months]
	Winter Semester	Upon filing an approved dissertation prospectus, selection of substantive area of specialization and development of final reading list (no later than 3 mos. prior to written candidacy examination); complete research ethics application.	Months 17-20.
	Spring	[Candidacy Examination Committee formally established 2 mos. prior to written candidacy exam.] Completion of written candidacy examination, followed by oral examination (within one month of written component).	Months 21-22. [Candidacy requirements must be completed within 28 months of the student's first registration in the program.]
	Summer	Begin dissertation research	Months 23-24
Year Three		Work on dissertation	Months 25-36.
Year Four		Graduate Teaching Fellowship in fall or winter. Dissertation completion and final oral examination. Sessional teaching contract in spring/summer, if requested.	Months 37-48.

4. FUNDING POLICY

This section describes the funding policy of the Department of Sociology. More information on each type of support (i.e. assistantships and scholarships) is available in the next section.

Master's Program

When MA students are first admitted, the Department of Sociology provides an indication of the levels of financial support they can expect in their first year and in their second year if their academic progress in first year is satisfactory. Not all funding offers are equivalent but it is departmental policy to fund all incoming MA students in some way during the fall and winter terms. As a general rule, if funds are limited the funding provided to second-year students will be less than the funding provided to first-year students. If the units of funding are limited in any given year, allocation will be made on the basis of academic merit, progress in the program, receipt of external scholarships and students' qualifications to work as teaching assistants in particular courses.

MA-level funding is subject to satisfactory performance in the program, and is generally organized as follows:

- *In the first year:* During the fall and winter terms, students can expect to receive either a Graduate Assistantship, (currently valued at approximately \$8,505) in one term, and a Graduate Research Scholarship (currently valued at approximately \$5,000) in the other term, OR a Graduate Assistantship in each of the fall and winter terms. In addition, students whose thesis prospectus has been approved by May 15 will receive, subject to the availability of funds, a Graduate Research Scholarship (GRS) for the spring/summer terms if they are committed to working full time on their thesis project during the course of that GRS. Departmental funding for first-year MA students is a minimum of \$22,010.
- *In the second year:* Master's students who make satisfactory progress during their first year of study can count on receiving full or partial Graduate Assistantships or Graduate Research Scholarships during the fall and winter terms of the second year. Departmental funding for second-year students is normally a minimum of \$17,010 during the fall and winter terms. Funding is not normally provided for the spring/summer of the second year.

Doctoral Program

When students are first admitted, the Department of Sociology provides an indication of the level of financial support they can expect during their program. Funding offers do vary on the basis of academic merit, student expertise in teaching, and other factors. However, subject to the completion of all program requirements on schedule and the demonstration of initiative in locating and securing external funding, financial support offered to PhD students is generally organized as follows:

For Years 1 to 3. During the fall and winter terms, funded students can expect to receive either a Graduate Assistantship, (currently valued at approximately \$8505) in one term, and a Graduate Research Scholarship (currently valued at approximately \$5,000) in the other term, OR a Graduate Assistantship in each of the fall and winter terms. In the spring and summer terms, students will normally receive either a Graduate Research Scholarship (GRS) or a Graduate Assistantship to assist with a faculty member's research. In summary, PhD students who are successfully completing program requirements on schedule can expect to receive departmental funding at a minimum of \$22,010 during each of their first three years in the program. Please

note that students will not normally receive departmental funding after the 28 month point in their program unless they have successfully completed their candidacy examination.

For Year 4. During the fall and winter terms, students who have successfully completed program requirements (including candidacy) will receive a unit of Graduate Assistantship in one term. In the other term, they will receive a contract (currently valued at approximately \$6,000) to teach a course as a sessional instructor, together with a Graduate Teaching Fellowship (currently valued at \$3,000). In either the spring or summer, they will be given priority to teach a course as a sessional instructor. This contract may be cancelled if there is insufficient enrolment in the course. In summary, students making satisfactory progress can expect to earn a minimum of \$17,010 in the fall and winter terms and may earn an additional \$6,000 through teaching a course in the spring or summer.

To summarize, the minimum funding for PhD students who complete their programs after 44 months of enrolment and work the minimum number of graduate assistantships is \$83,040. However since most PhD students complete their programs over 48 months of enrolment and work the maximum number of graduate assistantships during that time, the typical minimum funding is \$106,050

Supplementary Awards for Scholarship Holders

Scholarship holders in both the MA and PhD programs are eligible for Graduate Assistantship units. A full or partial Graduate Assistantship may be held in combination with another award provided that it does not violate the terms of the other award. Holders of major external scholarships normally receive a maximum of one Graduate Assistantship assignment per academic year. At the same time, it is departmental policy that external scholarship holders are ineligible to hold a full Graduate Research Scholarship. Sometimes, however, a partial GRS is awarded to ensure that the external scholarship holder's total funding package in a given term exceeds what s/he would have received exclusively from the department in the absence of an external scholarship.

Withdrawal of funding

An offer of a Graduate Assistantship or a Graduate Research Scholarship may be rescinded if a student fails to complete an academic program requirement within the anticipated time period. Students who are considering withdrawing from a course or postponing the completion of an academic requirement should first consult with the Director of Graduate Studies to determine if this action will affect their eligibility for funding from the Department.

If a student fails, withdraws from or otherwise does not complete an academic program requirement, then the Director of Graduate Studies may stipulate that the student is to complete that academic requirement and possibly complete additional academic work (such as an undergraduate course) within a specified time period in order to be eligible for additional funding from the Department.

5. DETAILS OF ASSISTANTSHIPS AND OTHER FINANCIAL SUPPORT

Each year the Department of Sociology has available varying numbers of Graduate Assistantships that are awarded on the basis of merit to full-time students. There are three primary categories of appointment – Graduate Assistantships (Teaching and Non-Teaching), Graduate Assistantships (Trust), and Graduate Teaching Fellowships.

Graduate Assistantships - Teaching (T) and Non-Teaching (NT)

A Graduate Assistantship (GA) appointment is made to assist a student to pursue his/her studies toward a graduate degree. Departments appoint Graduate Assistants to perform work directly related to areas of a department's academic discipline and teaching responsibilities. The GA (Teaching/Non-Teaching) position is an apprenticeship for an academic or professional career. Department Heads or equivalents must ensure that GA(T)s and GA(NT)s are trained and supervised for the duties to be performed and develop departmental guidelines to promote these activities. Mandatory training time will be included toward fulfillment of the GA's hours for the term. A Graduate Assistantship is considered partly scholarship and partly employment.

The stipend for a Graduate Assistantship is currently set at approximately \$8,505. This rate is subject to annual review by the University. No more than 204 hours of service (an average of 12 hours per week over 17 weeks) may be required of Graduate Assistants.

GA (T) appointments are awarded to students to assist with the instructional responsibilities of the Department. Students are assigned to particular instructors in order to assist with, for example, tutorial or lab sessions, grading, etc.

A Graduate Assistantship (NT) (Non-teaching) is an appointment made to assist departments and/or professors with non-teaching responsibilities. The duties of a GA (NT) may include, for example, collecting research data, interviewing research subjects, bibliographic work, administrative assistance or general research services.

Graduate Assistantships - Research

A graduate student is appointed to a GA (Research) position to build academic experience by assisting with a research project, with duties similar to those described for a GA (NT) above. GA (Research) appointments are funded from the research support accounts held in trust for University staff members who select and recommend graduate students for such appointments. The minimum hourly salary rate for Graduate Assistants (Research) is \$17.50. Academic qualifications and suitability for the research or service duties are the primary criteria, but reference may also be made to financial need, and/or a student's progress in program. The nature of the appointment will vary according to the terms of the grant. During the tenure of the award, students must be full-time or part-time registrants in the Faculty of Graduate Studies in a program of study leading to a Master's or doctoral degree.

Graduate Teaching Fellowships (GTF)

A Graduate Teaching Fellowship is an award of merit to a senior PhD student. Before beginning a fellowship, doctoral students must have completed the Faculty of Graduate Studies Candidacy Examination. The Graduate Teaching Fellow is Instructor of Record for a course, paid as a sessional instructor, and subject to the rights, privileges and restrictions of the *Collective*

Agreement. As an award of merit, the Graduate Teaching Fellowship will be noted on the student's transcript. The current value of the GTF is \$3,000; it is paid on top of the normal pay for a sessional instructor. It is the responsibility of the Head of the Department to ensure that the Teaching Fellow is adequately qualified to teach the required course, and (in consultation with the supervisors concerned) that all GTF appointments take students' academic progress into account. Doctoral students normally receive one GTF during their program.

Primary selection criteria in the case of Assistantships include: (1) academic qualifications (which may include overall GPA and for incoming students, reference letters and writing sample); and (2) suitability for the teaching or research duties (including past performance).

Graduate Research Scholarships (GRS)

Graduate Research Scholarships are awarded to students for research tasks directly related to their own research. No teaching or service duties are required. To be eligible for a GRS, students must be registered as full-time students. GRSs are awarded competitively, based on meritorious performance and progress in program.

Other department funding

Each year, the Department has a limited amount of funding that is often used for recruitment purposes. Many instructors also have small amounts of "reader money" assigned to them (during regular and/or Spring/Summer Sessions) to hire students on an hourly basis to provide limited assistance such as grading papers.

Faculty members with funded research projects are encouraged to hire student research assistants whenever possible. The total amount of remuneration varies with the funds available to the researchers, ranging from a full Graduate Assistantship to payment for work done on an hourly basis.

The Department also hires a limited number of students to work as teaching assistants on spring and summer courses. The rate of pay for this work is about one-third the rate for a Graduate Assistantship. Sociology graduate students without other sources of departmental funding have the first priority for these hires.

6. SCHOLARSHIPS

The Department of Sociology encourages graduate students to apply for both internal and external scholarships. Our graduate students have been particularly successful in both the internal and external scholarship competitions, especially in terms of acquiring SSHRCC (Social Sciences and Humanities Research Council of Canada) and CIHR (Canadian Institutes of Health Research) funding.

External Scholarships

External scholarships are external to the University of Calgary, and are offered by government, industry and other sources. In the Department of Sociology, the most common sources of external scholarship funding are the Social Sciences and Humanities Research Council of

Canada and the Canadian Institutes of Health Research. Information about these and other awards is available from the Faculty of Graduate Studies. Students considering these awards should verify program deadlines and requirements by contacting the funding/granting agency.

Internal Scholarships

The Faculty of Graduate Studies lists a variety of scholarships internal to the University that sociology students may be eligible for, as well as scholarships that are area-, versus discipline-specific.

There are three different routes by which an internal award may be adjudicated:

1. Via the "Graduate Awards Competition", where students apply using the online scholarship application. The deadline for these applications is January 15 of each year.
2. Via recommendation by program - some awards are based on recommendation by departments to the Dean of Graduate Studies. For some of these awards, no application is necessary and a recipient will simply be nominated by the graduate program. As the Faculty of Graduate Studies suggests, students are encouraged to make their eligibility for awards known to their supervisors and to the Graduate Coordinator.
3. Via a Special Awards Committee of the Graduate Scholarship Committee. These awards require applying to the Chair of the Graduate Scholarship Committee.

Please note that the Faculty of Graduate Studies website clearly indicates through which particular route awards will be adjudicated.

Departmental Scholarships and Awards

Donald L. Mills Graduate Scholarship

The Department awards the Donald L. Mills Scholarship in the amount of \$1,700 annually to an outstanding Sociology graduate student. This scholarship is given to an M.A. or Ph.D. student in the Department of Sociology for exemplary participation in scholarly activity or meritorious participation in activity that supports or advances the discipline. It assumes high quality course performance but is not based on GPA. The scholarship recognizes excellence in one of the following ways:

- a. an unusually outstanding research paper presented in a course
- b. the presentation of a significant paper (or papers) at scholarly meetings
- c. the publication of scholarly work
- d. documented leadership in organizational activity associated with the discipline or the Department
- e. outstanding performance in contributing to a research project
- f. exemplary participation in professional sociological activities.

Under normal circumstances, no person will receive the award more than once within a degree program. **The successful nominee must be a continuing graduate student enrolled in the Fall term in which the award is disbursed.**

Sociology Professors PhD Graduate Entrance Scholarship

- Value: \$1,000 for each of 2014 and 2015; for subsequent years up to \$2,000
- Number: One
- Duration: Entrance Scholarship (one year)
- Eligibility: Awarded on the basis of merit to a student entering the doctoral program in the Department of Sociology at the University of Calgary. Successful candidates at the time of tenure will be registered as full-time students in the Faculty of Graduate Studies.
- Where: University of Calgary, Faculty of Graduate Studies
- Tenable:
- Nomination Process: Recommended by the department
- Apply: Students interested in this award should contact the Department of Sociology. Recommendations will be forwarded to the Faculty of Graduate Studies. The recommendation is subject to final approval of the Graduate Scholarship Office.
- Deadline: February 1

James Frideres Award in Quantitative Sociology

This award is presented to the most outstanding graduate student in the area of quantitative sociology. Consideration will be given to academic merit, preparation of a paper, involvement in research or other forms of scholarship, which the committee recognizes as outstanding achievement in the area of quantitative sociology. Members of the Department of Sociology will nominate candidates for this award. The nomination will be forwarded to the Faculty of Graduate Studies Scholarship Committee for approval. The value of this annual award is \$250. The successful nominee must be a continuing graduate student enrolled in the Fall term in which the award is disbursed. Further information regarding this award can be found in the Scholarship and Awards Database at:

Graduate Teaching Award

A special award is given every April to honour outstanding performance as a Graduate Teaching Assistant. Recognizing that all graduate students with teaching responsibilities must carry out their tasks with care and diligence, the Graduate Teaching Award is meant to recognize *exceptional* contributions to the teaching functions of the Department.

This award is in the amount of \$100, with half of the funding provided by the Dean of the Faculty of Arts and half by the Department. No person will receive the award more than once within a degree program.

Awards for international students:

Drs. George and Susannah Kurian Doctoral Scholarship in Sociology

Dr. George Kurian, professor emeritus in the Department of Sociology, is founding editor of the *Journal of Comparative Family Studies*, and a noted scholar in family sociology. Dr. Susannah Kurian is a Calgary physician. This award is made possible through their generosity and commitment to the doctoral program in sociology at the University of Calgary. Further information regarding this award can be found in the Scholarship and Awards Database at: <http://grad.ucalgary.ca/awards/how-to-database>

International Student Fee Differential Scholarship

Although the Alberta Government requires that international students pay a 100% fee differential, the Department of Sociology offers a Fee Differential Scholarship for each international student admitted to our program. This Scholarship will continue as long as an international student is enrolled in a graduate program.

International Student Travel Bursary

Subject to the availability of funds, the Department offers a travel bursary to each international student. In each fiscal year (May 1 to April 30), the Department will subsidize the airfare costs of one return trip home for each international student, to a maximum of \$2,000. To qualify for this bursary the student must be making satisfactory progress in her/his program. The bursary will be paid after travel is completed and receipts of payment are submitted.

7. FINANCIAL SUPPORT FOR STUDENT RESEARCH

The University's Research Services Office offers Thesis Research Grants to cover student research expenses (up to \$1,000 for M.A. students and \$1,500 for Ph.D. students) and the Faculty of Graduate Studies provides student travel grants (currently up to \$750 for North American and \$1,500 for international conferences) to students presenting their thesis or dissertation work at major conferences. Preference for Conference Grants is given to M.A. students in the final year of their program, or to Ph.D. students who have not received a prior grant during their current degree program. More information about these grants is available from the Research Services website and the Faculty of Graduate Studies website.

The Department supplements these grants as follows:

Research grants:

1. In each year's budget, the Department of Sociology sets aside a portion of its budget to support graduate student research.
2. There are two application deadlines each year: December 1 and June 1. These deadlines fall two months after the application deadlines for the Thesis Research Grant from the University of Calgary's Research Services Office. This is because students are required to first apply to the Research Services Office before applying to the Department. An

exception will be made to this rule when the research expenses requested for coverage by the Department are definitely ineligible for coverage by the Research Services program.

3. Students must submit a formal application for a departmental research grant to the Graduate Administrator.
4. The same application form and supporting materials submitted to Research Services for the Thesis Research Grants program should be submitted for a departmental research grant. In addition, the applicant should submit a covering letter indicating how much of a grant was received from Research Services and how much additional support is needed from the department. A copy of any correspondence from Research Services should be attached.
5. At the time of application, applicants must have an approved thesis or dissertation prospectus on file with the Student Administrator, and must have already exhausted the funding available from the Research Services Office through its Thesis Research Grants program.
6. The maximum grants are \$1,000 for MA students and \$1,500 for Ph.D. students.
7. If funds are readily available, adjudication will be by the Graduate Director. If funds are limited, adjudication will be by the three faculty members of the Graduate Studies Committee.
8. Grants will be awarded on the basis of merit with consideration of the number of applicants. Any individual may receive only one award in the course of a degree program.
9. The decision of the adjudicators is final and is not subject to appeal.

Support for Graduate Student Presentations at Scholarly Conferences

1. In each year's budget, the Department of Sociology may set aside a portion of its budget to support graduate student presentations at scholarly conferences.
2. Only students who are presenting a paper they have authored or co-authored, or students presenting a poster, will be considered for this support.
3. The maximum grant for a conference is currently set at \$750. No more than one grant will be awarded to a student in any budget year (April 1 to March 31).
4. A written application should be made to the Graduate Director as soon as possible after a paper has been accepted for presentation, and no later than two weeks prior to the conference.
5. Applications will be processed on a first come, first served basis beginning on April 1 of a budget year. Grants are subject to the availability of funds.

6. A copy of the relevant page of the conference program listing the student's presentation must be submitted along with the travel expense claim.

8. YOUR GRADUATE PROGRAM

Students are expected to take charge of their progress through their graduate program and are advised to:

- a. Hold regular meetings with their assigned interim advisor during the first few months in the program. When problems arise, students should meet with the Graduate Director.
- b. Select a supervisor who can ensure the quality, quantity, and flexibility of support and guidance needed.
- c. Consult with student mentors, as well as other faculty members within and external to the Department to take advantage of the expertise and support available.
- d. Negotiate clear agreements with supervisors and supervisory committee members on the goals, deadlines, expectations, and work required at each step of the process. Where appropriate, these agreements should be made in writing.
- e. Ensure that regular meetings take place with the supervisor/supervisory committee or agree to other means of regular communication. This is particularly important during absences from campus. (Ph.D. students should be aware of the distinction between a Supervisory Committee and an Examination Committee. In contrast to Examining Committees where there is not likely to be significant prior contact to an oral examination, a Supervisory Committee should be consulted regularly throughout the student's program.)

All graduate students must file an Annual Progress Report in May **online** as required by the Faculty of Graduate Studies. This report allows students to state their accomplishments over the past year and their plans for the coming year. In addition, both the Supervisor and the Graduate Director must provide a written evaluation of a student's progress and sign the report before it is submitted to the Faculty of Graduate Studies. Delinquent students may be denied registration. The annual progress report is accessed from the MyUofC Student Centre.

9. APPENDICES

Appendix A: General Guidelines for Preparing a Thesis Prospectus

1. Title Page (including title, student's name, Supervisor's name, signature & date and the two sentences "In compliance with Department of Sociology regulations...")
2. Statement of Problem (general hypothesis if applicable)
3. Theoretical Context
4. Literature Review (highly selective major sources)
5. Research Design
 - a. Data Source (e.g. library, secondary analysis, survey)
 - b. Sample (if applicable)
 - c. Measurement Instruments (if applicable)

- d. Data Analysis
- 6. Proposed Chapter Outline
- 7. Work Timetable
- 8. Preliminary Bibliography

Note: The typical length of a thesis prospectus is approximately 15 pages.

Appendix B: Procedures Regarding Open Oral Examinations

- a. Only the candidate and the examiners will sit around the table. Observers will be seated on the periphery.
- b. There are no restrictions about who is allowed to attend. Friends, relatives, or others not part of the sociological community are eligible to attend.
- c. No observers are allowed to question the candidate or otherwise make any contribution to the examination. Observers are expected to respect the decorum of the examination procedure. The chair of the examination has the right to ask anyone creating a distraction to leave the examination room.
- d. Observers are not allowed to be in the examination room for the exam evaluation which is done *in camera* solely by the examination committee. Observers may also be asked to leave the room before the oral examination begins in the event the committee wishes to discuss its procedures.
- e. Following Freedom Of Information and Privacy Act policies, the only person eligible to announce the results of the examination publicly is the student/degree candidate who takes the examination. There will be no public announcement of the examination results from the examination committee.

Appendix C: General Guidelines for Closed-Book Examinations

A closed-book examination is designed to comprehensively assess the student's knowledge, integration, and application of the specialization area. It is intended to test a student's capacity for informed, coherent, and critical reflection on particular dimensions of the specialization area.

Structure/Format of the Exam

The examination is not meant to test memory for fine detail. The questions, which have been prepared by the examination committee, are fairly broad and synthesis and integration of core knowledge is required. Students are expected to present well-written, well-reasoned, critical, integrative discussions. **Outlining responses to a question at the outset is highly recommended.** Answers will be assessed on quality, not length. References to the core literature and key authors are expected.

Expectations/Criteria

Responses within the context of this examination are expected to demonstrate:

- 1. Clarity in framing issues, elucidating ideas and structuring arguments. The questions students are being asked may be answered in a variety of ways. It is imperative that students set the stage and outline, in their introduction, their approach to each question.

2. Reasonable completeness regarding main points and themes.
3. Coherent reasoning from assumptions to conclusions.
4. Thoughtful use of evidence to support assertions. Specific referencing in terms of page numbers, etc., is not expected, nor is a bibliography.
5. Appropriate as well as correct use of English language. This examination is, in part, a display of communication skills. It is therefore expected that students will attend to various aspects of communication, such as grammar, syntax, etc.

Copyediting Policy

Students may hire an editor to copyedit their theses. The student, supervisor and editor must abide by the following regulations:

1. Prior to hiring a copy editor, permission from the supervisor(s) must be obtained. An agreement outlining the permitted scope of editing must be signed by the student and the supervisor(s).
2. A disclosure statement is required in the thesis (e.g., a sentence in the preface or acknowledgment stating that the thesis has been professionally edited).
3. Under no circumstances should the copyediting alter the content, structure or contribution of the thesis.

