MSc Management StudentHandbook

Objective

The Sprott MSc student handbook is intended to be a guide for all in- program Sprott MSc students as they progress through their degree. This document compiles key information, advice, and guidelines for students at every stage of the program and is an important resource for students to consult.

Administrative Items

Campus Card
carleton.ca/campuscard
New students must be registered before obtaining a Campus Card. The card is essential in order to access many services on campus such as the library.

MyCarletonOne (MC1) Account
Your MyCarletonOne (**MC1**) account grants you access to various IT services on campus using one username and one password. You can manage your password at https://myone.carleton.ca. Activating youraccount grants you your Carleton Email which is essential for communication with instructors and staff at Carleton University.

Carleton Central
Carleton Central provides online services for students at Carleton University. Once you've set up your MyCarletonOne account, you canaccess Carleton Central from the MyCarleton Portal.

Students will find everything you need to register for courses, change your address, view your student record, and more. For how to videos and for more information about Carleton Central, please visit the Registrar's website.

Office Space

Graduate students in the MSc and PhD programs will have access to the PhD suites on the 5th floor of Nicol. Please note that this space will not be assigned but will be a co-working space so please be mindful to take any personal belongings with you when you vacate a desk for the day. The offices will be accessed by a key code which will be made available once these spaces are open.

If you are looking for quiet study spaces on campus, please see https://library.carleton.ca/building/study-spaces for a listing of study spaces in the Library. They are currently only available on a first come, first served basis. We have also reserved one space in the PhD suites that you can book – please check with the Graduate Administrator for reservations.

Graduate Studies Procedures

The Graduate Calendar provides the complete source for regulations.calendar.carleton.ca/grad

Status

Full-time status is established at the time of admission to the program. Graduate Students admitted and registered as full-time students will berequired to continue in and complete their program as full-time students and will be assessed full-time fees for the duration of their program.

Registration Policies

Continuous Registration

Once coursework is complete, students will be ready to undertake the MSc research proposal and then the thesis (BUSI 5989). Students must register in BUSI 5989 in the Summer term of Year 1 and must stay continuously registered each term until completion of the thesis or risk loss of status that will require a request to be reinstated. This includes registration in the summer terms.

Leave of Absence (LOA)

Students with exceptional circumstances may apply for an exemption from registration for 1 term by completing an Academic/Registration Change Form available at gradstudents.carleton.ca/forms-policies/. Theprogram completion time limit will be extended by the duration of the leave taken. Students on leave do not pay fees; as a result, they cannotaccess university services or awards.

Loss of Status

Students will lose their status for:
- failing to register in 3 terms consecutively
- failing to continuously register in BUSI 5989

Missed Registration Deadline

If you missed the registration deadline, you must submit a request for late or backdated registration by completing an Academic/Registration Change Form available at gradstudents.carleton.ca/forms-policies/. Submit the form to the Graduate Administrator for processing.

Reinstatement

Students who fail to observe continuous registration must apply for reinstatement and are required to pay a charge equivalent to 1.0 credittuition fee for each term in which they did not register. A request for reinstatement is done by completing an Academic/Registration ChangeForm available at gradstudents.carleton.ca/forms-policies/, accompanied by a statement from the MSc Director and the thesis supervisor in support of their request.

Registration Withdrawal

Students wanting to terminate their registration must notify the school in writing. A refund will be granted if notification is received within the required period. Students are reminded to consider the financial implications of withdrawal. **Always consult the Academic Calendar to keep note of important academic dates and deadlines and the Registrar's Calendar for financial deadlines.**

Auditing a Course

Students may audit a course with approval from the Professor and the MSc Director; students may audit up to 1.0 credit during the program. The Audit Request Form is available at gradstudents.carleton.ca/forms-policies/.

Exchange

The permission of the student's thesis supervisor and the MSc Director must be obtained before taking credits at another university. Courses taken on exchange must be at the graduate level, part of the program requirements and not exceed credit hour maximums. Students may takeup to 2.0 credits at another university.

There are several exchange agreements with other institutions:

The Ontario Visiting Graduate Student Program (OVGS) permits students to attend universities in Ontario. The OVGS form is available at gradstudents.carleton.ca/forms-policies/.

The University of Ottawa Exchange program permits students totake courses at the University of Ottawa. Exchange form is found here: https://gradstudents.carleton.ca/wp-content/uploads/UoO-exchange-Form-Fillable.pdf

The Carleton International out-of-country exchange program permits students to take courses for transfer credit at otheruniversities provided they apply and meet the criteria for exchange as outlined through Carleton International.

Once in their final term, students must apply to graduate through Carleton Central. The deadlines are as follows:

April 1 for Spring Convocation
September 1 for Fall Convocation
December 1 for Winter Convocation*
(*no ceremony – Winter grads are invited to the Spring ceremony)

Program Requirements

The program requirements for the M.Sc. in Management is the equivalent of 5.0 credits.

5.0 credits comprised of:

1.	1.5 credits in Research Methods & Foundations courses	1.5
2.	0.5 credits in Research Design	0.5
3.	1.0 credits in Restricted Electives	1.0
4.	Completion of the Research Tutorial	
5.	2.0 credits Thesis	2.0
Total Credits		5.0

Up to 0.5 credit may be selected from those offered at the senior undergraduate level, that is, at the 4000-level, with the approval of the MSc Director. See more detailed program requirements here:
https://sprott.carleton.ca/msc-program-requirements/

Courses

The Graduate Calendar provides course descriptions (https://calendar.carleton.ca/grad/courses/BUSI/). A student's thesis supervisor and the MSc Director are the best resource for course recommendations. Details on specific coursework requirements can befound below.

1.	1.5 credits in: BUSI 5980 [0.5] Foundations of Management Theory andResearch* BUSI 5981 [0.5] Statistics for Business Research BUSI 5982 [0.5] Research Methodology in Business*	1.5
2.	0.5 credit in: BUSI 5983 [0.5] Qualitative Research Design* BUSI 5984 [0.5] Quantitative Research Design*	0.5
3.	1.0 credit in: BUSI 5080 [0.5] Seminar in Accounting I* BUSI 5081 [0.5] Seminar in Accounting II* BUSI 5180 [0.5] Seminar in Management I: Modern Organization Theory* BUSI 5181 [0.5] Seminar in Management II: Current Topics in Organizational* Behaviour BUSI 5280 [0.5] Seminar in Marketing I: Management and Strategy* BUSI 5281 [0.5] Seminar in Marketing II: Consumer Behaviour* BUSI 5380 [0.5] Seminar in Management of Production/Operations I: Strategic Management of Production Systems* BUSI 5381 [0.5] Seminar in Management of Production/Operations II: Production/Technology/Strategy Interface* BUSI 5383 [0.5] Systems Optimization: Methods and Models* BUSI 5480 [0.5] Seminar in Information Systems I: Research Issues*	1.0

	BUSI 5481 [0.5] Seminar in Information Systems II: Current Trends*	
	BUSI 5580 [0.5] Seminar in Finance I: Topical Issues in Investments*	
	BUSI 5581 [0.5] Seminar in Finance II: Theories and Empirical Methods in Corporate Finance*	
	BUSI 5780 [0.5] Seminar in International Business I: International Markets and Strategy*	
	BUSI 5781 [0.5] Seminar in International Business II: Managing in a Global Environment*	
	or elective courses taken with the permission of the MScDirector	
4.	Completion of the Research Tutorial	
5.	BUSI 5989 [2.0] M.Sc. Thesis	2.0
Total Credits		5.0

*Taught jointly with the 6000-level offering of this course (unless enrollment numbers warrant otherwise). Focus area courses are typically offered in alternate years. However, in consultation with theirsupervisor and with permission of the MSc Director, students can take another course or directed study specific to their area of research as a substitute.

Recommended Course Sequencing
First-year students should register for 2-3 courses in the Fall term:
BUSI 5980 Foundations of Mgmt Theory & Research
BUSI 6902 Research Methodology
BUSI 5981 Statistics for Business Research

If interested in Finance or Management or International Business, one of these seminars can be added.

For the most part, courses are not offered in both Fall and Winter terms, so students should plan accordingly.

Academic Standing

Students must obtain a grade of B- or better in each course creditedtowards the degree.

Full-time master's students who fail to achieve a weighted GPA of 7.0 after two terms of study, or to maintain it subsequently, will be requiredto withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the Dean of the Faculty of Graduate and Postdoctoral Affairs for permission to continue in the program.

Research Tutorial/Thesis Proposal

Students must complete all coursework before undertaking the thesis proposal. There is no course associated with the MSc Research (Thesis) Proposal. At the beginning of the Summer term (Year 1), students are required to register in BUSI 5989 (MSc Thesis). The thesis proposal should normally be completed by the end of the same term. If there are extenuating circumstances preventing the completion of the proposal inthe Summer term, please contact the MSc Program Office.

Each student will have a supervisor who will serve as a mentor and guide for their thesis proposal. The supervisor will work with the student to establish a thesis committee. The thesis proposal is submitted before the student starts working on the thesis and needs to be approved by the thesis committee. The student will submit a written proposal including the rationale and outline of the topic to be covered in the thesis with indication of the scope of the literature to be reviewed. The proposal should include a background rationale, researchquestions, proposed methodology and data analysis plan.

The details of the thesis proposal can be found in the MSc Thesis Proposal Guideline available online at:
https://sprott.carleton.ca/msc-program-requirements/

Thesis

Students must pass the thesis proposal before undertaking the thesis. The thesis is the final stage in the MSc program. Students will continueregistering in BUSI 5989 (MSc Thesis) until their thesis is complete and orally defended.

As stated in the Graduate Calendar ([12.2 Master's Thesis](#)): The master's thesis should exhibit a competence in the research processby applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting. On the basis of that conceptual understanding and methodological competence, it should demonstrate at least one of the following:

- the development and support of a sustained argument inwritten form
- originality in the application of knowledge

The details of the thesis can be found in the MSc Thesis Guidelineavailable online at: https://sprott.carleton.ca/msc-program- [requirements/](https://sprott.carleton.ca/msc-program-requirements/)

Deadlines: Your thesis must be submitted to your supervisor in examinable form by the following deadlines in order to qualify for graduation:

Spring Convocation (June): April 1
Fall Convocation (November): August 1
Winter Graduation (February): December 1

Oral Examinations: Students are required to undertake an oral examination of the thesis. The master's thesis will be examined by a board consisting of at least four members, including the thesis supervisor, the chair of the department concerned (or designate), an examiner from a department other than that of the candidate, and oneadditional member from the department concerned.

<u>Final Thesis Deposit:</u> The last day of registration for the term is also the last day for students to upload the final copy of their thesis in Carleton Central. For example, students registered in their thesis during the summer term have until the last day of fall registration to upload their final thesis copy without registering in the fall term.

<u>Administrative Requirements</u>
The style specifications for the final deposit of the thesis are as follows:
Each thesis must be accompanied by a suitable abstract up to 150 words in length.

Information concerning formatting can be obtained through: gradstudents.carleton.ca/thesis-requirements/formatting- guidelines/

Guidelines and policies are available online at: https://gradstudents.carleton.ca/resources-page/thesis-requirements/

Time Expectations

All master's students admitted as full-time students must normally complete their degree requirements within two calendar years after the date of initial registration. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

Failure to complete the program within the prescribed timelines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in termination.

Extension of Time Limit

Requests for an extension of time limits are given only in exceptional circumstances and are determined within the academic department. A detailed report on the student's progress and a recommendation from the supervisor must accompany each request. Approval of the committee members is also a requirement.

A request for an extension must be submitted at least one month before the student's deadline to complete their program. A completed "Request for extension of the time limit to complete the requirements of a graduate degree" form must be submitted. The requested extension must be realistic, taking into account the remaining research to be done.

Extension request forms can be found here:
https://gradstudents.carleton.ca/resources-page/forms-policies/

Typical Timeline for the MSc Program

Year 1			Year 2		
Fall	*Winter*	*Summer*	*Fall*	*Winter*	*Summer*
Coursework (Students must complete all 6 courses in the MSc program requirements)		Register in BUSI 5989 (MSc Thesis) & Complete Thesis Proposal	Register in BUSI 5989 (MSc Thesis) & begin working on thesis	Register in BUSI 5989 (MSc Thesis) & continue working on thesis	Register in BUSI 5989 (MSc Thesis) & continue working on thesis *if required*

By Year 2, Winter or Summer term, MSc students will be ready to defend their MSc Thesis.

MSc Activities

Seminars
At various times throughout the school year the MSc/PhD office endeavours to offer useful seminars for graduate students. Typical topics include: Doing Library Research; How to Apply for External Awards, etc. Every effort will be made to provide advance notice of such seminars, and all students are strongly encouraged to attend.

The Administrative Sciences Association of Canada (ASAC)
ASAC promotes management education through an annual conference. PhD students are strongly encouraged to submit papers. Details available at https://asac.ca/.

The Graduate Students' Association (GSA)
https://gsacarleton.ca/
The GSA represents graduate students from all Carleton University faculties and departments. They provide services for graduate students and advocate for graduate students' interests both on and off campus.

Graduate Research Programs Student Society
The main goal of the Graduate Research Programs Student Society is to foster a community of collaboration and support for our Sprott MSc & PhD students. The society is run by a President (currently Amar Benaissa, PhD candidate) and organizes social events and arranges mentoring relationships between senior and new students.

Funding

Internal Funding
Funding is available for full-time registered students. The graduate awards website contains a listing of internal awards available:
https://gradstudents.carleton.ca/awards-and-funding/internal-awards/.Students who think they meet the criteria for an award should inform their supervisor.

External Funding
The following are sources of external funding: Social Sciences and Humanities Research Council (SSHRC), Natural Sciences and EngineeringResearch Council (NSERC) and Ontario Graduate Scholarship (OGS).

To be eligible for external funding, students must maintain continuousfull-time registration for the duration of the scholarship.

In September, the Faculty of Graduate and Postdoctoral Affairs hosts a series of information sessions to help students prepare applications forexternal scholarships. See their website for up to date details:
https://gradstudents.carleton.ca/awards-and-funding/external- awards/.

Graduate Student Travel/Research Bursary (GSTRB)
A limited bursary is available for students presenting at conferences. Application for travel funds from FGPA for conference-related travel is now done online. To apply, go to Carleton Central, look under *Awards and Financial Assistance* and then click on

Graduate Online Application Forms. Applications must be submitted at least *one month* prior to travel. Conference Travel Reimbursement. Students must be presenting at the conference and be registered full-time in the term of travel to be eligible to apply. The reimbursement amount is up to $500 for domestic conferences and up to $750 for international conferences. Proof of presenting at the conference is required.

Additional Sources of Income
<u>Research Assistantships:</u> RAships may be available to students who want to pursue research with a professor. Funding availability varies;please contact your supervisor for more information.

University Resources

[The Maxwell MacOdrum Library](#)
Matthew Gertler is the Business & Government Information Librarian (613-520-2600 ext. 8240 matthew.gertler@carleton.ca). Journal articles and books can be accessed through the online library catalogue.

Visit [library.carleton.ca/services/off-campus-database-access](#) for login instructions.

[Teaching and Learning Services](#)(TLS)
Provides a range of teaching workshops to faculty, instructors, and teaching assistants.

[Paul Menton Centre](#)(PMC)
Delivers services for students with disabilities and oversees academic accommodations.

[Center for Student Academic Support (CSAS)](#)
Offers services to meet student's learning needs.

[International Student Services Office (ISSO)](#)
Delivers services for international and exchange students. The University Health Insurance Plan (UHIP) is a **mandatory** health insurance plan for all international and/or non-residents (and their dependents) studying or working at Carleton University. Information on this is available at the above link.

[Health & Counselling Services](#) is a wellness centre on campus.

[Housing and Residential Life Services](#) offers support for students seeking on-campus housing.

[The Colonel By Child Care Centre](#) is a childcare cooperative located on campus.

Managing your MSc Experience

Supervisor and Student Guidelines
The Faculty of Graduate and Postdoctoral Affairs has established guidelines to assist in supervisor/student relations: [gradstudents.carleton.ca/thesis-requirements/graduate-supervision-](#) [responsibilities-expectations-policy/.](#)

The Decision Sciences Institute
An institute committed to the advancement of knowledge in business disciplines. Please visit: [decisionsciences.org/](#) for publications on time management, thesis suggestions, supervisor/student relations, and launching an academic career.

Academic Integrity
Please consult [carleton.ca/registrar/academic-integrity/](#) for the Carleton University Academic Integrity Policy.