

THE UNIVERSITY OF WESTERN ONTARIO

Department of Economics

**NOTES FOR THE GUIDANCE
OF GRADUATE STUDENTS**

The purpose of these notes is to provide students with detailed information to supplement that contained on the Graduate Program's website at <http://economics.uwo.ca/graduate/>

Additional information concerning University regulations can be found on the The School of Graduate and Postdoctoral Studies website at <http://grad.uwo.ca>

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PHD-STREAM MA PROGRAM

1. GENERAL INFORMATION

The PhD-stream MA program is intended for those students who plan to continue into the PhD program once they have completed the PhD-stream MA program and have accumulated the extensive background skills in macroeconomics, microeconomics, econometrics and mathematics required to pursue a PhD.

Students in the PhD-stream MA program may submit an application to the PhD program and can receive acceptance into the PhD program conditional on successful completion of the PhD-stream MA program and provided they pass the Comprehensive Exams. Students must sit for the Comprehensive Exams in the summer term immediately following the PhD-stream MA program. Eligibility for writing the Comprehensive Exams is determined at the end of the academic year by the Director of the Graduate Program. In order to qualify, a student must obtain an average of 85% in the eight first year courses: 9601, 9603, 9605, 9607, 9602, 9604, 9606, and 9591/9592.

The PhD-stream MA program offers an extended study option consisting of a third term. This option is open to all PhD-stream MA students, but is **mandatory** for those holding an external scholarship with a three-term program requirement.

2. EXTENDED STUDY OPTION

Under the extended study option students complete a three-term MA rather than the standard two-term MA. Following this route, students will take the Extended Study Applied MA Workshop Paper course, 9592, over two terms (winter and summer) rather than taking the standard Applied Research Workshop course, 9591, in one term. This option allows students the chance to explore more difficult topics in their MA research paper and/or to conduct more extensive research in a particular area of interest. Students may elect to be admitted to the extended study option in September or January. **Once admitted they may not change to the two-term program.** Students who are admitted to the three-term stream and withdraw during the third term will not receive an MA degree. Students who select the three-term stream must send The School of Graduate and Postdoctoral Studies (SGPS) a signed written acknowledgment that they must complete the third term of work to receive the MA degree.

3. COURSE REQUIREMENTS FOR THE PHD-STREAM MA PROGRAM

All students in the PhD-Stream MA program are required to take the first term courses in the PhD first year course sequence consisting of 9601A (Microeconomics I), 9603A (Macroeconomics I), 9605A (Econometrics I) and 9607A (Mathematical Economics I). Students intending to continue into the PhD program are then required to take the remaining PhD first year courses consisting of 9602B (Microeconomics II), 9604B (Macroeconomics II), 9606B (Econometrics II) and 9591/9592 (Applied M.A. Workshop) in the second term. Students who choose to conclude their studies at the end of the PhD-stream MA program and not continue into the PhD program are required to take either 9602 (Microeconomics II) or 9604 (Macroeconomics II), 9591 (Applied MA Workshop) and two other elective courses in the second term in order to fulfill the PhD-stream MA requirements.

4. GRADUATION AT THE CONCLUSION OF THE PHD-STREAM MA PROGRAM

To graduate from the PhD-stream MA program, a student must have an overall average of at least 70% in all of the graduate Economics courses taken at Western, with no single grade below 60%.

PHD PROGRAM

1. GENERAL INFORMATION

Western's PhD Program in Economics offers a firm grounding in both the theory and applied tools of economics. Our program aims to train first-rate economists to undertake leading-edge research in economics, and to apply the knowledge and skills learned in the program to understand and solve a wide range of economic problems in different institutional settings.

Students typically take classes in years one and two, then in upper years focus on research and writing.

2. COURSE REQUIREMENTS FOR THE PHD PROGRAM

Continuation in the PhD program requires an average of 85% over all courses taken while enrolled in the graduate program. Decisions on continuation in the program and financial assistance are made at the end of each academic year.

In the first year, students are required to take the first year PhD course sequence consisting of 9601A (Microeconomics I), 9603A (Macroeconomics I), 9605A (Econometrics I) and 9607A (Mathematical Economics I) in the first term and 9602B (Microeconomics II), 9604B (Macroeconomics II), 9606B (Econometrics II) and 9691 (Research Seminar) in the second term. Students who enter the program from the PhD-stream MA program do not need to retake these courses.

In the first year following the comprehensive exams, students are required to take 9609 (Advanced Methods of Applied Economics), one of the Advanced Theory courses (9611, 9612, 9613, 9614, 9615, or 9616) and at least six optional courses. **A student must take eight courses in this year unless he/she receives special permission from the Director of the Graduate Program.**

In courses where the student's grade is based (in whole or in part) on a paper to be submitted by a specified deadline, failure to submit a paper by the deadline will normally result in a grade of zero on the paper. In exceptional circumstances, a grade of "Incomplete" may be awarded. A grade of "Incomplete" must be made up within one term beyond the initial registration in a course. If it is not, the student will automatically be assigned a "Fail" (F).

PhD students may also take undergraduate/graduate courses from other departments provided that both the Director of the Graduate Program and the department offering the course approve.

At the discretion of the Director of the Graduate Program, one or more graduate courses taken at other universities may be counted toward satisfying the preceding requirements provided they have not already been counted toward satisfying the requirements for another degree. To be eligible to apply for this kind of advanced standing credit, the student must be able to demonstrate that the course for which he/she has received credit has a close analogue at the 9600-level at Western. The student must also have received a grade of at least 80% in the course. The student must provide a reading list for the course as well as all materials used to assess his or her performance (i.e., copies of test questions, problem sets, research papers or projects and the like).

In the second year following the comprehensive exams, students are required to receive course credit in the Communication and Professional Development Workshop I & II (9770A & 9771B). The student will audit the course during the fall term. Then, in the winter term, the student will register for course credit in the workshop. Credit in both terms will be based on required attendance at seminars and course participation and completion of required elements which may include practice presentations, writing sessions, and professional development talks. In addition,

credit in the winter term will be based on a workshop presentation and a final paper. Grades will be assigned based on these components by the faculty member who serves as instructor for the course. The final paper should be in the student's chosen field area and must either be a newly written one, or a substantially different and improved version of the Summer Paper. It is expected that this paper will be included in the student's dissertation and may be an early version of a paper that could be used when the student is on the job market.

In the third year following the comprehensive exams, students are again required to receive credit in the Communication and Professional Development Workshop I & II (9880A & 9881B). The process is the same as the previous year. The student will audit the course during the fall term, and then register for credit in the workshop in the winter term. Credit in both terms will be based on required attendance at seminars and course participation and completion of required elements which may include practice presentations, writing sessions, and professional development talks. In addition, credit in the winter term will be based on a workshop presentation and a final paper. Grades will be assigned based on these components by the faculty member who serves as instructor for the course. The final paper must either be a newly written one, or a substantially different and improved version of the paper submitted in the previous year. Again it is expected that this paper will be included in the student's dissertation. It may be the paper the student will present on the job market or it could be an additional paper that will be included in the dissertation.

3. NON-COURSE PROGRESSION REQUIREMENTS

3.1 Comprehensive Examinations

Students must sit and pass the Comprehensive Examinations in Microeconomics, Macroeconomics and Econometrics in the summer term immediately following the first year. In order to be eligible to take the PhD Comprehensive Exams, a student must obtain an average of 85% or higher in the eight first year courses: 9601, 9603, 9605, 9607, 9602, 9604, 9606, and 9691.

The Comprehensive Examinations are scheduled on **the first three Mondays in June**, approximately five weeks after the regular winter exam period.

A student who fails any of the Comprehensive Exams on his/her first attempt will have an opportunity to write it a second time during the same summer, usually at a mutually agreeable date in August. If any student has failed more than one component of the exams at the first sitting, and thus must write at least two again, there will be at least a week between each component at the second sitting. A student who fails all three Comprehensive Exams will not be allowed to

rewrite. Exceptions to this rule can be made based on non-academic grounds at the discretion of the Director of the Graduate Program in consultation with the Comprehensive Committees. A student who fails in his/her second attempt at any of the Comprehensive Exams will not be permitted to continue in the program.

Each of the Comprehensive Exams is four hours in length. Each exam will be set and marked by a three-person committee. The list of examiners will be announced before the examination. Where possible, the identity of the student will not be revealed to the examiners until after the exam has been graded.

The only grades for Comprehensive Exams to be reported to the University are PASS or FAIL, and these grades are what will appear on the transcript.

Students may have duplicate copies of their own examination papers, after the papers have been graded. The student must pay for the cost of duplication.

For the remainder of this document, timing will be indicated relative to the comprehensive exams with a new year starting each fall term and continuing through the summer term. Please refer to the timeline at the end of this document.

3.2 The Summer Paper

During the summer term of the first year following the comprehensive exams in the program, students must prepare a research paper (the "Summer Paper"). A short outline of its topic and contents must be approved by a faculty member who will act as the summer paper supervisor. The deadline for approval is May 31. It is the student's responsibility to get a faculty member's agreement to serve as a summer paper supervisor, something that should be done well before the deadline. While not required, the Summer Paper supervisor would normally be a faculty member who the student wants to be his or her thesis supervisor.

After the paper is completed, it is submitted to a committee consisting of the Summer Paper supervisor and at least one other faculty member selected in consultation with the Director of the Graduate Program. The deadline for submission is September 30. If the committee decides that the paper is not acceptable, the student will be required to revise and resubmit the paper by December 15. Students who fail to submit an acceptable revision will be removed from the program. A "Summer Paper Prize" will be awarded to the best "Summer Paper." The Graduate Awards Committee selects the winner based on nominations from summer paper supervisors and faculty members assigned to review the summer papers.

3.3 Thesis Committee Formation

By December 30 in the second year following the comprehensive exams, students are required to form a Departmental Thesis Committee consisting of three or four faculty members, one of which is typically the summer paper advisor. This committee will help the student settle on a specific thesis topic. The student is required to report the names of the committee members to the Graduate Coordinator by December 30. The student is expected to maintain a close working relationship with all members of the thesis committee. If any member of the committee should leave the university, he/she may continue on the committee if he/she and the student agree. However, at least two members of the committee must be members of the Department, and if the chief supervisor leaves, he/she must designate a faculty member on campus to act as his/her alternate. At least one member of the committee must have tenure in the department and at least one supervisor must have full doctoral supervision status with SGPS.

3.4 The Prospectus

After the summer paper, the next milestone in the student's progress is the approval of the dissertation prospectus. The prospectus is a research proposal related to a major component of the thesis. It consists of two parts. The first is a written document called the prospectus document. The second is an oral defense of the research proposed in the prospectus document. To pass the prospectus both parts need to demonstrate that: (i) the student has formulated a clear and original research question; (ii) this question is interesting (in the sense that it addresses a nontrivial problem) and important (i.e. of interest to scholars in the student's field); (iii) the expected solution appears to be feasible and within reach of the student during the remainder of the Ph.D. progression; and (iv) the resulting research should be publishable in a good field journal.

The purpose of this milestone is threefold: (i) it provides an opportunity for the student to receive early feedback on the research plan from people both in and outside of their research area, and to change direction if needed; (ii) it provides an opportunity for the faculty to comment on and be informed of the research undertaken by all graduate students; and (iii) it creates a mechanism to ensure that similar standards, in terms of both timely progress and planned output, are being applied to all graduate students, within and across cohorts.

In the summer of the second year following the comprehensive exams, students are required to prepare the prospectus document that explains the scope of his/her thesis. Students should seek the advice of their committee on appropriate content for their prospectus document. **Students who do not meet the written document requirement will receive an automatic fail on the first prospectus attempt.**

Students are also required to defend the thesis prospectus during an oral presentation to the Department in the fall of the third year following the comprehensive exams. Students are encouraged to seek the advice of their committee about the content of their presentation, in order to make sure it is consistent with the purpose of the prospectus.

3.4.1 The Prospectus Document

The prospectus document will outline the content of the student's doctoral dissertation thesis, with particular focus on the planned paper they will submit when applying for jobs when they are on the job market, i.e. the job market paper. The document must convey that the student's research plan satisfies the criteria of clarity, interest and importance, feasibility, and quality described above. The document will present and discuss the planned job market paper's idea, motivation, originality, and strategy. For example, for an empirical job market paper the document might outline the identification and estimation strategy, explain the data that will be used, and provide a table (or figures) of summary statistics or some preliminary results. For a theoretical job market paper, the document might contain a formal statement of the main theorem(s) together with a sketch of the proof(s) and/or formal statement and proof of one or more preliminary lemmas. For a macroeconomics job market paper, the document might outline the model and explain the data and calibration strategy that will be used.

This document is expected to be about ten pages long. The students may also write up to two pages describing the other components (finished or proposed) of the thesis, if they are known. The prospectus document must also list on the cover the names of the three or more members of the thesis committee.

The document must be submitted to the student's thesis committee by July 31. The committee will use the document to advise the student on required revisions, and on whether he/she is ready to defend the document in front of the department. The advice given by the committee will be communicated to the Director of the Graduate Program.

A final version of the prospectus document must be submitted to the Department seven (7) days prior to the scheduled prospectus meeting date. This final version must be accompanied by the signatures of the faculty members on the student's thesis committee, certifying that the document is acceptable. This certification only allows the student to move on to the oral part and defend their prospectus.

If a student does not submit a prospectus document that has been endorsed by their committee, it is considered an automatic fail of the first attempt. At the discretion of the

Director of the Graduate Program, in consultation with the student's thesis committee, the student may still be permitted to go forward with the oral part of the prospectus.

3.4.2 The Prospectus Defense

Students who submit a certified prospectus document by the required deadline, or who receive permission from the Director of the Graduate Program will be invited to defend this document in a meeting open to all the faculty of the Department. This meeting will be scheduled in the fall term during the last two weeks of September, on a date selected by the Director of the Graduate Program. A quorum of at least five faculty members is required at the presentation and defense of the prospectus. All departmental thesis prospectus meetings will be chaired by the Director of the Graduate Program, or by a designate assigned by the Director of the Graduate Program. The Chair and the Supervisor of a student may be counted as members of his/her quorum. It is expected that all committee members will attend the prospectus, and in the event that a committee member is unable to attend, he/she must send an alternate in his/her place.

Each student will be given 20 minutes to present their prospectus. The presentation will focus on the job market paper, with only a few minutes, at the end of the presentation, devoted to: (i) discussing other finished work (possibly their second year summer paper) that will be included in the thesis; and/or (ii) possible extensions of the job market paper that might be included; and/or (iii) other work that may be included. As a reference, the presentation should comprise about ten slides that present the planned job market paper and one or two slides on other planned material.

The presentation of the prospectus may be interrupted only for questions of clarification. The presentation will be followed by up to 15 minutes of feedback and other questions from the faculty. These time restrictions will be monitored closely, and neither the student nor faculty members will be permitted to go over the time allotted. The chief supervisor may not participate during the oral presentation or defense. It is the student's responsibility to prioritize the material and ensure that the intended message gets across to the faculty, as the resulting assessment will be based only on what is presented.

If a student does not present during the initial September meeting, and has not been otherwise granted an extension, it is considered an automatic fail of the first attempt.

The student must pass the oral defense to remain in the program.

3.4.3 Outcomes

There are three possible outcomes for the prospectus defense: (i) it may be approved; (ii) it may be conditionally approved; or (iii) the student may fail and be invited to revise and resubmit it at the second prospectus meeting.

The outcome of each prospectus defense will be decided by a simple majority vote of the faculty members present at the defense meeting. The Chair or designate will report to the Graduate Office (on a form available for this purpose) the outcome of the vote, the names of the faculty members in attendance, and details such as required revisions and deadlines.

To be accepted (“pass”), the prospectus must be approved, under the four criteria mentioned above, by a majority of the faculty members present. When the majority of faculty members are of the position that only minor revisions are needed, the prospectus will be conditionally approved under the condition that these modifications be completed within a specified deadline, and/or an additional defense may be required.

When the majority of the faculty holds the view that major revisions are needed, the prospectus will not be accepted (“fail”) and the student will be invited to revise and resubmit at it a second prospectus meeting.

As a general guide for students, “pass” should be understood as the faculty being satisfied with the student’s progress. “Conditional acceptance” means the prospectus requires more work (on aspects to be discussed with the student after the presentation) and may lead to either further discussion with the student’s committee and/or a requirement to defend the prospectus again in December. “Fail” is to be understood as a strong suggestion to either make significant changes in the focus of the project, or to develop another project and present it in a second written prospectus document to be defended in December.

3.4.4 Second Prospectus Meeting and Outcomes

Students who have not successfully defended their thesis prospectus by the end of September and who have not been withdrawn from the program will be allowed a second chance in December. This second meeting will include students who were invited to revise and resubmit in the September meeting, either as a consequence of receiving a conditional acceptance or a fail.

Students must submit their revised draft prospectus document to their committee members by November 15, and a final certified version to the Department by November 30. If a student fails

to submit a certified document by November 30, the Director of the Graduate Program will meet with the student and the committee members. The Director of the Graduate Program may then decide to allow the student to defend the prospectus document at the defense meeting or decide to withdraw the student due to failure to progress. Students should expect that the first option is likely only to be exercised in extraordinary circumstances. The Director of the Graduate Program will schedule the meeting during the second or third week of December. The same principles and procedures of the first meeting will apply, however the only two outcomes are pass and fail. Students who have not successfully defended the prospectus by December 30 of third year following the comprehensive exams will be withdrawn from the program.

3.4.5 Extension of the Prospectus Requirement

In extenuating circumstances, as determined by the student's thesis committee and the Director of the Graduate Program, a student may be granted an extension on the prospectus requirement. If an extension is granted, the deadlines as stated above will be altered to meet the prospectus extension deadline.

3.5 Doctoral Thesis

The final requirement a student must satisfy is the writing and defense of a doctoral dissertation. The dissertation represents a contribution to economic knowledge, and it shows that the student is qualified to perform significant, independent economic research.

The specific requirements for an acceptable dissertation are determined by the student's Departmental Thesis Committee. The committee and the student decide when the dissertation is near its final form and is ready to be defended. Normally the dissertations consist of three article-length papers of which one is the job market paper.

3.6 Departmental Defense of Thesis

When the student has a substantially completed thesis which is acceptable to his/her committee, the chief supervisor will notify the Graduate Coordinator of a date for the departmental thesis defense. The thesis must be defended in front of at least five faculty members of the Department of Economics (including the Director of the Graduate Program or designate and the student's committee members). The student must prepare a document approximately 20 pages in length which outlines and summarizes the main results in each chapter of the thesis. This document should be submitted a minimum of one week prior to the defense date.

A pass requires a simple majority of the faculty present. If the thesis passes subject to revisions, the student must complete the revisions to the satisfaction of his/her committee by a date specified and before proceeding to the university defense. If that deadline is not met, a new departmental defense may be required. If the student fails, they will be withdrawn from the program and must petition the Director of the Graduate Program and have the full support of their committee to be readmitted and try again.

3.7 University Defense of Thesis

When the student has completed a thesis which is acceptable to the department and his/her committee, both the student and the chief supervisor should see the Graduate Coordinator for the details concerning submission of the thesis to The School of Graduate and Postdoctoral Studies (SGPS) and the details for completing the University Oral Examination. The template for integrated article thesis is available from the Graduate Office and when ready, the examination copy of the thesis is submitted to School of Graduate and Postdoctoral Studies electronically through Scholarship@Western. See the SGPS website http://grad.uwo.ca/current_students/thesis/index.html for specific details regarding the technical as well as the style and formatting requirements for the thesis. Any additional questions relating to the thesis can be directed to Krystyna Locke, Thesis Coordinator at SGPS at klocke2@uwo.ca

Meanwhile, the Chief Supervisor of the thesis committee should arrange with the Graduate Coordinator for two outside thesis examiners, one of whom is an economist from outside the University and one of whom is a faculty member at Western but not a member of the Department of Economics, and two department examiners; as well as a date for the University Oral Examination, which must take place at least six weeks after the thesis is submitted to The School of Graduate and Postdoctoral Studies. The formation of the examination committee for the University Defense is the responsibility of the immediate supervisor and careful attention should be paid to the deadlines for the University Defense which must be met in order for the degree to be awarded at the next convocation. See the SGPS website <https://grad.uwo.ca/administration/regulations/8.html> for details regarding the eligibility requirements and the responsibilities of the thesis examiners.

3.8 Time Limits

Students who do not continue to make progress toward completing their dissertation will be subject to the Maximum Registration Period of six calendar years as outlined by SGPS and withdrawn from the program. Such a decision will be made by the Director of the Graduate

Program in conjunction with the dissertation committee members. Ten years after the comprehensive exams, students must retake and pass all three comprehensive exams in order to remain enrolled in the program.

3.9 T. Merritt Brown Thesis Prize

In recognition of the outstanding contributions by the late Professor T. Merritt Brown to the development of Economics in Canada and at the University of Western Ontario, the University awards in his memory an annual cash prize of \$400.00 for the best thesis in Economics at the University of Western Ontario. The award will not necessarily be made in every year.

4. FINANCIAL ASSISTANCE FOR CONTINUING STUDENTS

4.1 General

It is strongly recommended that students apply for all awards for which they are eligible. All eligible PhD students must apply for the Ontario Graduate Scholarship (OGS) and Tri-Council awards (SSHRC, NSERC, CIHR). MA students are required to apply for the Ontario Graduate Scholarship (OGS) and are encouraged, but not required, to apply for Tri-Council awards (SSHRC, NSERC, CIHR).

Each year, the University awards the Sir Arthur Currie Memorial Scholarship valued at approximately \$1,500 to a deserving graduate student, usually in Economics.

For further information about available fellowships and scholarships, consult the awards section of The School of Graduate and Postdoctoral Studies Website at:

http://grad.uwo.ca/current_students/student_finances/funding_opportunities.html

4.2 Criteria for Financial Assistance

Decisions on continuation in the program and financial assistance are made at the end of each academic year.

Financial assistance from the Department is based on eligibility and merit. The level of funding in second and subsequent years in the graduate program depends entirely on the student's performance in the graduate program at Western. **In particular, students may not necessarily receive the same financial assistance in the second and subsequent years of the program as they did in the first year.**

4.3 Determination of WGRS and GTA Awards

All continuing non-award-winning students will be nominated for a full GTA and WGRS funding provided they meet the eligibility requirements. The grade eligibility requirements for WGRS and GTA funding are determined and monitored by The School of Graduate and Postdoctoral Studies each term. In addition, students must be in good standing in the Department.

Students may elect to substitute a GRA or RA position for a half or full GTA.

5. OTHER INFORMATION

5.1 Part-time Study, Leave of Absence, Continuous Registration

Students interested in part-time status or a "Leave of Absence" should consult with the Director of the Graduate Program. Students must maintain continuous registration in the program unless he or she obtains a Leave of Absence, which is obtained by filling in the application in the Graduate Portal: <https://grad.uwo.ca/student/index.cfm> or withdraws from the program.

Before the end of the approved leave of absence, students notify the Director of the Graduate Program, the Graduate Coordinator and, where relevant, the Supervisor(s), to discuss the transition back to their studies.

5.2 Scholastic Offences

According to The School of Graduate and Postdoctoral Studies Graduate Calendar, scholastic offences include, but are not limited to, the following examples:

- a) Plagiarism - the "act or an instance of copying or stealing another's words or ideas and attributing them as one's own." (Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, The Director of the Graduate Program, or The School of Graduate and Postdoctoral Studies. Students also may consult style manuals held in the University's libraries.

- b) Cheating on an examination or falsifying material subject to academic evaluation.
- c) Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
- d) Submitting a false medical or other such certificate under false pretenses.
- e) Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- f) Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
- g) Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- h) Intentionally interfering in any way with any person's scholastic work.
- i) Submitting for credit in any course or program of study, without the knowledge and written approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.
- j) Aiding or abetting any such offence.

Evidence of wrongdoing may result in criminal prosecution in addition to any proceedings within the University.

Further information regarding scholastic offenses, penalties and appeals can be found at <https://grad.uwo.ca/administration/regulations/13.html>

5.3 Appeals Procedure

A student who is dissatisfied with their grade from a course, an exam or a Comprehensive Exam, must first approach the instructor or the Chair of the Comprehensive Committee who awarded the grade in an attempt to settle the matter. The Director of the Graduate Program will take no

action unless such an attempt has been made and has failed. An appeal must be made no later than six (6) weeks from the date of the action or decision giving rise to the appeal. If discussion with the instructor or Comprehensive Committee Chair does not dispel dissatisfaction with a grade, the student must then submit his or her appeal in writing (complete with all necessary documentation), to the Director of the Graduate Program. The Director of the Graduate Program (or an ad hoc Appeals Committee) will provide a written decision (including the reasons) within six weeks of receiving the written appeal.

5.4 Student Representatives on Departmental Committees

Each year the graduate students at large elect one graduate student to serve on the Departmental Committee on Academic Policy (CAP) and to attend CAP meetings. They also elect three graduate students to serve on the Graduate Affairs Committee (GAC). In each case, graduate student representatives do not attend when the committees are discussing matters pertaining to individual graduate students.

5.5 Travel Funds

The Graduate Program will administer a travel fund, on a reimbursement basis, for graduate students who are invited to and present a paper at a conference. Each student is eligible for a maximum \$500 toward travel expenses. Students are encouraged to apply first to other sources for conference money before applying for these travel funds. In particular, many conferences offer discounts and travel assistance to student participants and SOGS has a travel bursary. Original receipts and boarding passes are required for travel expense reimbursement.

5.6 Job Market Funds

Students on the job market are also eligible to apply for travel funds of \$500 toward expenses for travel to the CEEE and/or ASSA Meetings, on a reimbursement basis, even if the student is not presenting at the meetings. Original receipts and boarding passes are required for travel expense reimbursement.

5.7 Summer Employment

Students interested in summer employment within the Department as research assistants should inform the Graduate Coordinator and advise faculty members of their interest and availability. Those interested in summer teaching should apply as limited duties instructors once course

offerings have been listed or summer instructors should inform the Graduate Coordinator and the Main Office.

5.8 Offices

At the discretion of the Department, offices are assigned yearly by the Graduate Coordinator, on a **temporary basis only**, to full-time graduate students. Office space is allotted to students beyond their 4th year in the graduate program as available. Students can also apply for study space in the D.B. Weldon Library.

5.9 Graduate Teaching Assistant Prizes

Each year, one Graduate Teaching Assistant (GTA) assigned to lead the Econ 1021/1022 tutorials for undergraduate students will be awarded the Tutorial Leader of the Year award, consisting of a plaque and \$100. Additionally, an award consisting of a plaque and \$200 will be awarded to a GTA assigned to the first-year graduate student courses. These prizes are awarded to the GTA who has performed their TA duties at an exemplary level. All GTAs are eligible. Nominations will be taken in March from Faculty, Graduate Students and Undergraduates. The Graduate Prize Committee will award the winners in April.

5.10 Policy on Graduate Teaching Assistants Marking Final Exams

Teaching Assistants can be asked to assist with the marking of final exams according to the following guidelines:

1. TAs can be asked to run scantrons for final exams.
2. TAs can be asked to assist with other aspects of marking final exams so long as:
 - a. At the start of term, the instructor indicates on the TA duties specification form that the TA will be marking the final exam and the estimated number of hours needed for this purpose.
 - b. The total number of hours of TA duties (including time spent marking the final exam) does not exceed the total number of TA hours allocated to the course.
 - c. The instructor consults with the TA about the TA's own course work at the end of term and endeavors to ensure that the TA's work assisting with marking the final

exam does not compromise the TA's ability to study for their own final exams or to complete their own end-of-term assignments.

d. The instructor reviews the exam answers marked by the TA to ensure that the marking is consistent across students and is consistent with the instructor's judgment.

IMPORTANT DATES FOR PHD STUDENTS

PROGRESSION:

COMPREHENSIVE EXAMS:

FIRST THREE MONDAYS IN JUNE	1st sitting of the Comprehensive Exams
AUGUST	2nd sitting of the Comprehensive Exams (if necessary)

FIRST YEAR FOLLOWING THE COMPREHENSIVE EXAMS:

FALL TERM	Successful completion of elective courses
WINTER TERM	Successful completion of elective courses
MAY 31	“Summer Paper” abstract approved by a faculty member who will act as the summer paper supervisor

SECOND YEAR FOLLOWING THE COMPREHENSIVE EXAMS:

SEPTEMBER 30	Final version of “Summer Paper” submitted to paper supervisor along with one other faculty member, selected in consultation with the Director of Graduate Programs
DECEMBER 15	Re-write of “Summer Paper” submitted, if required.
DECEMBER 30	Complete 3 or 4-member thesis committee, including one member to serve as chair, to be reported to the Graduate Coordinator
WINTER TERM	Workshop paper to be submitted and presented for credit
JULY 31	Submit prospectus document to dissertation committee for approval

ONE WEEK PRIOR
TO PROSPECTUS MEETING Submit final prospectus document to Department

THIRD YEAR FOLLOWING THE COMPREHENSIVE EXAMS:

SEPTEMBER Thesis prospectus defended in a prospectus meeting

DECEMBER Second thesis prospectus attempts, if required

WINTER TERM Workshop paper to be submitted and presented for credit

SCHOLARSHIP DEADLINES: AGENCY DEADLINES NOT DEPARTMENTAL DEADLINES

SEPTEMBER SSHRCC application deadline

FEBRUARY 1 OGS application deadline

MARCH 15 Sir Arthur Currie Memorial Scholarship