

GRADUATE PROGRAMS IN

Socio-Legal Studies



York University

Graduate Program in Socio-Legal Studies

Program Handbook

2017-2018



Table of Contents

<i>Welcome</i>	4
<i>General Information</i>	4
<i>Registration Information</i>	5
<i>When do Classes Begin?</i>	6
<i>Enrolling in Directed Reading Courses</i>	6
<i>Extended Loan Library Privileges</i>	6
<i>Student Mail & Email</i>	6
<i>MA Degree</i>	7
<i>MA Courses</i>	8
<i>MA Speaker Series Requirements</i>	9
<i>Major Research Paper (MRP)</i>	9
<i>PhD Degree</i>	11
<i>PhD. Courses</i>	12
<i>PhD Speaker Series Requirements</i>	13
<i>Comprehensive Examinations</i>	14
<i>Doctoral Proposal</i>	16
<i>Doctoral Dissertation</i>	17
<i>Supervisor and Supervisory Committee</i>	17
<i>PhD Recommended Timeline</i>	17
<i>Scholarships and Funding</i>	18
<i>Conference, Research and Fieldwork Funds</i>	19
<i>Financial Aid for MRPs and other funding</i>	21
<i>OSAP</i>	21
<i>Obtaining your Tax Receipts</i>	21
<i>Student Assistantships / Employment</i>	21

<i>Graduate Student Exchanges</i>	24
<i>Campus Support Centres</i>	24
<i>Research Centres and Institutes at York University</i>	25
<i>Notes</i>	26

Welcome

York is a large and complex institution, one that can be difficult for students to navigate. Graduate students in particular are part of a program (Socio-Legal Studies) that is contained in a faculty (Faculty of Graduate Studies). In addition, students who work as Teaching Assistants do so in an undergraduate program (usually Criminology or Law and Society), in a department (Social Science) and, as employees, are members of a union (CUPE). Graduate students can be simultaneously students, teachers and employees all at the same institution!

Managing these relationships is complex for new students, and this program handbook is intended to help you do that. However, it is primarily focused on your relationship with the program and the faculty, but will make some reference to those other relationships where warranted.

In order to complete your studies successfully, it is essential that you read and understand the rules, regulations and deadlines at both the program and the faculty level. The aim of this handbook is to be a reference point to avoid future misunderstanding or confusion, and you will need to consult it throughout your time in the program. It will contain answers to many of the queries you may have. If it does not have answers for your questions, please check the appropriate websites, referenced below and throughout the handbook. If you still have questions, please contact the SLST office for help.

For up-to-date program information, see: <http://slst.gradstudies.yorku.ca>

For FGS guidelines and policies, see: <http://gradstudies.yorku.ca/current-students/regulations/>

For more information about the Department of Social Science, see: <http://sosc.laps.yorku.ca>

For CUPE information, see: <https://3903.cupe.ca>

General Information

The SLST Program offices are located in the South Tower of the Ross Building. Correspondence, messages, appointments, and general enquiries should normally be routed through Joanne Blake, **Program Assistant, room S735 Ross, (slstprog@yorku.ca; tel: 736-2100 ext. 22689)**. Office hours are Monday through Friday, 9am to 4pm.

The Graduate Program Director, Soren Frederiksen, is located in S733 Ross, (gpdslst@yorku.ca; tel: 736-2100 ext. 20507).

The students' lounge is located in N783 Ross. PhD and incoming MA students will each have a mailbox in the lounge, which should be checked regularly. Inside the lounge there are computer workstations exclusively for SLST and Developmental Studies (DVST) students' use. The lounge is accessed by codes, which will be disclosed to students when they attend the SLST Orientation. In the interest of security please do not circulate the code. In addition, in the interest of safety and security, please do not leave valuables in these common rooms.

The main reception desk for the **Social Science department** is open Monday through Friday from 8:30am to 4:30pm, should you wish to leave anything for the program's mailbox. The doors to access the 7th floor from the elevators lock after 5:30pm.

The Faculty of Graduate Studies (FGS), is located in York Lanes 230. The general website can be found at: <http://gradstudies.yorku.ca/>

Registration Information

Registration after Advising Appointment

New students entering the program must set up an advising appointment with the Graduate Program Director. Normally, this advising appointment will occur in the first week of May, just before registration begins. Incoming students may register and enroll in courses **only after they have had the advising appointment** with the SLST Director.

Call 416 736-2100 ext. 22689 or e-mail (slstprog@yorku.ca) to book an appointment.

Registration Process

Students are advised to register and enroll in courses for the Fall and the Winter terms after their advising session in May. This is to ensure that there is space available in the chosen courses.

Graduate students must maintain continuous registration in all terms — Fall, Winter and Summer — until graduation subject to the time limits stated in [Current Students – Regulations](#), and must pay the appropriate term fee.

Students in the Faculty of Graduate Studies use an online registration system that allows students to register online. See **Current Students > Courses and Enrolment** on the York University homepage or go to:

<http://gradstudies.yorku.ca/current-students/student-status/registration/>

Fall and Winter Deadlines

Graduate Students are required to register for each term. The deadline to register for the **Fall term is 15 August, 2017**. Students who wish to register for both the Fall and the Winter sessions may do so in August. Students who do not register in the Fall for the Winter term must ensure that they have registered for the Winter term by **15 December, 2017** in order to prevent a late fee. Summer registration occurs in early March to April, and course offerings will be made available then.

Impact of Late Registration

The deadline to register for the **Fall term is 15 August, 2017**. Students who register after the deadline will have to pay a late registration fee of \$200. It should also be noted that students not registered by the deadline are delaying the payroll process of their GA, RA or TA as payroll cannot be processed for students who are not registered. Scholarships may also be impacted if the student is not registered in a prompt and timely manner.

Please see updated important date information regarding registration and deadlines on the FGS website:

<http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

Registration vs. Enrollment

There is a difference between registration and enrollment. As graduate students, you are required to maintain continuous **registration** until you finish your degree. To do this, you must register for each semester you are an active student. Registration involves you logging in to Passport York and accepting your fee category (full or part time) and the student code of conduct. Once you have registered, you can then **enroll** in courses. *Once you have completed your course work, you still need to register for every semester: Fall, Winter, and Summer, in order to maintain your status as a full-time or part-time graduate student.*

Trouble with Registration?

Do you have outstanding fees? If you have outstanding fees in excess of \$1000 from the previous session, you may be prevented from registering until you have cleared the outstanding fees. Please see the SLST Graduate Assistant or make an appointment directly with Faculty of Graduate Studies.

Students may find themselves blocked from entry into other courses for various reasons. If this is the case the student will be required to contact SLST to have the block lifted.

When do Classes Begin?

Most Graduate courses begin on **Thursday, September 7, 2017**. However, there are some exceptions to this (usually for courses where the home program offering the course is either Osgoode or Schulich School of Business). Students are responsible for ascertaining the precise date of the first class meeting of courses in which they enroll, although the program will indicate - whenever possible - in the course information if the start date of a course differs from the norm.

Enrolling in Directed Reading Courses

Students who wish to enroll in a Directed Reading course must complete the reading course form, and have signatures of the selected Course Director and the home and guest Graduate Program Directors prior to requesting permission to enroll from the Graduate Program Assistant. Normally, Directed Reading courses are not available in the Fall term. The online system will not permit students to enroll in the reading course without electronic authorization from our department. The form can be found on the SLST website:

<http://slst.gradstudies.yorku.ca/files/2013/09/SLSTDirectedReadingForm.pdf>

Extended Loan Library Privileges

All Graduate students have a 100 day extended loan period on most library items. When you go to the library to set up your card, you automatically should have the 100 day extended loan privilege. For specifics on what is included in the extended loan period, please visit the library website for Graduate Students:

<http://www.library.yorku.ca/web/ask-services/borrow-renew-return/>

Student Mail & Email

Incoming Mail for Students and Announcements

Students should check their York e-mail messages regularly or their mailboxes for hard copy notices about registration, scholarships, deadlines, guest speakers and information concerning the Program. The mailboxes are located in the SLST grad lounge in Ross N783.

Computers and Email Accounts

All students are encouraged to set up their e-mail accounts as early as possible and to provide the Program Assistant with your e-mail address. To setup e-mail accounts, visit the computing website on the York University homepage. A form will be available for incoming students to complete and submit to the program to ensure they are added to the SLST listerv: please make sure we have the right information for you, and that you provide it in a

timely fashion. A considerable amount of information is posted to students through the SLST listserv. It is the responsibility of the students to check their mail, e-mail and postings as deadlines are firm.

Students who have e-mail accounts other than the York accounts are asked to ensure that the program office has the correct e-mail address at all times. All official university correspondence will be sent to your York email account. Even if that is not your preferred account, you must ensure that you regularly check or “see” those communications.

In addition to your email, you may also activate your computer services. We also advise you to activate other computer services such as your **ACADLABS ACCOUNT** that will allow you to access computer labs and libraries across campus.

<http://www.yorku.ca/computing/students/>

Please note that the computer lab in the SLST Grad lounge is accessible exclusively for SLST and DVST students. Please do not save documents on the desktop, but rather on your external storage device such as a USB key or e-mail yourself an attachment. If you are working on something and need to finish it at a later date, save your files in the ‘Student Folder’. These files will be deleted every 3 months or so, so create personal backups for yourself.

MA Degree

The MA is a research degree that emphasizes the attainment of a basic capacity for critical research, analysis, academic writing and effective communication skills. The program is offered on a full time basis only. The MA program is a 3 term, or 12-month, program.

Students are required to complete 18 credits, and write a Major Research Paper (MRP) based on a sustained exploration of a theoretical question in Socio-Legal Studies. All students are also required to attend twelve (12) lectures as a part of the program’s Speakers Series. **The final day for completion of all degree requirements is normally the last Friday in August (subject to change).**

Summary of MA Degree Requirements and Timetable:

<i>Law and Social Theory (6000 3.0)</i>	<i>3 credits</i>
<i>Socio-Legal Methods (6005 3.0)</i>	<i>3 credits</i>
<i>Electives (Three half courses—i.e. courses with a 3.0 designation)</i>	<i>9 credits</i>
<i>MRP Seminar (6100 3.0)</i>	<i>3 credits</i>
<i>Speaker Series</i>	<i>0 credits</i>
<i>MRP Proposal (due April)</i>	<i>0 credits</i>
<i>MRP (due August)</i>	<i>0 credits</i>
Total	18 credits

MA Courses

Students must successfully complete **eighteen (18) course credits** as follows:

a) **Required Courses (9 credits):**

- i. **Socio-Legal Studies 6000 3.0: Law and Social Theory;**
- ii. **Socio-Legal Studies 6005 3.0: Advanced Research Strategies in Socio-Legal Methods; and,**
- iii. **Socio-Legal Studies 6100 3.0: MA Major Research Seminar**

b) **Elective Credits (9 credits):**

Students must successfully complete **nine (9) elective course credits from the program approved courses listed in this calendar. With the permission of the graduate program director, a maximum of six elective credits may be taken in another graduate program.**

The **Required Course** offerings of the program are as follows:

SLST 6000 3.0 Law and Social Theory

This course offers an overview of the major contemporary theoretical perspectives on law and society. Among the different approaches we consider are those that define law as a source of social and moral regulation, as ideology, and as discourse.

SLST 6005 3.0 Advanced Research Strategies in Socio-Legal Methods

This course surveys the various ways in which data are conceptualized, collected and analyzed in research in socio-legal studies. It aims to ensure that all students on the degree program have mastered social science methodology including historical and documentary research methods, survey methods and questionnaire design, interview techniques, observational methods, and the interpretation of official statistics. A distinctive feature of this course will be the emphasis on the dynamic relationships between problems, theories, methods, and politics.

SLST 6100 3.0 Major Research Seminar

This will consist of a series of meetings in the second term in which students will be provided with advice on how to write their major research papers, and required to briefly present their MRP proposals to their fellow students as well as faculty. Beyond experience in presenting their work, the seminar is seen as an important mechanism for ensuring that students are kept on track and have clear expectations for the MRP.

Additional Courses

See entire course listing including external courses at: <http://slst.gradstudies.yorku.ca/current-courses/courses-descriptions/>

MA Speaker Series Requirements

One of the requirements for completion of the M.A. in Socio-Legal Studies is that students attend 12 lectures as part of the program Speaker Series. Of these 12 lectures, **8 must be from the Socio-Legal Studies Speaker Series**. Students are expected to keep a journal of the topic and date of the 12 talks you attend to be submitted by **mid-July**. We also ask that you write one 1-2 page reflection paper on how and whether these talks were helpful to your research or to your understanding of socio-legal studies. This short reflection paper is also due by **mid-July**. The talks that qualify as part of our speaker series include those mentioned in any of the announcements which will be forwarded to you by the Program Assistant; advance permission from the Graduate Program Director is required for these to count as part of your Speaker Series requirements. For other talks that are not included in the announcements and which you think are relevant to your research and to the program, please contact the Graduate Program Director for approval.

Major Research Paper (MRP)

The MRP should represent a sustained exploration of a theoretical or empirical question in Socio-Legal Studies. As a research project, the MRP is generally narrower in scope, less complex in methodology and/or less ambitious in data gathering and analysis, than a thesis. Students will be required to submit a proposal for their MRP by the end of their second term—a version of which will be presented to their fellow students in the context of the Major Research Paper Seminar (see below). Major Research Papers should be approximately 50 double-spaced pages (i.e. 10,000 words) in length. The paper will be supervised by a member of the Graduate Faculty in Socio-Legal Studies and read by another member of the faculty who has been appointed to the Faculty of Graduate Studies. Upon completion, the Major Research Paper will be evaluated by the Supervisor and the second reader. Both readers must approve the Major Research Paper for the requirement for the MA to be fulfilled.

Guidelines for the MRP:

- Major research papers may, with the approval of the supervisor, be extensions and adaptations of term papers. One long paper cannot be accepted as both a course paper and a Major Research Paper.
- At the core of our MA program is the selection of a supervisor and a reader for the Major Research Paper. Students are expected to have chosen a supervisor and a reader and to notify the Graduate Program Office by **mid-February (subject to change)**. The form is available on the SLST website, as follows: <http://slst.gradstudies.yorku.ca/guidelines/>
- We suggest that you choose the reader after consulting with your supervisor. Supervisors may be chosen from among the pool of available graduate faculty in Socio-Legal Studies. The reader must be appointed to the Faculty of Graduate Studies. It is strongly recommended that the supervisory committee meet with the student in the **month of March** to discuss the MRP proposal and Research Ethics requirements.
- MRP Seminar: The MRP Seminar is designed to guide you through the preparation of your MRP Proposal, setting you on the path to completing your MRP over the summer. Students are expected to present a version of their proposal in the Major Research Paper seminar.

- The Major Research Paper proposal must be approved by the Supervisor and Second Reader by mid-April (*subject to change*). One copy of the proposal and a signed approval form must be submitted to the SLST Graduate Program office at this time. Forms for the approval of Major Research Papers are available on the SLST Program website.
- Students will give copies of the final draft of their MRP to both the Supervisor and the Reader. The Reader will inform the Supervisor whether the MRP is acceptable, acceptable with revisions, or unacceptable. If the Supervisor and the Reader agree that the MRP is acceptable or unacceptable, they will fill out the MRP Report available on the SLST website, as follows: <http://slst.gradstudies.yorku.ca/guidelines/> and submit it to the program office and the GPD. If the Supervisor and the Reader require revisions in the MRP, it is the responsibility of the Supervisor to convey this information to the student. The committee is free to work out how this feedback will be communicated—such as whether by a meeting between the candidate and both members of the committee or with the supervisor alone or by written communication.
- Students are expected to complete the Major Research Paper by **the first Friday in August** (*subject to change*). Once the Major Research Paper is completed, the supervisor and the reader will submit written reports to the Graduate Program Office on appropriate forms indicating whether the paper is acceptable in fulfillment of the requirements for the M.A. in Socio-Legal Studies.
- Once the program office is notified by the Supervisor and Reader that the MRP has been accepted, the student will be asked to prepare a bound copy for our records.
- The final day for completion of all work for the MA including a bound copy of the Major Research Paper, the Speaker Series journal/reflection paper, and grade reports from the supervisor and second reader is normally **the last Friday in August** (*subject to change*), in order to graduate in the Fall Session, which is **October**.

Research Involving Human Participants for MRPs

York University has formulated policy for conduct of research involving human participants. This policy is intended to serve as joint protection for the researcher, the study participant and the University in order to ensure attention to various rights and responsibilities of the respective parties to the research endeavour. The Human Participants Review Committee (HPRC) is responsible for ensuring that research involving human participants is consistent with the guidelines set by the University and the relevant regulatory authorities.

All students must complete a basic ethics form prior to their MRP proposal being accepted. For students who will not be using human participants in their research, this is fairly straightforward. However, students who **are** planning to actively conduct research using human participants during their **Major Research Paper** need to remember that they **may not begin that research without ethics approval** and that this process can be **time consuming**. Students whose research will involve human participants must complete and submit the Human Participants Research Protocol Questionnaire (and supporting documentation) to the Socio-Legal Studies Research Ethics Committee for review (contact the SLST office for details). Please note that ethics approval is required regardless of whether the research is funded or not—this includes pilot and/or preliminary research. Students are advised to meet with the Program Director at least two months prior to the start of their research for a preliminary discussion regarding the required supporting documentation. Ordinarily, this will mean that your ethics forms should be completed in early March if at all possible.

For MRPs involving **Unfunded Minimal Risk Research**, visit [section 3.1](#) of the FGS Research Ethics Procedures: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/#proc>

For MRPs involving **Research that is Not Minimum Risk or that is Funded**, visit [section 3.2](#) of the FGS Research Ethics Procedures: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/#proc>

PhD Degree

The PhD in Socio-Legal Studies is the first doctoral program in Canada in interdisciplinary legal studies that is not based in a law school. While the academic foundation for our program rests on the contributions of scholars from a number of different disciplines, its scholarship can be distinguished from these disciplinary approaches by its greater attention to theory, methods, and substantive areas that focus on law and legal regulation as prime objects of investigation.

Research and teaching in the program are organized around three (3) core fields. They reflect the diverse teaching and research of Socio-Legal Studies, and the strong analytical and theoretical orientation of the program, while allowing for student research in a variety of substantive topic areas:

Socio-Legal Theory

Central to this field is the recognition that law and society are mutually constitutive, that is, law is not an external force to which society is subject but, rather, represents a dynamic set of codes, practices, categories and deliberations that both shape and are shaped by broader social, political, and economic logics, contexts and relations. Theoretical perspectives on the relationship between law and society are informed by sociology, history, philosophy, economics, anthropology, political science, and psychology.

Crime, Law and Governance

Analysis of contemporary modes of security, regulation, and governance, their intersections with various forms of law, and their role in shaping individual and collective practices, identities, and fortunes through designations of illegality, criminality, and disorder. Included within this field is a wide range of substantive areas including, but not limited to: transnational policing; financial crime; immigration and borders; and police, courts and corrections.

Comparative and Historical Perspectives in Law

Studies of the variations of law across time, place and culture. Included are various approaches to the social history of law and legal regulation, as well as the analysis of indigenous forms of law, human rights regimes, and both national and transnational forms of regulation and policing.

Summary of PhD Degree Requirements and Timetable

Coursework	15 credits
Dissertation Proposal Seminar	3 credits
Comprehensive Examinations	0 credits
Speaker Series	0 credits
PhD Proposal	0 credits
PhD Dissertation	0 credits
Total	18 credits

PhD. Courses

Students must successfully complete **eighteen (18) course credits** as follows:

- a) **Required Courses (9 credits):**
- i. **Socio-Legal Studies 6000 3.0: Law and Social Theory;**
 - ii. **Socio-Legal Studies 6005 3.0: Advanced Research Strategies in Socio-Legal Methods; and,**
 - iii. **Socio-Legal Studies 7100 3.0: Dissertation Proposal Seminar**

MA students who advance to the PhD (conditional on their acceptance into the PhD program) are not required to repeat the core theory and methods courses. These courses are replaced by **six elective credits**. Students coming from other universities must complete the core theory and methods courses.

- b) **Elective Credits (9 credits):**

Students must successfully complete **nine (9) elective credits** from the program-approved courses listed in the program calendar. With the permission of the graduate program director, a maximum of **six elective credits** may be taken in another graduate program.

The **Required Course** offerings of the program are as follows:

SLST 6000 3.0 Law and Social Theory

This course offers an overview of the major contemporary theoretical perspectives on law and society. Among the different approaches we consider are those that define law as a source of social and moral regulation, as ideology, and as discourse.

SLST 6005 3.0 Advanced Research Strategies in Socio-Legal Methods

This course surveys the various ways in which data are conceptualized, collected and analyzed in research in socio-legal studies. It aims to ensure that all students on the degree program have mastered social science methodology including historical and documentary research methods, survey methods and questionnaire design, interview techniques, observational methods, and the interpretation of official statistics. A distinctive feature of this course will be the emphasis on the dynamic relationships between problems, theories, methods, and politics.

SLST 7100 3.0 Dissertation Proposal Seminar

As part of the dissertation, students will be required to attend a Dissertation Proposal Seminar. Here students will be offered advice on all facets of the dissertation process—including finding a committee, preparing the proposal, conducting the research, writing the dissertation, and getting their work published. During these seminars, students will also be required to present their dissertation proposals to fellow students and faculty. This is an important mechanism for ensuring that students remain ‘on track’ and are provided with the tools required to complete the dissertation in the four year time frame. This course is offered every other year and therefore students will take it either in their first or second year. The next scheduled dissertation course will be offered in the **2017-2018** academic year.

Additional Courses

See entire course listing including external courses at:

<http://slst.gradstudies.yorku.ca/current-courses/courses-descriptions/>

PhD Speaker Series Requirements

One of the requirements for completion of the PhD in Socio-Legal Studies is that students attend 12 lectures as part of the program Speaker Series. Of these 12 lectures, **8 must be from the Socio-Legal Studies Speaker Series**. Students are expected to keep a *journal* of the topic and date of the 12 talks you attend to be submitted **by the end of second year (6th term)**. We also ask that you write one 1-2 page *reflection paper* on how and whether these talks were helpful to your research or to your understanding of socio-legal studies. This short *reflection paper* is also due **by the end of second year (6th term)**. The talks that qualify as part of our speaker series include those mentioned in any of the announcements which will be forwarded to you by the Program Assistant; advance permission from the Graduate Program Director is required for these to count as part of your Speaker’s Series requirements. For other talks that are not included in the announcements and which you think are relevant to your research and to the program, please contact the Graduate Program Director for approval.

Comprehensive Examinations

Doctoral students are required to complete two comprehensive exams—one in theory and one in a substantive area of socio-legal studies. The purpose of the comprehensives is to prepare the student to do research and to teach in the field at a post-secondary level. Most comprehensives will entail an understanding of interdisciplinary approaches to the study of law and society, how past and current research can be interpreted in the light of different theoretical approaches, and an awareness of gaps in the literature.

Normally, students will complete one exam per term in the second year of their PhD candidacy with the same comprehensive committee.

Theory Requirement

The purpose of the theory exam is to prepare the student to develop the breadth of knowledge necessary to teach an introductory course in Socio-Legal Studies.

Fulfillment of the theory requirement will be met through an oral exam. Students will be responsible for a reading list of twenty books (or equivalent), of which ten to fifteen are to be selected from the Program's common list and the remainder from a list of works in the student's area of interest. The reading list is to be chosen in consultation with, and approved by, the students' comprehensive committee.

With the agreement of their comprehensive committee, students may substitute works by the same author in place of books by that author currently on the list (e.g. substitute a different work by Foucault to the ones now listed). Five journal articles will be considered equivalent to one book.

The student, in consultation with the comprehensive committee, will compose a reading list along with a short (approximately 5 pages) statement explaining the rationale for the reading list and a list of general or thematic questions based on the list. These will be submitted to the SLST Curriculum Committee, which will review the list for consistency with program requirements (set out above) and for comprehensiveness or breadth in keeping with the general purpose of the theory requirement.

Theory reading lists will be kept on file in the SLST office, and used for periodic reviews of the common list.

The student, in consultation with the comprehensive committee, will set a date for the oral exam. One week before the scheduled exam, the student will submit a written statement (approximately 8-10 pages) that will be presented orally at the exam (i.e. a 20-25 minute oral presentation). While the written and oral statements may be substantially the same, it is expected that the oral presentation will not consist of a direct reading of the written statement. The statements will offer a reflective review of the approved reading list and issues arising from it. The comprehensive committee will base their first round of questions on the originally submitted rationale and questions, as well as on the written statement. Additional questions and discussion will follow. The oral exam is expected to be 90 – 120 minutes in length.

Substantive Requirement

Fulfillment of the substantive requirement will be met through written work followed by an oral defense. The written work can take two forms:

- (a) A review of research in an area of specialization that is related to the dissertation. The paper (approximately 40 pages) should demonstrate an understanding of the relevant literature, the different theoretical approaches used to interpret empirical research and an awareness of major debates in this site of research as well as major gaps in theory and research. The area of specialization and the readings

to be reviewed will be decided by the student in consultation with their committee. The reading list will consist of 20 books or equivalent.

After reading the approved list for the substantive comprehensive, the student, in consultation with the comprehensive committee, will submit 3 to 5 questions based on the readings to her/his comprehensive committee. The comprehensive committee will select 2 of these questions, which may be revised as the committee sees fit. These questions will be given to the student on an agreed-upon date. The essay will be due two weeks later, and will respond to the questions posed,

OR

- (b) An outline of an advanced undergraduate course in a chosen area to include: an academic rationale for the organization of the course providing broad coverage of the field; a rationale for the particular selection of topics; and a list of twenty-four two hour lecture sessions, with readings to accompany each session. Also, the students will write the full text of a lecture on one of the topics in the course, to be chosen in consultation with the comprehensive committee. This written lecture should be approximately 25-30 pages.

The substantive comprehensive, whether completed as option (a) or (b), will be subject to an oral defense, to be scheduled within 2 weeks of receiving the essays or course & lecture. The defense is expected to be 90 to 120 minutes in length.

Evaluation of Comprehensive Examinations

At the conclusion of the oral exam or defense, the student will be asked to leave the room, while the committee determines the evaluation. The committee may determine one of the following outcomes:

- PASS
The student has demonstrated a comprehensive understanding of the field. Grade will be recorded.
- INCOMPLETE.*
The student has not demonstrated an adequate understanding of the field. The comprehensive committee will provide the student with written comments and directions within one week of the oral exam or defense. The student will then schedule another oral exam, in the case of the theory requirement, or will re-write another essay or lecture, in the case of the substantive requirement. These must be completed not more than two months after receiving the comments. If, after the subsequent oral exam or written submission, the committee is satisfied that the student has demonstrated a comprehensive understanding of the field, the grade will be changed to "Pass". Otherwise, the grade will be changed to "Fail" and the student will be withdrawn from the program.

- FAIL

The student has not demonstrated an adequate understanding of the field. The comprehensive committee will provide written comments within one week of the oral exam explaining their finding.

The grade will be recorded and the student will be withdrawn from the program.

**NOTE: In normal circumstances, it is expected that in cases of unsatisfactory exams, the comprehensive committee will assign a grade of Incomplete and provide a written explanation in order to allow the student to do the exam again.*

A comprehensive requirement is considered passed if no more than one member of the committee casts a negative vote.

The GPD (or designate) will attend all evaluation meetings as an ex-officio, non-voting member.

Doctoral Proposal

(1) Dissertation Proposals must meet FGS requirements, specified as follows:

[T]he proposal should contain a brief statement in non-technical language on the purpose of the thesis/dissertation research, its relationship to existing work in the area, and the contribution which the researcher hopes to make to the advancement of knowledge in the field. In addition, the proposal includes a title, the name of the supervisor and the supervisory committee. The title should indicate as clearly as possible the area of research, but it is understood that this title may change. The recommended maximum length of a proposal is 3,500 words [not including references].

See: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/general-requirements/#section2b>

(2) As per FGS requirements, following approval by the supervisory committee, students must submit **two copies** of the proposal to the graduate program director. These copies must be accompanied by a cover letter that indicates approval of the proposal by each committee member, and indicating the date on which the committee has met to review and approve the proposal. In normal circumstances, after confirming that the relevant Faculty and Program requirements have been satisfied, the program director is responsible for submitting one copy of the proposal to the Office of the Dean, Graduate Studies, using the relevant forms ([FORM TD1: Thesis/Dissertation Research Submission](#)). The second copy will stay in the Graduate Program office. Students may choose to sign a consent form to allow the proposal to be read by other members of SLST.

(3) In cases where the Supervisory Committee cannot agree on the final version of the Dissertation Proposal, the student may appeal to the Graduate Program Director for a review. The GPD may review a proposal for matters of the overall purpose and requirements of a Dissertation Proposal, but not for content. Where the GPD finds that the Dissertation Proposal meets the minimum requirements (as set out above), s/he may approve the Proposal even in the absence of full consent by the supervisory committee. Normally, this would be done after a meeting of the committee as a whole, with a view to clarifying problems and resolving them in a collegial manner.

Doctoral Dissertation

Doctoral dissertations shall be on a topic approved by the student's supervisor and supervisory committee, and shall include submission and approval of a dissertation proposal, including appropriate ethics review and approval, in accordance with Faculty and program requirements and procedures. Dissertations must embody the results of original research and must be successfully defended at an oral examination.

The doctoral dissertation must embody original work conducted while in program, and must constitute a significant contribution to knowledge. It should contain evidence of critical understanding of the relevant literature. The material embodied in the dissertation should merit publication.

Supervisor and Supervisory Committee

As per Faculty of Graduate Studies regulations, PhD student must have a supervisor on file by the end of their 5th term (normally the end of second year). Students will not be able to register for the 7th term if a supervisor is not on file. The full supervisory committee must be on file by the end of the 8th term. Should a supervisory committee not be on file, students will not be permitted to register for their 10th term (normally the end of third year). Please see the following link for the supervisor and supervisory committee form:

<http://gradstudies.yorku.ca/current-students/thesis-dissertation/forms/>

PhD Recommended Timeline

Year 1 (3 terms) (Terms 1, 2, 3)	<ul style="list-style-type: none">• five 3.0 credits, including SLST 6000 (Law and Social Theory); SLST 6005 (Advanced Research Strategies in Socio-Legal Methods), unless waived.• Take 7100 (PhD Seminar) if offered.
Year 2 (Terms 4, 5, 6)	<ul style="list-style-type: none">• Finalize coursework;• Have name of supervisor on file;• Complete Comprehensives;• Complete Speaker Series requirement.• Take 7100 (PhD Seminar) if offered.
Year 3 (Terms 7, 8, 9)	<ul style="list-style-type: none">• Have full supervisory committee on file.• Submit PhD proposal;• Complete Ethics Review (if applicable)• Begin research.
Years 4 – 5 (Terms 10 – 15)	<ul style="list-style-type: none">• Research, write Dissertation in consultation with Supervisory Committee.

OGS/SSHRC/CGS

As in the past few years, the adjudication of OGS is combined with the Tri-Council awards competitions (CIHR Doctoral, NSERC Doctoral, SSHRC Doctoral, and CGS-Masters awards). For details, see the [OGS-QEII Guide \(.pdf\)](#). For details regarding other Provincial and National Scholarship Competitions, see: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

SSHRC Fellowships/CGS Doctoral Awards and OGS Doctoral in Social Sciences and Humanities:

If you are applying to an OGS and one of the Tri-Council awards, submit your Tri-Council application by the deadline and complete Part A (Student Profile) of the OGS application form. FGS will automatically use your Tri-Council award application to consider for an OGS.

If you are applying only to an OGS and not to any of the Tri-Council awards, complete Part A and Part B of the OGS application form and submit it to your program.

The application deadline for the doctoral level of study-SSHRC eligible field of research: **October 17, 2017**

For details, visit the website at: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/sshrc/>

CGS Masters Award and OGS Masters in Social Sciences and Humanities:

Students submit their application to the university at which they propose to hold their Canada Graduate Scholarship – Master’s (CGS-Masters) award via the Research Portal. For details, visit the website at: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/cgsm/>

The Socio-Legal Studies internal program deadline to submit the CGS-M application (via the Research Portal) and the Ontario Graduate Scholarship – Masters (OGS) paper application: **December 1, 2017**.

Students wishing to apply for these scholarships are requested to **order transcripts at least 5 weeks prior** to deadline dates. Students are also recommended to view all transcripts to ensure accuracy.

The program office would strongly urge students to order transcripts early in order to ensure adequate time for the York transcripts office to manually prepare the transcripts. Students should consult with the Registrar's office in advance to ensure adequate time for processing. Students with transcripts from non-Canadian universities should bring a signed, sealed transcript (signed & sealed by the student's home University) with them and have it placed in their student file. If the sealed transcript is submitted to the SLST office, the office can copy and verify the transcript for the OGS and SSHRC files on the approval of the granting organization. Copies submitted for Admissions purposes are generally held by Admissions and therefore students cannot plan on using their Admissions transcripts for scholarship purposes.

Students with any incomplete (INC) grades must have the grades submitted by **the first week of September**, in order to ensure adequate time for the grades to be mounted on the Student Information System. Files with INC grades on the transcripts will be identified as INC and the committee will have the right to refuse to rank them. In addition, any files with an "F" grade will be withdrawn from competition.

All reference letters need to be requested early, as faculty members frequently have numerous requests from students, and therefore as much notice as possible should be given to faculty. It is the student's responsibility to pick up and deliver letters of recommendation from faculty members and add to their application package. In addition, it is the student's responsibility to ensure all documents are included in the application package, as the program office does not track down missing documents. Incomplete applications will not be accepted and will not go forward to the committee.

Additional Scholarship/Donor Award Opportunities

Additional information on a wide variety of –Donor Awards is available on an ongoing basis - to students on the FGS website. Students may also consult scholarship information on the FGS website's financial information: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/donor-awards/>

This information will also be sent to the students via FGS News on a monthly basis. Please do view scholarship and award opportunities frequently on the FGS website as indicated above.

FGS/SFS/CUPE Bursaries/Awards

York University and the Faculty of Graduate Studies provide bursaries to assist full-time graduate students with financial need. Some bursaries are administered by Student Financial Services (SFS) and others by the Faculty of Graduate Studies. All bursary applications require students to complete an on-line Student Financial Profile (SFP) <http://sfs.yorku.ca/aid/sfp/> which includes budgetary expense information. Students are encouraged to supplement the budgetary information with a rationale if any of the expenses are unusual or if further information would be beneficial to the committee that ranks the bursary requests. The joint FGS/CUPE committee will assess the requests and the awards will be applied to the students' York Account. Students are asked to note that funds for this bursary are limited, and this supplements student expenses, but does not normally award the full amount requested. For additional information about bursaries administered by Student Financial Services (SFS), and others by the Faculty of Graduate Studies, see: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/bursaries>

Conference, Research and Fieldwork Funds

The Graduate Development Fund

The Graduate Development Fund helps subsidize students' travel costs to a recognized academic event where they are presenting their scholarly or creative work. The fund will not support travel to a commercial or remunerated event. (It does not cover taxes, conference fees, hotels, associated research costs, etc.). Students just attending, but not presenting original work will not be funded through this fund.

Applications are available once a year in the spring usually mid-March. A call for applications occurs approximately one month in advance. For further information, please see:

<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/graduate-development-fund>

The Research Costs Fund

The Research Costs Fund helps subsidize students' own research expenses that are above and beyond those costs that are typically associated with graduate work, such as travel to sources of research, payment of subjects, supplies, services, photocopying, etc. All full-time registered graduate students who are or were members of CUPE 3903 Unit 1 and 3 (Canadian Union of Public Employees) are eligible for a grant. Master's students should note that Doctoral students take priority for teaching assistantships.

There are two competitions each year, in the fall and spring, usually mid-March and mid-October. A call for applications occurs approximately one month in advance and the competition will be announced on the Faculty of Graduate Studies website. The program office or the Faculty of Graduate Studies may not be able to accept late submissions. For further information, please see:

<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/research-cost-fund>

Fieldwork Cost Fund

The Fieldwork Cost Fund assists with costs directly connected with research carried out "in the field" by registered, full-time York graduate students. Only fieldwork which is conducted after the research proposal has been approved by FGS is eligible for funding. Applicants may apply more than once, but no more than twice for the Research Cost Fund and Fieldwork Cost Fund combined within a single program of study to a maximum combined total of \$2,500, for the same research (in separate competitions); however, ongoing annual trips which do not produce significantly different progress will not be supported. In cases of re-application, applicants must submit a sound rationale for additional field research and a recommendation from the graduate program director.

Applicants whose research involves human participation must have received research ethics approval for their proposed research and must be registered in full-time status both at the time of application and at the time the research is undertaken.

There is only one competition each year, in spring, usually mid-March. Only complete applications are considered; and, Applicant's thesis/dissertation proposal must have been approved by the Office of the Dean, Graduate Studies prior to submission of the application; or applicant's MRP proposal must have been approved and on file with their Graduate Program Office prior to submission of the application; and, students intending to travel abroad should complete the [Graduate Student Risk Assessment Form](#) and file with their Graduate Program Office.

Applications to cover expenses for field work prior to the competition (other than that outlined above) may be considered. A rationale as to why the application was not made in the previous competition is required. Lack of readiness of a thesis/dissertation proposal is not likely to be a persuasive argument in these subsequent competitions. For further information, please see:

<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/fieldwork-cost-fund/>

The SLST Student Conference Fund

In recognition of the importance of graduate students' academic development in presenting their work, the Graduate Program in Socio-legal Studies offers the SLST Conference Fund to help offset the costs of registration at conferences where students are presenting their research. Applications are accepted once per year, in the Spring. Applications are reviewed and allocations determined by the GPD, who will report on disbursements to the Socio-Legal Studies Executive Committee.

There is one competition per year. Completed and signed applications must be received in the Socio-Legal Studies Program Office by 4:00 pm, March 1 (or next business day when March 1 falls on a weekend or holiday). Applications that are incomplete or received after the deadline will be deemed ineligible for consideration. All SLST students (MA & PhD) who have had their work accepted at a conference for which there is a registration fee are eligible, and must be registered as a full-time SLST graduate students on the date of application. For further information, please see:

[SLST Student Conference Fund Application Process \(.pdf\)](#)

Additional Costs Funds are also available through York's Graduate Student's Association:

See link: <http://www.yugsa.ca/funding.html>

Financial Aid for MRPs and other funding

In addition to increased wages and great benefits, CUPE Local 3903 has procured the creation of several funds, rebates, and minimal guarantees to aid its members through the often difficult financial times of graduate school. For contract faculty, professional and teaching development funds have also been negotiated to expand the scope of career options, while the procedures around temporary Leaves have been clarified to ensure flexibility around life and academic needs.

Please see complete list on the CUPE website: <http://3903.cupe.ca/resources/benefits/>

OSAP

For information regarding applying for the Ontario Students Assistance Program, visit the website:

<http://osap.yorku.ca/>

Obtaining your Tax Receipts

You can obtain your tax receipts by clicking on this link: <http://sfs.yorku.ca/fees/taxforms>

You will need your York Passport to sign in. When you click on the "Tax Forms" website you can print the completed tax forms from the Tax Form Module (TFM).

Student Assistantships / Employment

Research Assistantships (RA's)

A stipend may be paid to a full-time degree candidate for research or academic activities relevant and related to the student's field(s) of study within the academic program. Formal arrangements are made with the program director after admission. Research Assistantships vary in dollar amount and hours worked from discipline to discipline and faculty member to faculty member. RA's are not unionized employees.

Graduate Assistantships (GA's)

Some Graduate Assistantship's may be available throughout the year. Students may apply for GAs through the new posting process as identified in the CUPE 3903 Unit 3 Collective Agreement, listed here:

<http://3903.cupe.ca/files/2012/03/92367-1-YU-Unit-3.pdf> and will be able to review the details of GAs through the postings, prior to the start of the contract. GA funding will be *in addition to* the Fellowship and available to students who are not working more than 10 hours per week on campus.

Please visit [CUPE Jobs](#) for more information.

Some positions include (but are not limited to) conference organization, research work for Faculty members or office work. GA's are members of CUPE 3903, Unit 3. For information regarding the funding model for GAs, visit the FGS website at: <http://gradstudies.yorku.ca/graduate-funding-model/>

Note: Assistantship funding may be considered in only limited circumstances if the incoming student is holding (or will be holding) a major internal or external scholarship (i.e. OGS, SSHRC, CGS, etc.). In this circumstance, the funding received may only provide a partial portion of the funding.

To hold an assistantship, students must be registered full-time in the term in which the Assistantship is held. Students will normally be expected to assist a Faculty member in their research.

Students are expected to remain in close contact with their supervisor during the academic year, that is, from September to April, and to monitor the number of hours worked on a weekly basis. The Program office requires a completed and signed [Graduate Assistantship Workload Form \(.pdf\)](#) on file.

Teaching Assistantships (TA's)

Many students in the program may obtain Teaching Assistantships, usually in the Social Science department. The Program office can offer advice about possible openings but it is not responsible for placing students. Applications are available on the Web or contact the Program office.

The application deadline for the summer session and the following academic year is usually in **January**, and applications are submitted to all departments the student is considering, or has the knowledge base to work in. Students are encouraged to define their teaching interests in a broader focus rather than targeting only one program wherever possible. Students' must submit their TA applications by the deadline in January for the summer and following academic year. New students' to the program will be asked in **June** to submit their application for the following academic year.

Teaching Assistantships are available in a limited number, and therefore students are requested to respond to the offers as earliest as possible. Failure to do so may put another student at a disadvantage.

Full-time graduate students who hold a Teaching Assistantship at York are members of CUPE 3903 Unit 1. Their terms and conditions of employment are governed by the collective agreement. A copy of this collective agreement is available from the CUPE office. You can also consult the CUPE website for detailed information including the rates of payment and contract details: <http://3903.cupe.ca/files/2012/03/92365-1-YU-Unit-1.pdf>

Teaching Assistants are hired by the relevant Teaching Faculties according to the terms of the contract.

Hours of Work

A note regarding hours of work: The Faculty of Graduate Studies indicates that students are designated as full-time graduate students if they:

...are not regularly employed for more than an average of ten hours per week for any period for which they are registered as full-time graduate students. If the student is employed by the University as a graduate or teaching assistant, the ten hours per week represents the total time spent by the student in connection with the appointment and includes the time spent on preparative work, reading set assignments, marking examinations, etc. (Faculty Regulations:

<http://gradstudies.yorku.ca/current-students/regulations/registration#status>

Therefore, in order to adhere to both program and faculty rules, and if an opportunity arises for a student to take on additional work, the student cannot agree or take on additional work until they have the express written of both the SLST Program Director and the permission of the Faculty of Graduate Studies. The full definition of a full time student may be found on the FGS website at:

<http://gradstudies.yorku.ca/current-students/regulations/registration#status>

If students receive an offer of additional TA work, the student should be aware that no additional work is permitted until all students have at least one full assistantship. In order to receive approval for the additional work, an email must be sent to the Graduate Program Director and include the relevant course numbers for the course(s) the student wishes to take on, the status of the student's own academic work, and the name of the

student's supervisor. The Graduate Program Director will then contact the Faculty of Graduate Studies for approval.

Graduate Student Exchanges

York University has a number of Graduate Student Exchanges available to students. The York International office has information available on the Universities participating in the exchanges, and the options available to students.

All students considering participating in an Exchange are requested to note that in addition to the paperwork required by York International, all graduate students participating in an exchange are required to submit a petition through their program of study to FGS for permission to participate in the Exchange. It is requested that the student submit the petition 2 months prior to the intended departure date. See: <http://yorkinternational.yorku.ca/>

Campus Support Centres

Counselling and Disability Services

York University's Counselling & Disability Services provide a professional and supportive environment in which all York students have equitable access to a range of services that assist in facilitating their academic success. This centre offers a variety of services, including personal counselling services, learning skills services and disability services. The main office for Counselling & Disability Services on the Keele campus is located in N110 Bennett Centre. See website for details: <http://cds.info.yorku.ca/>

Office of Student Community Relations

The office of Student Community Relations (OSCR) supports students impacted by critical incidents, facing personal crises or multiple complex issues. OSCR works directly with the Office of the President, Faculties, Security Services, the Registrar and any other University unit that may be involved. The office is located in W128 Bennett Centre. Contact Email: oscr@yorku.ca or 416-736-5565. See website for details: <http://oscr.students.yorku.ca/>

Sexual Harassment, Education & Complaints Centre

Sexual harassment is unwanted attention that may either be repetitive or abusive. It can include behaviour such as unnecessary touching, suggestive remarks, verbal abuse or sexual assault. Sexual advances may be accompanied by implied promises of rewards or reprisals.

The SHEACC Office is the place to go if you feel you are being sexually harassed by anyone in the York Community. The service is strictly confidential, and no action will be taken unless you request it. The Centre is open five days a week and there is a message service available after hours. Please do not hesitate to call or visit 108 Central Square (416-736-5500).

SASSL – <http://sassl.info.yorku.ca/>

The Sexual Assault Survivor's Support line (SASSL) exists to provide unbiased and non-judgmental peer support and referrals to survivors of sexual violence. SASSL provides:

- 24 hour crisis line
- Referrals
- Public Education
- Fund Raising

York University houses a large number of Organized Research Units – ORU’s – that bring together faculty, students, visiting fellows and others to work collaboratively in specified areas. Some of the relevant ORU’s for SLST students include:

Centre for Feminist Research

www.yorku.ca/cfr/

Centre for Public Policy and Law

<http://ycppl.info.yorku.ca/>

Centre for Refugee Studies

<http://crs.info.yorku.ca/>

Centre for Research on Latin America and the Caribbean

www.yorku.ca/cerlac/

Global Labour Research Centre

<http://glrc.apps01.yorku.ca/>

The City Institute at York University

www.yorku.ca/city

The Dahdaleh Institute for Global Health

<http://research.info.yorku.ca/centres-institutes/>

The Harriet Tubman Institute for Research on the Global Migrations of African Peoples

<http://tubman.info.yorku.ca/>

Institute for Social Research

<http://www.isryorku.ca/>

The Jack and Mae Nathanson Centre on Transnational Human Rights, Crime and Security

<http://nathanson.osgoode.yorku.ca/>

LaMarsh Centre for Child and Youth Research

<http://www.yorku.ca/lamarsh/index.html>

Robarts Centre for Canadian Studies

<http://www.yorku.ca/robarts>

York Centre for Asian Research

www.yorku.ca/ycar/

York Consortium on International and Security Studies

<http://yciss.news.yorku.ca/>

For a full list of ORU’s, go to: <http://research.info.yorku.ca/centres-institutes/>

