



Carleton
University

Sprett
School of Business

PhD Management Student Handbook

Revised August 2023

Contents

Objective

The Sprott PhD student handbook is intended to be a guide for all in-program Sprott PhD 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 your account 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 can access Carleton Central from the [MyCarleton Portal](#).

Students will find everything needed 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 and is 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.

Graduate Studies Procedures

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

Status

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

A part-time graduate student will not register in more than 1.25 credits per term, including audit courses.

Change of Status from Full-Time to Part-Time

Students who have valid reasons for changing status from full-time to part-time prior to registration for a term may apply for permission by completing an Academic/Registration Change Form available at gradstudents.carleton.ca/forms-policies/, accompanied by a statement from the PhD Director and the supervisor in support of their request.

It is understood that such a status change will be granted only in exceptional cases (e.g., for medical or other special reasons).

Annual Progress Reports

Students must meet their supervisor and complete the PhD Student Annual Progress Report each year. The PhD Administrator will send out the reports at the end of October/early November and they are due in early January. Each PhD student must meet with the PhD Director to review their progress. If the progress report is incomplete or the student's progress is deemed unsatisfactory, the school may recommend that the student withdraw.

Registration Policies

Continuous Registration

Students ready to undertake the comprehensive examination (BUSI 6908), write their thesis proposal (BUSI 6907), or thesis (BUSI 6909), must stay continuously registered until completion or risk loss of status in the program. **This includes registration in the summer terms.**

Leave of Absence (LOA)

Students with exceptional circumstances may apply for an exemption from registration for one term by completing this form: gradstudents.carleton.ca/forms-policies/. The program completion time limit will be extended by the duration of the leave taken. Students on leave do not pay fees; as a result, they cannot access 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 the comprehensive examination, thesis proposal, or thesis (even during the summer)

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 PhD 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 credit tuition fee for each term in which they did not register. A request for reinstatement is done by completing an Academic/Registration Change Form available at gradstudents.carleton.ca/forms-policies/, accompanied by a statement from the PhD 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 course Professor and the PhD 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 PhD 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 take up to 2.0 credits at another university.

There are several exchange agreements with other institutions:

- The Ontario Visiting Graduate Student Program permits students to attend universities in Ontario. The Ontario Visiting Graduate Student Form is available at gradstudents.carleton.ca/forms-policies/.
- The University of Ottawa Exchange program permits students to take courses at the University of Ottawa. Exchange forms are available from the PhD Administrator or the Faculty of Graduate Studies and Postdoctoral Affairs.
- The Carleton International out-of-country exchange program permits students to take courses for transfer credit at other universities provided they apply and meet the criteria for exchange as outlined through Carleton International.

Applying to Graduate

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 graduates are invited to the Spring ceremony)

Program Requirements

1. Coursework
4.5 credits comprised of the following: <ul style="list-style-type: none">• 1.5 credits: research and analysis methods• 1.5 credits: seminars in functional areas of business (including a 2-course sequence)• 1.5 credits: approved free electives
2. Research Seminar
Attendance in the Sprott Seminar series (minimum of 15)
3. Teaching Education & Experience
<ul style="list-style-type: none">• Participation in the teaching seminar certificate program• Illustrate sufficient experience in a classroom setting (or provide evidence of satisfactory teaching experience)
4. Comprehensive Examination
Successful completion of both the written and oral components of the comprehensive examination
5. Proposal & Thesis 0.5 credit
<ul style="list-style-type: none">• Presentation and oral defence of the thesis proposal• A thesis which must be defended at an oral examination
Total credits: 5.0

Courses

The Graduate Calendar provides course descriptions (<https://calendar.carleton.ca/grad/courses/BUSI/>). A student's thesis supervisor and the PhD Director are the best resources for course recommendations. Details on specific requirements can be found below depending on the term of admission.

Program Requirement	Course
1.5 credits in Research and Analysis Methods: BUSI 6902 and BUSI 6905 are mandatory	
Research Methodology in Business	BUSI 6902
Qualitative Research Design	BUSI 6903
Quantitative Research Design	BUSI 6904
Advanced Statistical Methods for Business Research	BUSI 6905
1.5 credits of Advanced Functional Area Seminars: Including <u>at least one two-course sequence</u> , from the following doctoral seminar courses:	
Seminar in Accounting I	BUSI 6000
Seminar in Accounting II	BUSI 6001
Seminar in Management I: Modern Organization Theory	BUSI 6100 BUSI 6101
Seminar in Management II: Current Topics in Organizational Behaviour	
Seminar in Strategic Management	BUSI 6103
Seminar in Marketing I: Management and Strategy	BUSI 6200
Seminar in Marketing II: Consumer Behaviour	BUSI 6201
Seminar in Management of Production/Operations I: Strategic Management of Production Systems	BUSI 6300
Seminar in Management of Production/Operations II: Production/Technology/Strategy Interface	BUSI 6301
Seminar in Information Systems I: Research Issues	BUSI 6400
Seminar in Information Systems II: Current Trends	BUSI 6401
Seminar in Finance I: Topical Issues in Investments	BUSI 6500
Seminar in Finance II: Theories and Empirical Methods in Corporate Finance	BUSI 6501
Entrepreneurship	BUSI 6600
Seminar in International Business I: International Markets and Strategy (formerly BUSI 6804)	BUSI 6700
Seminar in International Business II: Managing in a Global Environment	BUSI 6705

1.5 credits of Advanced Course Electives that are chosen with the approval of the thesis supervisor to assist in the thesis research process. Courses may be chosen from the list below, from the lists above or from outside the School in a supporting discipline with permission. :

Special Topics in Accounting	BUSI 6009
Managing the Change Process	BUSI 6104
Women in Management	BUSI 6105
Special Topics in Management	BUSI 6109
Special Topics in Marketing	BUSI 6209
Systems Optimization: Methods and Models	BUSI 6303
Management of Innovation and Technology	BUSI 6304
Advanced Methods and Models of Management	BUSI 6306
Science	BUSI 6309
Special Topics in Operations Management	BUSI 6409
Special Topics in Information Systems	BUSI 6509
Special Topics in Finance	BUSI 6709
Special Topics in International Business	BUSI 6900
Directed Readings	BUSI 6901
Special Topics	BUSI 6910
Foundations of Management Theory and Research	

Note: A student may register in up to 1.0 credit at the 5000 level.

Recommended Course Sequencing

First-year students should register for 2-3 courses in the Fall term:
 BUSI 6910 Foundations of Management Theory & Research
 BUSI 6902 Research Methodology

If interested in Finance or Management or International Business, one of these seminars can be added. If not, students can take Advanced Statistics (BUSI 6905). For extra preparation for the advanced statistics course, students may opt to take BUSI 5981 Statistics for Business Research which will count as an elective.

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 credited towards the degree.

Academic Integrity

Please consult carleton.ca/registrar/academic-integrity/ for the Carleton University Academic Integrity Policy.

Research Seminar

The Sprott Research Committee organizes a series of seminars. Attendance is part of the annual Progress Report and students must attend a minimum of 15 seminars and provide proof of their attendance through a form available from the Sprott PhD Current Students website (<https://sprott.carleton.ca/phd-students/>)

Teaching Education and Experience

In either their 2nd or 3rd year of the program, students must participate in one of two teaching certificate programs:

1. *Preparing to Teach*: a 10-week, blended certificate course with weekly 2-3 hour face-to-face meetings, online modules, readings, and assignments (pass/fail). Recommended for students who intend to pursue a career in academia.
2. *Sprott Certificate Program*: a 1-term, blended program with 2 full-day face-to-face sessions, 4 online modules, and assignments (pass/fail). Recommended for students who do not intend to pursue a career in academia.

Students must also demonstrate classroom experience by teaching a course or leading a class lecture. Students intending to pursue the former option should enroll in *Preparing to Teach*; students intending to pursue the latter option should enroll in the *Sprott Certificate Program*.

Note: Teaching a course follows the completion of the Comprehensive Examination.

Comprehensive Examination

The comprehensive examination provides the opportunity for Ph.D. candidates to demonstrate key capabilities needed to successfully undertake a dissertation in line with the goals of the program. The successful completion of the comprehensive signals readiness to proceed to the dissertation.

Comprehensives Approval and Procedures form available online at: <https://sprott.carleton.ca/phd-students/> (under PhD Forms)

Overview:

Through the comprehensive examination process, the candidate demonstrates the ability to critically master the material in research methodology, in an area of specialization, and in material covering foundational and important works in the Management discipline. The comprehensive requires students to answer examination questions in a complete and comprehensive way. Answers should demonstrate high-level analytical ability and knowledge.

Procedure:

The comprehensive examination must be completed successfully before the Ph.D. proposal defense is scheduled. Students registering for the comprehensive examination will have completed all courses necessary to fulfill the program requirements. This normally occurs within 6 terms (24 months) of initial registration for full-time students and 12 terms (48 months) for part-time students. Full-time students must complete the exam within 8 terms (32 months) since registration while part-time students must do so within 16 terms (64 months). In exceptional circumstances, the Dean of Graduate Studies may permit an extension to the time allowed. Students who do not complete the comprehensive in the allotted time may be asked to withdraw from the program.

A comprehensive examination committee must be established by the thesis supervisor or mentor, in consultation and with approval of the Director of the Ph.D. Program. It must comprise of a minimum of 3 faculty members from the Sprott School of Business. One member should be the student's mentor or supervisor, one additional member from the student's area of focus, and at least one from outside the disciplinary area. The committee members will work together to set and assess the comprehensive examination. The examination committee must be established by the start of the 6th term since the student's initial registration, for full time students, and by the start of the 12th term for part-time students.

The Office of the Director of the Ph.D. program will ascertain whether multiple students scheduled to take the comprehensive exams share the same supervisor or are from the same area of specialization. Efforts will be made to ensure that all such students, as far as possible, take the same exam at the same time. Each student will have his or her own examination committee. However, several students with the same supervisor or the same area of focus may take the same exam at the same time. This will be assessed when the pool is known.

Upon approval of the comprehensive examination committee, the Director of the Ph.D. Program will allow the students to register in BUSI 6908, Ph.D. Comprehensive examination. Once registered in the course, the student must maintain continuous registration in the course until it is satisfactorily completed.

Document Submission: Roles and Responsibilities

Supervisor:

- Submit the **Proposed Comprehensive Examination Committee Form**, proposing the members of the examination committee and the student that will be examined at least six weeks before the exam is to be held.
- Submit the **Comprehensive Examination Scheduling Form** for scheduling the examination one month prior to the date the examination will be held.
- Submit the **Comprehensive Examination Question Submission Form** to the Director of the Ph.D. Program one week prior to the scheduled exam taking place. The

questions will be retained in the files of the Ph.D. Program office.

- Submit grade (SAT/UNS) to the Director of the Ph.D. Program within one week of the written examination.

Student:

Submit written examination documents to the Director of the Ph.D. Program immediately upon completion of the examination. The original documents submitted will be retained in the files of the Ph.D. Program office.

Examination Chair:

Submit the completed examination results forms to the Director of the Ph.D. program immediately following the oral examination.

Ph.D. Director

- To approve the comprehensive examination committee.
- To coordinate and schedule the comprehensive examination.
- Ensure that the examination questions meet the requirements for a Ph.D. Comprehensive.
- Select oral comprehensive examination chair.
- Keep records of all material and correspondence related to the comprehensive examinations.

The Structure of the Comprehensive Examination

The oral and written examinations will emphasize both depth and breadth of understanding at a level appropriate for a Ph.D. candidate. Successful students will be able to competently synthesize and apply important concepts across different course areas.

Written Component:

The written examination will cover material relating to the student's area of specialization, research methodology associated with that area, and foundational and important works in the Management field. The reading list for the foundational works will be assigned by the comprehensive examination committee at least one month prior to the written examination taking place. It should comprise of 5-10 foundational academic works. The

student will be asked to answer questions on four areas: two relating to the student's area of specialization, one relating to research methodology, and one relating to the foundational works in the Management field.

Students who have taken and passed BUSI 5980/6910- Foundations of Management Theory and Research successfully (with a grade of B- or higher) will not be required to have the 4th question (relating to the foundational works in the Management field) and will only be required to have 3 questions on the comprehensive exam.

Examinations will be set as take home (open book). A maximum of seven (7) calendar days will be allowed to complete the written part of the examination (e.g. If the exam begins on Monday at 9:00am, it will be due the following Monday before 9am). The written examination will be administered by the Director of the Ph.D. Program or Designate.

It is expected that:

1. The student will complete the examination by answering the questions posed by the comprehensive examination committee.
2. The student will be expected to answer the questions posed in an organized and coherent fashion. The answers to the questions must demonstrate a thorough knowledge of the area being examined and draw on classic pieces of work as well as work on the forefront of knowledge in the area. The student must demonstrate advanced analytical ability in addressing the questions in a complete and comprehensive manner.
3. Answers to questions may range in length but students should expect to write between 10-20 pages for each question.
4. Student will submit the written exam to the Ph.D. Administrator at the time specified.

Note: *In case the committee finds that the written examination does not meet expectations, the student may be asked to redo the exam.*

Oral Component:

The submission of the written examination will be followed by the oral examination. The student will be examined orally on the material covered in the written comprehensive examination. The oral examination will only take place if the written examination is passed satisfactorily. An independent chair for the oral examination will be assigned by the Director of the Ph.D. Program.

It is expected that:

1. The oral examination associated with the comprehensive requirement will take approximately 2-3 hours (a break during the exam will likely be appropriate).
2. The student will make a brief presentation of the essay (15 minutes max.). Examiners will ask questions based on their review of the written work. Normally, examiners will ask questions in two rounds.

Possible Outcomes of the Comprehensive Examination:

The student may receive grade of “satisfactory” or “unsatisfactory”. A student receiving a grade of “unsatisfactory” will be given one opportunity for re-examination. This re-examination should take place not more than six months after the first examination. If a second “unsatisfactory” grade is received the student will be withdrawn from the program.

Notes: *In decision making by the committee, the majority rule applies. Students must pass the comprehensive examination before defending the thesis proposal; continuous registration is required in BUSI 6908 until the student successfully completes the comprehensive examination.*

Thesis Proposal

Students must pass the comprehensive examination before undertaking the thesis proposal. The proposal provides a thesis framework to assure the committee that students can present substantive research. The proposal should normally be 100 to 150 pages.

Thesis Proposal Preparation:

The supervisor will approve the proposal and schedule before the defence; the details will be communicated to the PhD Administrator who will book a room/set up a Zoom meeting, arrange for a chair, and prepare the official announcement. The student and the supervisor should agree upon the committee members who are to comprise of 2 faculty members and the supervisor with 1 member outside the student's functional area.

Students must provide the PhD Administrator with hard copies of their thesis proposal for any committee member and the chair who requests one, at least 2 weeks prior to the oral examination. Otherwise, electronic copy is acceptable.

Proposal Defence Approval and Procedures form available online at: <https://sprott.carleton.ca/phd-students/> (under PhD Forms)

Thesis Proposal Defence Process:

- The chair of the proposal defence committee will determine if the committee needs to consult before the student presentation. If so, the student will be asked to briefly withdraw.
- The student will then make a 15-20 minute presentation.
- The chair directs 2 rounds of questions: the 1st involves one-on-one inquiry concerning the technical areas of the proposal and the 2nd engages discussion on broader issues. The supervisor is the last to ask questions in each round.
- The complete process takes between 1 ½ to 3 hours including a short break.

Thesis

Students must pass the thesis proposal before undertaking the thesis. The thesis is the final stage in the PhD process. It involves conducting an original research project.

Integrated Thesis (3 paper model): Some students, in consultation with their supervisor, may complete an integrated thesis instead of the traditional monograph thesis. This model consists of student work based on published papers, conference proceedings, or

papers awaiting publication. For complete details on the Integrated Thesis Policy, please refer to the [Graduate Calendar, General Regulation 12.4](#).

The PhD Administrator can provide sample copies of thesis proposals to students upon request.

Thesis Defence Preparation: differs from the proposal process in the following way:

- The examination copy of the thesis must be uploaded to E-thesis in Carleton Central at least 4 weeks prior to the defence.
- The examining committee must consist of:
 - the thesis proposal members
 - an internal examiner (committee member outside of Sprott but internal to Carleton University)
 - an external examiner (outside of Carleton University)

Thesis Defence Approval and Procedures form available online at: <https://sprott.carleton.ca/phd-students/> (under PhD Forms)

Thesis Defence: The format for the thesis defence follows the same pattern as the proposal defence. Others may attend as silent observers provided permission is obtained from the candidate and the chair. Faculty do not need permission to attend.

Final Thesis Deposit: 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. Check the Academic Calendar for these dates and deadlines.

Administrative Requirements

The style specifications for the final deposit of the thesis are as follows:

- Each thesis must be accompanied by a suitable abstract up to 350 words in length.
- Information concerning formatting can be obtained through: gradstudents.carleton.ca/thesis-requirements/formatting-guidelines/

Time Expectations

Full-time students

- Must complete the degree requirements within 6 calendar years after the date of initial registration.
- If a student is not registered in a semester that time still counts towards the 6 year limit.
- All coursework should be completed within the first 2 years of study.
- Coursework should be completed prior to undertaking the comprehensive exam. Exceptions can be made for one half-course of electives.
- Comprehensive exams should be completed within 8 semesters of initial program registration.
- Summer semesters are counted whether the student is registered or not. An exception is made with an approved LOA.
- The thesis proposal should be defended no more than 2 semesters after completion of the comprehensive examination.

Part-time students

- Must complete the degree within 9 calendar years after the date of initial registration.
- If a student does not register in a semester that time still counts towards the 9-year limit.
- Coursework should take no more than 4 years to complete.
- The comprehensive exam should be completed within 16 semesters of initial program registration.
- The thesis proposal should be submitted within 4 semesters after the comprehensive examination.

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. Extensions are usually given for a maximum of one year.

A request for an extension must be submitted at least one month before the student's deadline to complete their program. The request must include the following elements:

1. 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. It can be for one to three terms.
2. A letter from the student giving the reasons for the requested extension must be attached to the request. This letter must also indicate when the thesis proposal was accepted.
3. A detailed letter from the thesis supervisor supporting the request for an extension, with a realistic time schedule to complete the remaining research activities. This time schedule must be approved by all members of the thesis committee. Letters or email messages from committee members indicating their approval of the proposed schedule must also be attached to the service request.

Extension request forms can be found here:

<https://gradstudents.carleton.ca/resources-page/forms-policies/>

Typical Timeline for the PhD Program: Full-time

Year 1			Year 2		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
Coursework		Begin research	Coursework	Finish coursework/ begin Comprehensives	
Year 3			Year 4		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
Finish Comps/ begin Proposal	Thesis Proposal		Thesis		

Typical Timeline for the PhD Program: Part-time

Year 1			Year 2		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
Coursework		Coursework (if possible)	Coursework	Coursework (if possible)	
Year 3			Year 4		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
Coursework		Coursework (if possible)	Coursework		Comprehensives
Year 5			Year 6		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
Comprehensives			Thesis Proposal		
Year 7			Year 8		
<i>Fall</i>	<i>Winter</i>	<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
Thesis			Thesis		

PhD Activities

PhD Seminars

At various times throughout the school year the PhD office endeavours to offer seminars for doctoral students. Typical topics include: Conducting Library Research; How to Apply for External Awards, Preparing for the Comp Exam, 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 Engineering Research Council (NSERC) and Ontario Graduate Scholarship (OGS).

To be eligible for external funding, students must maintain continuous full-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 for external 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

Research Assistantships:

RAships may be available to students who want to pursue research with a professor. Funding availability varies; please contact your supervisor for more information.

Teaching:

Students who complete the comprehensive examination and want to become a contract instructor need to consult their supervisor. Students must make progress in the program to be eligible.

Managing your PhD 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.

Being Career Ready

Please visit the following job related links:

- Jobs - [University Affairs](#)
- Jobs - [CAUT Careers](#)
- Jobs - [AACSB](#)

ORCID

We encourage PhD candidates to create an ORCID ID at <https://orcid.org/>. ORCID is an international, interdisciplinary, [open](#), non-proprietary, and not-for-profit organization created by the research community for the benefit of all stakeholders, including you and the organizations that support the research ecosystem.

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.

