

YORK UNIVERSITY

**FACULTY OF
GRADUATE STUDIES**

**SOCIO-LEGAL
STUDIES
HANDBOOK**

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Land Acknowledgement

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

Introduction

This Handbook is intended to provide all Students, and faculty members in the Socio-Legal Studies program essential information on key aspects of York University, Faculty of Graduate Studies (FGS), and the Socio-Legal Studies program.

Since this is a living document, it is revised from time to time with updated relevant information and links.

If you have any questions, suggestions, or updates, please notify the Graduate Program Administrator on slstprog@yorku.ca

Document revised date: 31 August 2023

Program Contact Information

Introduction to Socio-Legal Studies (SLST)

OUR ADDRESS

York University
S756 Ross Building • 4700 Keele Street
Toronto, ON • M3J 1P3
The SLST Program office is in the South Tower of the Ross Building.

GRADUATE PROGRAM DIRECTOR (GPD)

Annie Bunting
Email: gpdslst@yorku.ca
Phone: 1-416-736-2100 ext. 20505
Office: S733 Ross, (gpdslst@yorku.ca; 736-2100 ext. 20507).
(Drop-in meeting hours with the GPD would be announced in advance. If you would like to set up a meeting with the GPD, please reach out to the GPA who would book you in.

Zoom link for GPD Drop-in Sessions-

<https://yorku.zoom.us/j/94353077988?pwd=cmJYaWczL1grUVQzUnZCL0cxWG03dz09>

GRADUATE PROGRAM ADMINISTRATOR (GPA)

Natasha Kochar
slstprog@yorku.ca
Phone : 416 736 2100 ext. 22689

SLST Drop-In Hours (Over Zoom and/or in-person)

Every Monday & Thursday: 10.00 AM to 12.00 PM EST

Zoom Link- <https://yorku.zoom.us/j/91718376144?pwd=ZU1kWWJEZG9tQ09lNGN0YnMvUVBldz09>

Meeting ID: 917 1837 6144 Passcode: 880204

You will be placed in the waiting room until the GPA is available to see as they may be assisting others.

Office hours:

Regular Hours (September – April)

Monday to Friday—8:30am to 4:30pm

Summer Hours (May- August)

Monday to Thursday—8:30am to 4:30pm

Friday—8:30am to 3:30pm

SLST – DVST Graduate Student Lounge

The location of the graduate student lounge is located in N783 Ross and is exclusively for the use of students in the Socio--Legal (SLST) and Developmental Studies (DVST) programs. The lounge is accessed by code which will be disclosed to students when they attend the SLST Orientation at the start of the Fall term. In the interest of security, we ask that you do not circulate the code. In addition, we ask that you do not leave valuables in the room.

Days open- Monday- Friday

Time- 8.30 AM- 4.30 PM

Administrative Forms

For any questions related to administrative issues (e.g., registration, petitions, funding, etc.) or guidance through the formal requirements of the program, please contact Natasha Kochar (slstprog@yorku.ca). ALL ADMINISTRATIVE FORMS should be submitted with all relevant documentation and signatures to the GPA, who will obtain the SLST GPD's signature when needed. Please do not submit documents elsewhere to avoid confusion and delays, unless specified. Please allow at least 2- 4 business days for an email reply.

We have created this handbook as a resource to guide you through your time at York University. Since there the information is getting updated constantly, we will provide links of where you can find the information. Feel free to contact the GPA should you require additional information or need any further assistance.

Email Etiquette

Please mention your Student ID's in your emails to the Program Office.

If the issue is time-sensitive, please ensure you mention that in the email.

Please ensure that the emails are not impolite or disrespectful and maintain professionalism.

Handbook Introduction

This is a "living" document which will be updated from time to time. Should you have any questions or feedback (e.g. information that would be helpful, but is not included in the present version), please let us know.

Welcome Letter

Greetings and Welcome!

Allow me to introduce you to the Graduate Program in Socio-Legal Studies, located in the Faculty of Liberal Arts & Professional Studies. The Socio-Legal studies program builds upon the strengths of the undergraduate Law & Society and Criminology programs and their traditions of critical, interdisciplinary research. The SLST program aims to create an inclusive, student-centered environment that enables MA and PhD students to pursue their research interests in a community of like-minded scholars. The intellectual parameters of the program are broad and include: socio-legal theory; crime, law and governance; comparative and historical perspectives in law. Within these parameters the faculty and students pursue diverse and innovative topics. These general areas allow students to pursue degrees that cover a wide range of issues touching on: law and public policy, international and domestic human rights, critical criminology, constitutional law, contemporary enslavement, authoritarianism, corruption and global illegalities, transnational law and policing, security, governance and biopolitics, racialization and law, citizenship and migration, indigenous rights, surveillance studies, global financial crime, moral regulation, and gender, sexuality and the law, just to name a few. Faculty members appointed to the program are leaders in their fields and are eager to mentor the next generation of scholars by helping them build upon the knowledge and research skills acquired in their previous studies. Both the MA and PhD programs initiate students into their studies through courses that guide students throughout the process of creating their research proposals so that they are off to a strong start.

Many of our graduates find careers in the social service, private, legal, government, and academic sectors. We encourage you to peruse the profiles of our faculty members to see if their research interests align with your own.

Feel free to contact us should you require additional information.

Sincerely,

Annie Bunting—Graduate Program Director, Socio-Legal Studies
abunting@yorku.ca

Natasha Kochar—Graduate Program Assistant
slstprog@yorku.ca

Starting at York University

York is a top international teaching and research university and a driving force for positive change. Located in Toronto, Canada, York is empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term career and personal success. Together we are making things right for our communities, our planet, and our future.

Website- <https://www.yorku.ca/>

YU-Card

The YU-Card acts as your university photo I.D. Students are required to know their student number and show one piece of valid government-issued photo identification when arranging for their YU-Card. Therefore, the new YU-Card is available for use in all academic settings including exams. Students are also using the card to access meal plans, sport and recreation facilities and at various other vendors on campus. York Cards are available from the York Card Office located in room 119, William Small Centre after course enrolment.

Website - <https://www.yorku.ca/yucard/> & <https://www.yorku.ca/yucard/get-your-yu-card/>

Contact- <https://www.yorku.ca/yucard/contact/>

GO Safe

goSAFE is one of the largest student employers on campus and gives students the opportunity to give back to the York community while also earning money for their education. goSAFE is staffed entirely by York University students and are easily identifiable in their red jackets or goSAFE and YorkU branded polo shirts.

Website- <https://www.yorku.ca/safety/gosafe/>

Contact- safety@yorku.ca

Parking Services

Parking Services provides services, partnerships and infrastructures to the York Community, including newly added EV charging stations and multiple sustainable choices. With over 7700 parking spaces and 41 parking lots, Parking Services offers various permit and short-term parking options to faculty, staff, students and guests. All faculty, staff and students who park on University property are required to purchase an annual or sessional parking permit or to pay the daily parking fee and abide by the parking and traffic regulations of the University. Applications for permits and accessible permits are available.

Website- <https://www.yorku.ca/parking/>

Contact- <https://www.yorku.ca/parking/contact/>

Email- parking@yorku.ca

Use HONK Mobile App!

Parking Services is pleased to offer Honk Mobile for daily parking at both the Keele and Glendon Campuses. If you are parking in a visitor lot, on-street or in one of our garages, download the

HonkMobile App and pay for your parking spot with ease. The best part – HONK will notify you by text message 15 minutes before your parking time expires, which allows you to purchase additional time directly through the app should you require it.

[Download the HonkApp here](#)

Finding your way around the York Campus

We are excited to have you on campus! This page is your guide to help your transition back to school. Learn about getting to and finding your way around York and services you can tap into while on campus.

<https://students.yorku.ca/start-strong/coming-to-campus>

Student Services

York graduate students have access to a variety of services on campus to both facilitate and enhance their student experience.

Website- <https://www.yorku.ca/gradstudies/students/current-students/student-services/>

Health Plans and Services

YUGSA's Health and Dental Plan

The York University Graduate Students' Association (YUGSA) Health plan is a supplementary health and dental plan designed to provide a comprehensive and low cost coverage to students for prescription drugs, dental, vision care, extended health services and travel insurance. The plan is compulsory for all full-time graduate students without comparable coverage for drugs AND dental and is optional for those registered part-time. The plan provider is ClaimSecure. Please visit YUGSA – Health Plan for more information (<https://www.yugsa.ca/health-plan>).

The YUGSA is responsible for the administration of the Health and Dental Plan for graduate students. As such, please feel free to contact our health plan office at health@yugsa.ca for any questions.

CUPE 9303 Extended Health and Benefits

The purpose of the “Extended Health Benefits Fund” is to support members with health care costs that would cause an undue financial burden and that are not covered by the Sun Life Insurance plan provided by our collective bargaining agreement. For more information please visit:

<https://3903.cupe.ca/extended-health-benefits-fund/>

University Health Insurance Plan (UHIP)

UHIP is the University Health Insurance Plan in place for international students and others who are not covered by the Ontario Health Insurance Plan (OHIP). The UHIP insurer is Sun Life Assurance Company of Canada (Sun Life).

Please visit York International – Health Insurance and Health Care for more Information

Website- <http://yorkinternational.yorku.ca/current-international-students/health-insurance/>

Counselling and Disability Services (CDS)

Counselling and Disability Services (CDS), through its professional staff, strives to provide a range of essential psychological services to the York University Community in order to optimize the quality of the scholarly and communal life of the university. The primary aim of CDS is to help students realize, develop, and fulfill their personal potential in order to maximally benefit from their university experience. Achieving this aim requires that a range of programs as well as individual and group counselling are available to all students enrolled at the university. CDS also acts as a resource to faculty and staff of the university.

Website- <https://counselling.students.yorku.ca/>

You can also contact Health and Wellness - Contact gradwell@yorku.ca

Graduate Wellness & Counselling

Graduate Student Wellness Services aims to support and enhance the mental health and well-being of York University graduate students.

Website- <https://www.yorku.ca/gradstudies/students/current-students/grad-wellness-services/>

Housing

Each year thousands of students make the most of their York experience by choosing residence as a place they can call home. Residence offers a vibrant and engaged community where students can learn, laugh and grow in a safe and inclusive environment. We offer a variety of housing options to suit your needs and preferences from traditional-style to suite-style rooms.

Website- <https://www.yorku.ca/housing/>

Website- <https://www.yorku.ca/housing/graduate-housing-york-apartments/>

Contact- <https://www.yorku.ca/housing/contact>

Off-Campus Housing

The City of Toronto and the Greater Toronto Area are known for their many unique and vibrant neighborhoods. Explore alternative housing options with York's Off-Campus Housing website, which provides rental listings, roommate boards and resources for tenants.

<https://offcampushousing.yorku.ca/>

CAMPUS Safety

Building a safe community is an ongoing endeavor. York's Community Safety Department offers different resources and services to support the community, including: the York U Safety app, the goSAFE service, security services and emergency preparedness

Website- <https://www.yorku.ca/safety/gosafe/>

Contact- <https://www.yorku.ca/safety/contact/>

Email- safety@yorku.ca

This email should NOT be used to report emergencies. If you have an emergency, call 911 and contact Security Services at 416-736-5333. Non-urgent matters can be reported at 416-650-8000. This email site is only monitored once per day Monday to Friday and should be used to report safety-related questions or issues that are not urgent.

Transportation

Transportation Services encourage commuting to the University as an alternative to single occupant vehicles, and supports community members in taking public transit, carpooling, biking, and walking. The goal is to reduce the demand for parking at York University by increasing awareness of alternative sustainable methods of transportation.

Public Transportation- <https://www.yorku.ca/transportation/public-transportation/>

Shuttle Services- <https://www.yorku.ca/transportation/shuttle-services-2/>

Sustainable Commuting- <https://www.yorku.ca/transportation/smart-commute/>

Transit passes- <https://www.yorku.ca/transportation/transit-passes/>

Link- <https://www.yorku.ca/transportation/>

Contact- <https://www.yorku.ca/transportation/contact/>

Email- transit@yorku.ca

Campus Maps

Getting around can be quite a challenge. We suggest you consult the interactive online map

Websites- <http://maps.info.yorku.ca/>

<http://www.yorku.ca/yorkweb/maps/keele.htm>

<https://acmaps.info.yorku.ca/campus-maps/>

Virtual map- <https://map.concept3d.com/?id=1200#!ct/29093?s/>

Computing & Laptop Borrowing

York's computing services offer a full range of services: e-mail and internet, wireless, campus computer labs, Passport York, personal web page hosting, software downloads and support for graduate teaching assistants. For more information please visit: <https://www.yorku.ca/uit/>

Computer Access on Campus

ACADLABS account. In addition to your email, 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. See: <https://www.yorku.ca/uit/>

Computing Commons Lab. - located in the William Small Centre. The Computing Commons has computers available to York students complete with internet, word processing and printing capabilities (approximately \$0.10 a page).

You can refer to the following links for more information:

- <https://www.yorku.ca/uit/>
- <https://www.yorku.ca/uit/students-getting-started/>
- <https://www.yorku.ca/uit/student-services/>

Laptop Borrowing

Who can borrow a laptop?

All York University currently registered students, faculty, and staff who are library users in good standing (i.e., no outstanding fines or liabilities over \$25.00) may borrow a laptop.

<https://www.library.yorku.ca/web/ask-services/printing-and-computing/computing/laptop-borrowing/>

York International

Welcome to York University! Bienvenue à l'Université York!

York International is here to assist all international students, as well as domestic and international students who wish to study or work abroad. We look forward to welcoming you in person and answering your questions. Please make sure to visit us when you are on campus - we are here to help!

Website- <https://yorkinternational.yorku.ca/>

General Inquiries

- Tel: +1 416-736-5177
- Fax: +1 416-736-5176
- Location: 200 York Lanes

Pre-Arrival Webinars

Welcome to York! Whether you're preparing to join us in the Summer, Fall or Winter, our pre-arrival webinars are here to help you prepare for life at York University and in Canada. Our multilingual and diverse team of students lead a series of online webinars throughout the Summer. These sessions focus on key information that incoming international students need to know, about Orientation, immigration, campus services, and more. These webinars will provide tips for success and will take you on a virtual journey throughout campus and beyond!

Website- <https://yorkinternational.yorku.ca/new-students/online-info-sessions/>

Centre for Human Rights (CHR)

Centre for Human Rights, Equity and Inclusion

York University's Centre for Human Rights, Equity and Inclusion (REI) promotes and builds a respectful, equitable, diverse and inclusive university community. They provide accessible, impartial, non-adversarial, and confidential programs and services that uphold human rights, facilitate equitable access to opportunities, and champion diversity and inclusion. REI provides free services to current York students, faculty and staff.

As part of the Centre for Human Rights, Equity and Inclusion, York University's Sexual Violence Policy affirms a commitment to foster a culture where attitudes and behaviors that perpetuate sexual violence are rejected, survivors are supported, and those who commit incidents of sexual violence are held accountable. Both the Ontario Human Rights Code and York University policy are explicit that sexual harassment includes harassment based on gender, gender identity, gender expression and sexual orientation. This policy applies to York University community members including but not limited to students, staff, administrators, faculty, librarians, members of the Board of Governors and Senate, adjunct and visiting faculty, postdoctoral fellows, volunteers, contractors, and invited guests.

Contact- <https://rights.info.yorku.ca/contact-us/>

Website- <https://rights.info.yorku.ca/>

Email- rights@yorku.ca

Ombudsperson

The York University Ombudsperson, appointed by the President, is a respected, credible and knowledgeable individual whose ethical standards are above reproach and whose experience with institutional process is both wide and long. The role of the York University Ombudsperson is to provide an impartial and confidential service to assist current members of York University (students, faculty and staff) who have been unable to resolve their concerns about University authorities' application of York University policies, procedures and/or practices.

Website- <https://www.yorku.ca/unit/ombuds/>

Contact- <https://www.yorku.ca/unit/ombuds/contact/>

Email- ombuds@yorku.ca

York University Graduate Students' Association (YUGSA)

Website- <https://www.yugsa.ca/>

325 Student Centre – York University 4700 Keele Street Toronto, Ontario, Canada M3J 1P3

Contact- Phone: +1 (416) 736-5865

Email: info@yugsa.ca

All graduate students at York University are members of YUGSA. As a students' union, the YUGSA is committed to representing graduate students' interests and advancing students' and workers' rights across and beyond York's campuses. YUGSA is organized around principles of accessibility, social justice, and equity as it works to improve the learning, teaching, and working environments of all graduate students at York University. YUGSA provides support with issues such as health care coverage, as well as advocacy on tuition and university governance issues. YUGSA also offers a variety of funding and support options for graduate student members. These funds are not meant to be a primary source of graduate student funding but serve as a small additional aid.

Registration & Enrollment

Passport York Email

- Set up your Passport Email Account ASAP
- To setup email accounts, please visit: <http://student.computing.yorku.ca/email/>
- Know your Student ID- SSID

Passport York ID

York University has a student portal for current students - my.yorku.ca. This student portal pulls together information from across the University and tailors it to each individual student.

Website: <https://www.yorku.ca/uit/student-services/passwords-passport-york-access/my-yorku-ca/>

- You will require a Passport York account in order to register and enroll into courses.
- Passport York authenticates you as a member of the York computing community, and gives you access to a wide range of Computing resources and services. At York, students can have the same Passport York username throughout their academic period.
- Please visit: <http://student.computing.yorku.ca/passwords-passport-york-access/> or <https://www.yorku.ca/uit/student-services/passwords-passport-york-access/>

Change password- <https://www.yorku.ca/uit/student-services/passwords-passport-york-access/reset-passport-york-password/> OR <https://www.yorku.ca/uit/student-services/passwords-passport-york-access/>

Google Apps- <https://google.info.yorku.ca/>

Contact: <https://www.yorku.ca/uit/contact/>

Registration

Registration Policies

All newly admitted and continuing graduate students at York University are responsible for being familiar with and registering and paying fees in accordance with Faculty of Graduate Studies and University policies, deadlines and procedures. By the act of registration, each student becomes bound by the policies and regulations of York University, including the Faculty in which the student is registered.

Website link- <https://www.yorku.ca/gradstudies/students/current-students/regulations/registration/>

Graduate students must maintain continuous registration in all terms — Fall, Winter and Summer — until graduation, subject to the time limits stated in Regulations, and must pay the appropriate term fee.

Website: <https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/>

Ontario Visiting Graduate Student (OVGS) Plan

The Ontario Visiting Graduate Student (OVGS) Plan allows a registered graduate student of an Ontario university (home university) to take graduate-level courses at another Ontario university (host university) while remaining registered at the home university. This plan allows students to bypass the usual application for admission procedure and relevant transfer of credit difficulties. Students register at, pay fees to, and continue to receive awards from their home university and are classified as “visiting graduate students” at the host university where they pay no fees.

York University graduate students interested in taking a graduate course at another Ontario University under the OVGS plan should complete the OVGS application form.

York University graduate students may complete up to 6 credits in coursework under the OVGS Plan towards any one-degree program.

Withdrawal

To withdraw in good standing from the Faculty of Graduate Studies, a student must notify their graduate program office in writing. The effective date of withdrawal is the date the program was notified in writing by the student. Withdrawing from a course does not constitute official withdrawal from the program.

To be eligible to withdraw in good standing, a student’s academic record may not include any coursework Incompletes and may not include any combination of C grades or combination of C and F grades that would normally result in withdrawal for failure to maintain academic standards. Students who are beyond the applicable maximum time limits or who have not maintained continuous registration are normally not eligible to withdraw in good standing.

Reinstatement/Reinstatement to Defend

Students who have withdrawn in good standing may petition for reinstatement anytime within three terms (12 months) following their withdrawal. Students who do not petition for reinstatement within three terms (12 months) following the withdrawal must normally apply for readmission.

Students who have withdrawn in good standing may petition for reinstatement to defend a thesis/dissertation at any time following their withdrawal, on the condition that the thesis/dissertation is ready to proceed to defence. Such petitions must include the support of the supervisory committee and graduate program director, including confirmation that the thesis/dissertation is ready to proceed to defence.

Petitions

A petition is a formal request for a change to an anticipated academic pathway or a waiver of an academic regulation or deadline.

Every petition will, on its way to the Faculty of Graduate Studies, pass through the student's graduate program director (GPD) for their recommendation. Graduate program assistants (GPAs) are knowledgeable consultants who can aid petition package preparation.

Website link- <https://www.yorku.ca/gradstudies/students/current-students/regulations/graduate-academic-petitions/>

Forms available- <https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/fgs-forms/#registration>

Change of Status Request

To request a change in status, you must complete an Academic Petition Form or a Program Approval Form and return it to your Graduate Program Office.

Website link- <https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/change-status/>

Leave to Appeal

An appeal that can only be pursued once you have been granted leave (permission) by the Appeals and Academic Honesty Committee that will hear the appeal.

<https://www.yorku.ca/gradstudies/students/current-students/regulations/leave-to-appeal/>

Leave of Absence Petitions

What is a Leave of Absence / Regulation

The requirement of continuous registration supports students toward the timely completion of their studies. However, the university recognizes that from time to time students may need to be absent from their studies while maintaining an affiliation with York University. While on leave, students are expected to be away from activities as graduate students (activities such as attending classes or completing incomplete work from previous terms, research work, access to the university's facilities and resources). Students should not expect to receive feedback related to academic progress, including communication regarding supervision or course/research work. While on leave, students are not eligible to receive awards or other funding-related payments. Students should also be familiar with leaves of absence policies from applicable award granting agencies to ensure they do not conflict with their planned leave at the university. Except in truly exceptional circumstances, retroactive leaves cannot be granted. Students must have begun their first term of study in order to request a leave of absence.

Website link- <https://www.yorku.ca/gradstudies/students/current-students/regulations/graduate-academic-petitions/>

Apply to Graduate

If you are in the final term of your program and expect to attend convocation¹, you must satisfy degree completion requirements first. To initiate this process, you must apply to graduate and submit your final assignment by the posted deadlines below. Once you apply, you will appear on a list provided to your Graduate Program Assistant (GPA), who will evaluate your eligibility to graduate.

If you are unsure of your eligibility and would like to verify your graduation status prior to applying, make an appointment with your GPA to find out if you have met the requirements to graduate.

Website Link- <https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/apply-to-graduate/>

Applying to graduate does not confirm attendance at convocation. The final degree requirement, whether that be MRP submission, final defence and dissertation upload without need for revision, or course grade submission, must be completed by the posted deadlines below. Once your GPA has assessed your eligibility to graduate, they will confirm whether you are eligible to attend convocation.

Refund

If you enrol in courses for the Fall/Winter 2023-2024 session and later decide not to continue in these courses, please be sure to drop the courses through the Registration and Enrolment Module (REM) as early as possible to free up space for other students who may be waiting to add those particular courses for the summer.

Website link- <https://sfs.yorku.ca/refund/tables/fw23>

Convocation

The Fall 2023 ceremony schedule will be available soon.

Please note that the dates provided below for the Long Range Convocation Ceremony dates, are subject to change. For the most up-to-date information, please visit our website to access the Fall 2023 ceremony schedule.

Tentative dates Website- <https://www.yorku.ca/convocation/long-range-dates/>

Campus Resources

Career Center

The Career Centre is here to help! We are a team of professionals who work with students, alumni, staff, faculty, and employers to support students and new graduates (up to two years after graduation) in the development of career self-management skills. We recognize diversity as a source of strength, and strive to create an environment that values inclusion and embraces the unique backgrounds and perspectives. We strive to make students and community members feel respected and heard.

Website- <https://careers.yorku.ca/>

Writing Centre

Welcome to the Writing Centre

Want to enhance your ability to produce effective academic and professional writing? Take advantage of our writing support programming. We are here to support your growth and development as a writer.

Come to the Writing Centre to work on your reading, writing and thinking skills.

We are part of the Writing Department in the Faculty of Liberal Arts & Professional Studies, which is responsible for instruction and scholarship in writing. The Writing Centre's main office is located at South 311 Ross.

Writing is a crucial part of learning, a fact which is reflected in the heavy emphasis placed on academic writing in most LA&PS courses. Please note we cannot correct or edit your work. Our focus is to help you acquire the tools to be a strong and independent writer. We can also support you in brainstorming ways to improve your writing and help you implement them.

<https://www.yorku.ca/laps/writing-centre/>

Graduate & Postdoctoral Professional Skills (GPPS)

Supporting the professional development of our graduate students and postdoctoral researchers in a multifaceted way drives the mission of Graduate Studies at York and is key to creating success. Our commitment is to ensure that you have all the tools you need to succeed within and beyond the academic world, informed by reflection and intentional planning through the Faculty's Individualized Development Plan (IDP). The Graduate & Postdoctoral Professional Skills (GPPS) program is divided into six broad areas to connect you to opportunities and resources that will help you develop your professional plans and goals, and to strategically meet those goals:

- Career Exploration and Planning
- Communication
- Health and Wellness
- Managing Time and Resources
- Research Dissemination
- Teaching

Website- <https://www.yorku.ca/gradstudies/gpps/>

Research Centers

Research Centres and Institutes at York University

York University houses several 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 the following linked websites:

- Centre for Feminist Research- <https://www.yorku.ca/cfr/>
- Centre for Public Policy and Law- <https://ycppl.info.yorku.ca/>
- Centre for Refugee Studies- <https://www.yorku.ca/crs/>
- Centre for Research on Latin America and the Caribbean- <https://www.yorku.ca/cerlac/>
- Global Labour Research Centre- <https://www.yorku.ca/research/glrc/>
- The City Institute at York University- <https://www.yorku.ca/cityinstitute/>
- The Dahdaleh Institute for Global Health- <https://www.yorku.ca/dighr/>
- The Harriet Tubman Institute for Research on the Global Migrations of African Peoples- <https://www.yorku.ca/research/tubman/>
- Institute for Social Research- <https://www.yorku.ca/research/isr/>

- The Jack and Mae Nathanson Centre on Transnational Human Rights, Crime and Security- <https://nathanson.osgoode.yorku.ca/>
- LaMarsh Centre for Child and Youth Research- <https://www.yorku.ca/lamarsh/>
- Robarts Centre for Canadian Studies- <https://www.yorku.ca/research/robarts/>
- York Centre for Asian Research- <https://ycar.apps01.yorku.ca/>
- York Consortium on International and Security Studies- <https://yciss.news.yorku.ca/>

For a complete list of ORUs, visit the Organized Research Units website- <https://www.yorku.ca/research/organized-research-units/>

Important Dates, Links, Forms- FGS & MACH forms

Important Dates

Graduate studies at York consists of three academic terms: Fall term, Winter term, and Summer term. Details are updated constantly- <https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/important-dates/>

Forms- FGS Forms

<https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/fgs-forms/>

Course Transaction Form-

The regulations of the Faculty of Graduate Studies apply to all students enrolled in graduate programs at York University. Students must enroll in courses in a timely manner – if, for some unavoidable reason, a student needs to:

- Add a course beyond posted dates
- Drop a course beyond posted dates
- Request a late grade change
- Request a course extension,
- Request a change to an audit Permission for any of the above must be requested through their graduate program using a Faculty of Graduate Studies Course Transaction Form- <https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/03/course-transaction.pdf>

Request to Take a Course in Another Graduate Program at York –

Submit completed form to your graduate program office- fill in the MACH form- <https://laps.apps01.yorku.ca/machform/view.php?id=1997243> and <https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/05/course-program-other.pdf>

SLST Course Waitlist Request Form

submit the form below to request a spot on the wait list for the Socio-Legal Studies courses. Students will be notified of their permission decision via the email they have provided.

MACH form- <https://laps.apps01.yorku.ca/machform/view.php?id=1528106>

Program Withdrawal Form

To withdraw in good standing from FGS, a student must notify their graduate program office in writing. The effective date of withdrawal is the date the program was notified in writing by a student.

Withdrawing from a course does not constitute official withdrawal from the program. To be eligible to withdraw in good standing, the student's record must be in good standing. Submit the completed form to your program office <https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2022/10/2022-10-22-program-withdrawal.pdf>

Retroactive/Manual Academic Petition Form

Petitions for Leave of Absence (General, Family care, no course available) or Reinstatement to complete, Extension of Program Time limits (CUPE 3903 or Non CUPE 3903)

A petition will not be processed if a student is not in good academic and/or financial standing.

<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2022/06/retroactive-manual-academic-petition.pdf>

Thesis and Dissertation- Supervisor & Supervisory Committee Approval

<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/03/supervisor-committee-approval.pdf>

Recommendation for Oral Exam - Doctoral Dissertation

<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2023/02/oral-exam-doctoral-14-2-23.pdf>

Form TD1: Thesis/Dissertation Research Proposal

<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/12/td1.pdf>

Form TD2: Research Ethics Protocol Form for Graduate Student Thesis, Dissertation, or Pilot Project

<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/03/td-2.pdf>

Program MACH forms

SLST Students

- SLST Speaker Series Student Participation Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=896907>
- SLST Student Contact Information-
<https://laps.apps01.yorku.ca/machform/view.php?id=1508754>
- SLST Website & Program Involvement-
<https://laps.apps01.yorku.ca/machform/view.php?id=1866295>

- Future Students interested in SLST Program-
<https://laps.apps01.yorku.ca/machform/view.php?id=1844603>
- Request to Take a Course in Another Graduate Program at York-
<https://laps.apps01.yorku.ca/machform/view.php?id=1997243>
- SLST Course Waitlist Request Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=1528106>
- SLST Student Alumni-
<https://laps.apps01.yorku.ca/machform/view.php?id=2001786>

MA Students

- SLST Major Research Paper Committee Membership Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=898935>
- SLST Major Research Paper Proposal Approval Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=900215>
- SLST Major Research Paper Final Completion Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=442963>
- Directed Reading Form - SLST 5900 3.0-
<https://laps.apps01.yorku.ca/machform/view.php?id=915653>

PhD Students

- SLST PhD Comprehensive Examination Request & Completion Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=917200>
- PhD Progress Report- <https://laps.apps01.yorku.ca/machform/view.php?id=900768>
- Directed Reading Form - SLST 5900 3.0-
<https://laps.apps01.yorku.ca/machform/view.php?id=915653>

Student Finances

Fees & Tuition

Website link- <https://www.yorku.ca/gradstudies/students/current-students/regulations/fees/>

Course & Program Fees- <https://sfs.yorku.ca/fees/courses/>

Scholarships, Awards, & Funding

Website- <https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/>

Tri-Council, Provincial and Other External Scholarships-

<https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/tri-council-scholarships/>

York Internal Awards

The generosity of our alumni and of corporations, foundations, and other supporters of York University has helped to establish graduate student award and support programs valued at more than \$15 million annually. Recipients of these awards, who may be incoming or continuing students, are nominated by their graduate programs and selected by a program or FGS committee. New awards are added regularly.

<https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/york-internal-awards/>

Bursaries

York University and the Faculty of Graduate Studies provide bursaries to assist eligible graduate students with financial need.

Some bursaries are administered by Student Financial Services (SFS), others by the Faculty of Graduate Studies. <https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/bursaries/>

Award Search

This award search function allows you to see a list of award and other funding opportunities you may be eligible for, based on your student information. Please note that additional eligibility criteria may apply and we encourage you to carefully review the eligibility criteria by visiting the award pages.

<https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/award-search/>

Other Funding Sources

The following funding sources are available to eligible York graduate students:

<https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/other-funding-sources/>

Funding at York

<https://www.yorku.ca/gradstudies/students/current-students/graduate-funding/funding-at-york/>

Speak with your Grad Funding Advisor

Graduate Funding Advising Services Appointment Scheduler

- <https://www.yorku.ca/gradstudies/students/current-students/graduate-funding/graduate-funding-appointment/>

Student Financial Profile

<https://sfs.yorku.ca/aid/sfp>

The Student Financial Profile is a multi-purpose online application form that is used to apply for university supports including scholarships, awards, bursaries and on-campus employment programs such as Work/Study, the Leadership, Engagement and Ambassadorship Program (LEAP) and Research at York (RAY). You should complete the SFP at the start of each academic session (once for fall/winter and once for summer) to be considered for a variety of programs.

Fall/Winter 2023-2024

The application periods for the Fall/Winter programs are as follows:

- Undergraduate Scholarships and Awards Program: August 1, 2023 - September 15, 2023
- Undergraduate Bursary Program: August 1, 2023 - November 17, 2023; application will re-open from December 4, 2023 to March 15, 2024
- Work/Study, LEAP and RAY:
 - Fall application period: August 1, 2023 - October 31, 2023
 - Winter application period: January 2, 2024 - February 16, 2024
- Graduate Scholarships: January 2, 2024 - April 30, 2024
- Graduate Bursary Program:
 - Fall application period: September 1, 2023 - October 31, 2023
 - Winter application period: January 2, 2024 - April 30, 2024

Note: Graduate Students must complete and submit the Student Financial Profile (SFP) during the appropriate application cycle for the bursaries and/or award(s) they wish to be considered for. Submissions made after the applicable deadlines will not be considered. Application cycle dates and information on Faculty of Graduate Studies-administered awards can be found on the Funding and Awards page.

Academic Honesty

The Faculty of Graduate Studies Academic Integrity Module is designed to provide the graduate community with information and resources on the expectations of academic integrity at York University. Community members have an obligation to maintain the highest standards of academic honesty throughout their studies in accordance with the Senate Policy on Academic Honesty. Upon completion of this module, students will have a better understanding of what constitutes a scholastic offence, as well as their responsibilities in relation to a variety of academic principles.

All incoming graduate students are required to complete the Faculty of Graduate Studies Academic Integrity Module

Faculty of Graduate Studies Academic Honesty Procedural Guidelines-

<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2023/06/academic-honesty-guidelines.pdf>

Website link- <https://www.yorku.ca/gradstudies/students/current-students/regulations/academic-honesty/>

Graduate Courses and Grading

Graduate programs may have a variety of requirements that are normally not courses but constitute other academic events or milestones which have been approved in accordance with Faculty of Graduate Studies, relevant anchor Faculty Council and Senate policies and procedures. Some common non-course academic events and milestones are major research papers/projects/review essays, graduate milestone examinations, practica, internships, fieldwork, thesis, dissertations, etc.

Website link- <https://www.yorku.ca/gradstudies/students/current-students/regulations/graduate-courses-and-grading/>

Programs

Time table-

GRADUATE PROGRAM IN SOCIO-LEGAL STUDIES- FALL/WINTER 2023/2024

Website- <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm>

FALL 2023

COURSE CODE	COURSE TITLE	Reqd/ Elective	INSTRUCTOR	TERM	DAY/TIME
GS SLST 6020	Legal Pluralism (section A)	Elective	Amelie Barras	FA 23	Monday 2.30 PM- 5.30 PM
GS SLST 6005	Advanced Research Strategies in Socio-Legal Methods (Section A)	Reqd	Marsha Ramperusad	FA 23	Tuesday 11.30 AM- 2.30 PM
GS SLST 7100	Dissertation Proposal Seminar (Section A)	Reqd	Miriam Smith	FA23	Tuesday 11.30 AM- 2.30 PM
GS SLST 6005	Advanced Research Strategies in Socio-Legal Methods (Section B)	Reqd	Marsha Ramperusad	FA 23	Tuesday 2.30 PM- 5.30 PM
GS SLST 6100	Major Research Paper Seminar	Reqd	Annie Bunting	FA 23	Thursday 11.30 AM- 2.30PM

WINTER 2024

COURSE CODE	COURSE TITLE	Reqd/ Elective	INSTRUCTOR	TERM	DAY/TIME
GS SLST 6028	Neoliberalism: Governmentality in Theory and Practice (Section M)	Elective	Paul Brienza	WI 24	Monday 2.30 PM- 5.30 PM
GS SLST 6000	Law and Social Theory (Section N)	Reqd	Nergis Canefe	WI 24	Tuesday 11.30 AM- 2.30 PM
GS SLST 7100	Dissertation Proposal Seminar (Section M)	Reqd	Miriam Smith	WI 24	Tuesday 11.30 AM- 2.30 PM
GS SLST 6000	Law and Social Theory (Section M)	Reqd	Nergis Canefe	WI 24	Tuesday 2.30 PM- 5.30 PM
GS SLST 6090	Social Dimensions of Legal Discourse (Section M)	Elective	Jay Ramasubramanyam	WI 24	Thursday 11.30 AM- 2.30 PM

MA Degree

MA Degree Requirements

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.

Summary of MA Degree Requirements

- Law and Social Theory (6000 3.0): 3 credits
- Socio-Legal Methods (6005 3.0): 3 credits
- Electives (Three half courses—i.e. courses with a 3.0 designation): 9 credits
- MRP Seminar (6100 3.0): 3 credits
- Speakers Series: 0 credits
- MRP Proposal: 0 credits
- MRP: 0 credits

Total: 18 credits

MA in Socio-Legal Studies- Degree Checklist 2023- 2024- Download ([Link](#))

Degree Checklist with timelines

MA in Socio-Legal Studies- Degree Checklist 2023- 2024

Course Requirements

Course	Required/ Elective Course	Complete/ Incomplete	Grade	Notes (If any)
Law and Social Theory (6000 3.0)	Required			
Socio-Legal Methods (6005 3.0)	Required			
MRP Seminar (6100 3.0): 3 credits	Required			
	Elective (should be an SLST Course)			
	Elective (SLST or Course from another program)			
	Elective (SLST or Course from another program)			

Speaker Series- last date of submission 15th July 2024

Speaker Series Talk (Total- 12)	Hosted by SLST (8)	Hosted outside of SLST (4)	Reflection Paper (12)	MACH Form Submitted (12)

Major Research Paper

	Submission Link	MACH form Submitted (Yes/ No) Date	Last Date
MRP Committee	MACH FORM		14 th February 2024
MRP Proposal	MACH FORM		7 th April 2024
MRP Final	MACH FORM		2 nd August 2024

MA Courses (Required & Elective)

Website- <https://www.yorku.ca/gradstudies/slst/current-students/degree-requirements/#ma>

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

Required Courses (9 credits):

- Socio-Legal Studies 6000 3.0: Law and Social Theory
- Socio-Legal Studies 6005 3.0: Advanced Research Strategies in Socio-Legal Methods
- Socio-Legal Studies 6100 3.0: MA Major Research Seminar

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.

MA- Directed Reading- SLST 5900

This is not a standard course offering but is used as an option in exceptional circumstances where the student is interested in pursuing a topic that is not offered in existing course offerings and is able to identify a faculty member willing to take on an instructor role which involves both the creation of a detailed syllabus, a regular schedule of meetings, and the completion of a final research paper.

Students are not allowed to have more than one 5900 course on their transcripts.

1. The student needs to get permission from GPD for Directed reading
2. Fill in the form: <https://laps.apps01.yorku.ca/machform/view.php?id=915653>
3. Students to complete the form with their student information and upload the syllabus in a word or PDF document the
 - a. required course information (Course syllabus),
 - i. Timeframe
 - ii. course description / Rationale
 - iii. list of assignments
 - iv. reading list/ bibliography
 - v. grade breakdown for the course
4. Once this is completed, the course director will be notified by email
5. Course Directors complete and sign this online form
6. The Graduate Program Director completes & signs this online form in lieu of approving the Directed Reading MACH Form.
7. Once these three steps are completed, the student, course director, and GPD will receive an email from the GPA advising them that the Directed Reading Form application is completed, and the graduate program office has given the student permission to enroll in the course.
8. Normally students can take only one Directed Reading course during the course of their degree
9. The Directed Reading option is available in the Fall, Winter, and Summer terms and can only be worth 3 credits

MA- Supervisor & Supervisory Committee

Website- <https://www.yorku.ca/gradstudies/students/graduate-supervision/>

Master's thesis supervisory committees consist of a minimum of two faculty members appointed to the Faculty of Graduate Studies, at least one of whom must be from the program in which the student is enrolled, and who serves as the principal supervisor.

In exceptional circumstances, and with the prior approval of the Dean, one additional member may be appointed who is not a member of the Faculty of Graduate Studies. Such recommendations are to be accompanied by a brief rationale and an up-to-date curriculum vitae, which should be attached to the Supervisor & Supervisory Committee Approval Form.

Form- <https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2021/03/supervisor-committee-approval.pdf>

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 (about 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 committee members must approve the final Major Research Paper for the requirement for the MA to be fulfilled.

Guidelines for the MRP

1. 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.
2. 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
3. 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.
4. MRP Seminar-SLST 6100 3.0: 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
5. The Major Research Paper proposal must be approved by the supervisor and second reader. A copy of the approved proposal and signed approval forms must be submitted online via the Mach Form.
6. Students will provide 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. The MRP Final Completion Mach Form.
7. Once the program office is notified by the supervisor and reader that the MRP has been accepted, the student must prepare and submit an electronic and bound copy to the SLST office.

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.

Students who are planning to actively conduct research using human participants during their Major Research Paper will not be able to begin their research without ethics approval and this process is 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.

For MRPs involving Unfunded Minimal Risk Research, visit section 3.1 of the FGS Research Ethics Procedures- <https://www.yorku.ca/gradstudies/students/current-students/thesis-and-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- <https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/research-ethics/#proc>

Formatting- Formatting Guidelines and Title Page for the Major Research Paper (MRP)

When submitting your MRP, please follow the points mentioned in this list-

<https://slst.gradstudies.yorku.ca/files/2021/07/mrp-formatting-guidelines-title-page-example.pdf?x69937>

Formatting sample

Graduate Program in Socio-Legal Studies

Formatting Guidelines and Title Page for the Major Research Paper (MRP)

When submitting your MRP, please follow the following points:

General Points

- ☐ Text to be printed in 12-point font, double-spaced, left justification only.
- ☐ Footnotes and/or endnotes are to be single-spaced and may be smaller font than the body of the MRP.
- ☐ Margins are to be one inch on top, bottom and sides.
- ☐ MRPs should be approximately 10,000 words or 50 double-spaced pages.

Order of MRP

- ☐ Title page (see format on next page)
- ☐ 1 page abstract (maximum)
- ☐ Acknowledgments
- ☐ Table of Contents
- ☐ List of Illustrations (if applicable)
- ☐ Bibliography
- ☐ Illustrations (if applicable)

See the Handbook or the [SLST website](http://slst.yorku.ca/) for a full description.

<http://slst.gradstudies.yorku.ca/>

MA Major Research Paper

[TITLE]

[STUDENT NAME]

[STUDENT NUMBER]

[SUPERVISOR'S NAME]

[READER'S NAME]

A Major Research Paper submitted
in partial fulfillment of the requirements for the degree of
Master of Arts in Socio-Legal Studies

York University
Toronto, Ontario, Canada

[DATE SUBMITTED]

Research Ethics

York University is committed to the highest standards of integrity in research. All projects involving the use of Human Subjects, Animals and Bio hazardous Materials are subject to review by the appropriate University committee. York University has formulated policies for the conduct of research involving all three of these areas. It is the policy of the University that researchers conducting research involving human subjects, animals and/or biohazardous agents must obtain approval of their research from the relevant ethics committee prior to commencing research activities.

All research involving human participants for graduate courses and Graduate Major Research Papers (MRPs) that is non-funded, minimal-risk, does not involve Aboriginal peoples or a clinical trial must be reviewed by the relevant unit level Delegated Ethics Review Committee. Research subject to review includes, but is not limited to: surveys, questionnaires, interviews, participant observation and secondary data analysis.

<https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/research-ethics/#mrp>

MA- Speaker Series

One of the requirements for completion of your course 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 encouraged to attend talks from other Departments and Universities too, to complete the 12 required lectures.

Note that speaker series requirements can be fulfilled by attending academic talks across York University, academic talks at other institutions, conferences, and symposia. The speaker series requirement can be adjusted to some extent at the discretion of the GPD.

- 1- Student to fill in the SLST Speaker Series Student Participation Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=896907>
- 2- Submit a reflection paper
 - a. Students are expected to keep a journal of the topic and date of the 12 talks they 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.
 - b. Please submit a single reflection paper for each talk attended.
 - c. All Reflection papers are due in mid-July

PHD Degree Requirements

When established, the PhD in Socio-Legal Studies was the first doctoral program in Canada in interdisciplinary legal studies that was 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.

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

Recommended Timelines

Year 1 (Term 1,2,3)

- 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. Ideally taken in Y2.]

Year 2 (Terms 4,5,6)

- Finalize coursework.
- Have name of supervisor on file.
- Complete Comprehensives.
- Complete Speakers' Series requirement.
- Take 7100 (PhD Seminar) if offered.

Year 3 (Terms 7,8,9)

- Have full supervisory committee on file.
- Submit PhD proposal.
- Complete Ethics Review (if applicable).
- Begin research.

Year 4 (Terms 10 - 15)

- Research, write Dissertation in consultation with Supervisory Committee.

PhD Degree Checklist

Faculty of Graduate Studies - Department of Social Science

PhD in Socio-Legal Studies- Degree Checklist

Course Requirements

Course	Required/ Elective Course	Complete/ Incomplete	Grade	Notes (If any)
Law and Social Theory (6000 3.0)	Required			
Socio-Legal Methods (6005 3.0)	Required			
Socio-Legal Studies 7100 3.0: Dissertation Proposal Seminar	Required			
	Elective (should be an SLST Course)			
	Elective			
	Elective			

Speaker Series- last date of submission 15th July 2024

Speaker Series Talk (Total- 12)	Hosted by SLST (8)	Hosted outside of SLST (4)	Reflection Paper (12)	MACH Form Submitted (12)

PhD Courses

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

Required Courses (9 credits):

- Socio-Legal Studies 6000 3.0: Law and Social Theory
- Socio-Legal Studies 6005 3.0: Advanced Research Strategies in Socio-Legal Methods
- 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.

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 courses 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 PhD program requirements, 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 second or third year.

PhD Speaker Series Requirement

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 that will be forwarded to you by the Graduate 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 that you think are relevant to your research and to the program, please contact the Graduate Program Director for approval.

- 1) Student to fill in the SLST Speaker Series Student Participation Form-
<https://laps.apps01.yorku.ca/machform/view.php?id=896907>
- 2) Submit a reflection paper
 - a. Students are expected to keep a journal of the topic and date of the 12 talks they attend to be submitted by mid-July(end of the second 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.
 - b. Please submit a single reflection paper for each talk attended.
 - c. All Reflection papers are due in mid-July

Doctoral Dissertation Supervisory Committees

Website- <https://www.yorku.ca/gradstudies/students/graduate-supervision/>

Overview

The role of the Graduate Program Office (GPO) in supporting graduate student supervision is a very important one. The GPO is responsible for setting program expectations, ensuring that graduate students have a clear sense of understanding of how to successfully fulfill their degree requirements in a timely manner, and assist in resolving difficulties.

Programs differ greatly across Faculties and disciplines and therefore operate in different ways. The GPO role in supervision may include:

- assisting students in confirming a supervisor;
- reviewing the student's progress from time to time and reminding students of important deadlines;
- reviewing and approving supervisory committee composition;
- reviewing and filing annual progress reports, with input from both supervisors and students;

- reviewing, approving and scheduling oral defences;
- assisting and supporting students with personal difficulties impacting their progress; and
- participating in the resolution of any supervisor-student conflicts.

Composition of Committee

A dissertation supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the student is enrolled. The principal supervisor must be a Full Member of the graduate program in which the student is enrolled. An Associate Member of the graduate program may serve as a co-supervisor on the condition that the other co-supervisor is a Full Member of the graduate program.

In exceptional circumstances and with prior approval of the Dean, the third, or an additional member, may be appointed who is not a member of the Faculty of Graduate Studies. Such recommendations are to be accompanied by a brief rationale and a up-to-date curriculum vitae, which should be attached to the Supervisor & Supervisory Committee Approval Form.

Approval Process

Recommendation for membership of a doctoral dissertation supervisory committee is formally initiated by the graduate program director via submission of a Supervisor & Supervisory Committee Approval Form. The Supervisor & Supervisory Committee Approval is to be used when recommending the establishment of a supervisory committee, to add members to an incomplete committee, and to make changes to an existing committee. Final approval of supervisory committee membership recommendations rests with the Dean of the Faculty of Graduate Studies.

Approval Timelines

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements. The minimum Faculty of Graduate Studies requirements are as follows: A supervisor must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the fifth term of study (end of second term of PhD II). Students will not be able to register in the seventh term of study (the onset of PhD III) unless a supervisor has been approved. A supervisory committee must be recommended by the appropriate Graduate Program Director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

Supervisor's Roles and Responsibilities

A dissertation supervisor (Chair of the supervisory committee) shall:

- be reasonably accessible to the student, normally meeting once a month and never less than once each term.
- ensure that a copy of the student's dissertation is sent to each member of the student's dissertation examining committee as far as possible in advance of the date of the student's oral examination, but no later than 20 business days prior to the date set.

Supervisory Committee Roles and Responsibilities

A dissertation supervisory committee shall:

- review the student's research proposal and recommend its approval to the appropriate Graduate Program Director and the Dean not less than six months prior to the date set for the oral examination;
- review the student's progress normally each month and never less than once each term. Reports to the Graduate Program Director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled;
- meet annually with the student, normally in the spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the Graduate Program Director after the meeting; and,
- read the dissertation in a timely fashion and make a recommendation to the Graduate Program Director regarding the oral defence.

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. Please see the following link for the supervisor and supervisory committee form: Supervisor Committee Approval.

Website- <https://www.yorku.ca/gradstudies/students/graduate-supervision/>

Ph.D.- Ethics- Research Involving Human Participants

York University is committed to the highest standards of integrity in research. All projects involving the use of Human Subjects, Animals and Bio hazardous Materials are subject to review by the appropriate University committee. York University has formulated policies for the conduct of research involving all three of these areas. It is the policy of the University that researchers conducting research involving human subjects, animals and/or biohazardous agents must obtain approval of their research from the relevant ethics committee prior to commencing research activities.

The Faculty of Graduate Studies is governed by the Senate Policy on Research Involving Human Participants. The Senate Policy states that all University-based research involving human participants, whether funded or non-funded, faculty or student, scholarly, commercial or consultative, is subject to the ethics review process.

Graduate students undertaking research for graduate courses, major research papers, theses, or dissertations involving human participants are required to follow the appropriate procedures and obtain ethics approval before conducting research activities. Students also must maintain active registration status while conducting the approved research.

Theses, Dissertations, and Pilot Projects Involving Human Participants

1. If the research is minimum risk*:
 - Form TD1: Thesis/Dissertation Research Proposal
 - Thesis/Dissertation Proposal
 - Form TD2: Research Ethics Protocol Form for Graduate Student Thesis, Dissertation, or Pilot Project
 - Informed consent and other relevant documents described in TD2 checklist
 - TCPS Tutorial Certificate (*Must complete the CORE 2022 certificate released in 2022)
2. If the research involves Aboriginal/Indigenous Peoples; clinical trials; or research that is more than minimum risk:
 - Form TD1: Thesis/Dissertation Research Proposal
 - Thesis/Dissertation Proposal
 - Human Participant Research Committee (HPRC) form
 - Informed consent and other relevant documents described in HPRC form
 - TCPS Tutorial Certificate (*Must complete the CORE 2022 certificate released in 2022)
3. If the research is conducted as part of or a subset of a faculty member's approved research project:
 - Form TD1: Thesis/Dissertation Research Proposal
 - Thesis/Dissertation Proposal
 - Form TD4: Statement of Relationship Between Proposal and an Existing HPRC-Approved Project
 - HPRC Approval Certificate for faculty's research project
 - TCPS Tutorial Certificate (*Must complete the CORE 2022 certificate released in 2022)
4. If the research that is based on secondary data analysis:
 - Form TD1: Thesis/Dissertation Research Proposal
 - Thesis/Dissertation Proposal
 - Form TD2: Research Ethics Protocol Form for Graduate Student Thesis, Dissertation, or Pilot Project
 - Informed consent and other relevant documents described in TD2 checklist (if applicable)
 - TCPS Tutorial Certificate (*Must complete the CORE 2022 certificate released in 2022)

*For the purposes of Research Ethics Review, “minimal risk” research is defined by the TCPS as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research.

*If your research involves an in-person method, please review required documents and steps.

Notes

NOTE: If the proposed research poses an elevated risk to yourself as the researcher requiring further health and safety considerations, you must consult the Graduate Student Risk Assessment Guidelines and complete the Graduate Student Risk Assessment Form.

1. A pilot project is defined as preliminary research that is necessary in order to be able to write the thesis or dissertation proposal. Pilot projects must still include a description of research procedures and sample research instruments (e.g., survey or interview questions). Please submit TD2 form and informed consent documents.
2. Secondary Data Analysis is described as the analysis of data involving human participants collected for a purpose other than that for which it was originally collected in order to pursue a research interest which is distinct from that of the original work.
3. The HPRC uses the definition of minimal risk as outlined in the SSHRC/NSERC/CIHR Tri-Council Policy Statement: “Ethical Conduct for Research involving Humans” (December 2014): “‘minimal risk’ research is defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research” (Article 2.8B). An expanded version of this definition is available from the Office of Research Ethics upon request.
4. Your research involves Aboriginal/Indigenous Peoples if:
 - your research will be conducted on Aboriginal land (Canada; international);
 - recruitment criteria will include Aboriginal identity as either a factor for the entire study or for a subgroup of the study;
 - your research will seek input from participants regarding an Aboriginal community’s cultural heritage, artefacts or traditional knowledge;
 - aboriginal identity or membership in an aboriginal community will be used as a variable for the purpose of analysis of the research data; or
 - interpretation of research results will refer to Aboriginal communities, peoples, language, history or culture. Note: Literary criticism and/or history (excluding oral history) and/or primarily textual activities are not applicable.
5. To access the HPRC form, please visit HPRC form
Website link- <https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/research-ethics/>

FGS Ethics & Proposal Review Process

FGS Ethics & Proposal Review Process – A Quick Guide for Students, Faculty & Staff

KEY ROLES



1. Getting Started – The Role of the Student

The delegated ethics review process begins with the student, who identifies a proposed area of inquiry and, in communication with their supervisor and supervisory committee, ensures the proposal articulates the goals, questions, methodology, and engagement with existing literature.

2. Putting the Pieces Together – The Role of the Student

A complete proposal demonstrates that all programmatic and FGS criteria are met by answering all relevant questions on the TD1*, TD2*, and risk assessment forms*. These will necessarily require consultation with the supervisor/supervisory committee to discuss the level of risk and develop strategies for managing consent, harm mitigation, and conflicts of interest.

More details about TD1* - Thesis and Dissertation Proposal Form...

- This form is required for all research proposals and lists the additional documents to complete based on which of the seven (7) types of research the proposal falls under. Consult the Office of Research Ethics (ORE)* for clarification and advice as needed.

3. The Role of the Supervisor

The supervisor meets with the student to guide and oversee the compilation of the required components in developing the proposal. Supervisors must work one-on-one with the student to craft the TD forms and dedicate careful attention to ethical issues to avoid protocols being returned with questions from the ORE.

By signing the TD1* form, the supervisor confirms that:

- the proposal methodology and related ethics forms are congruent and meet programmatic expectations, the project is of appropriate scope, and that the proposed research is approved by the committee through discussion and
- all necessary appendices are accurate and attached and dates agree with the student's research (for example, Human Participant Review Committee (HPRC)* forms and Animal Care and Biosafety protocols).

4. The Role of the Supervisory Committee

The committee discusses all aspects of the student's proposed area of inquiry including scope, goals, and methods. It is best practice for all committee members to discuss the proposal with the student in a committee meeting. All members must see and approve the proposal.

Committee members' names are **always** required on the TD1* form. If the supervisor selects the attestation box, indicating that all committee members have seen and approved the proposal, committee members' signatures are not required. If this box is not selected, committee members must also sign the TD1* form.

5. The Role of the Graduate Program Director (GPD)

By signing the TD1* form, the GPD confirms:

- the proposal meets programmatic and FGS requirements for a quality proposal,
- the research type (A-D) selected on the TD1* form matches the project described in the proposal,

- that the supervisor and supervisory committee have reviewed and recommended the proposal for approval.
- *The GPD is *not* the primary advisor to the student on the specifics of the ethics review and requirements.

6. The Role of the Graduate Program Assistant (GPA)

The GPA plays an important role in ensuring the Proposal and Ethics are not returned for additional work at a later stage in the delegated ethics review process by:

- ensuring all signatures and dates are present in the appropriate places OR e-mail confirmation is appended,
- checking Graduate Event Module (GEM) to ensure committee members listed on the TD1* form are the same as those on file for the student and that each member is appointed to FGS,
- submitting a Supervisory Committee Approval form with the package if there is a discrepancy between GEM and the committee as reflected on the TD1* form.

7. Review by Faculty of Graduate Studies' Research Officers

- FGS Research Officers (RO) review the full proposal (TD forms and associated appendices including necessary approvals from external institutions) and include direction for the student. ROs will communicate with the student if aspects are missing or unclear, as the file must be complete before it is reviewed by FGS Associate Deans (AD).

8. Review by Faculty of Graduate Studies' Associate Deans

FGS ADs review proposals ensuring they meet FGS minimum requirements. In providing feedback, they specifically look for congruence between the type of research and the methodology indicated in the proposal and on the TD1* and TD2* forms.

9. Final Review by the Office of Research Ethics

- Upon arrival at the ORE, their Research Officer and Chair of the HPRC will review the protocol and communicate directly with the student where changes or additional information is required. Once approved, the ORE will issue a Certificate of Approval to the student, graduate program, and FGS.

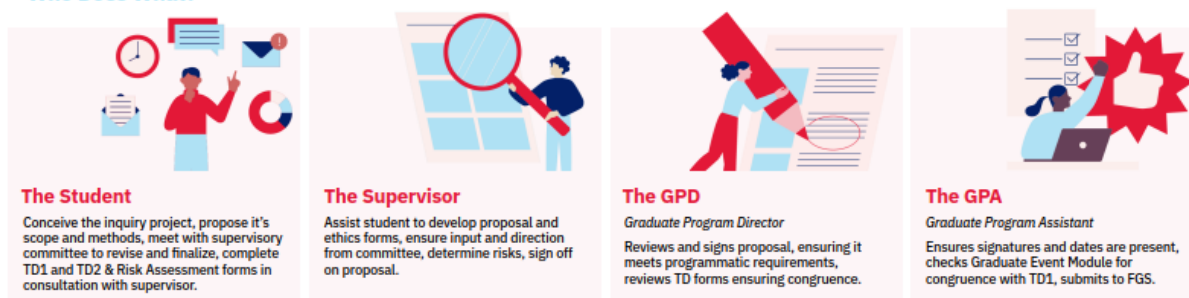
10. Congratulations! Now your research begins...

Students must remain registered active (full- or part-time) while data collection is undertaken. Revised ethics paperwork is required should changes to research methodology arise during the research process. Remember, support is just an email away! Contact an RO at FGSRO@YORKU.CA.

RESOURCES

- TD1 – [Thesis and Dissertation Proposal Form](#)
- TD2 – [Research Ethics Protocol Form for Graduate Student Thesis, Dissertation or Pilot Project](#)
- [Risk Assessment Forms](#)
- [Office of Research Ethics](#)
- [Human Participant Review Committee Protocol Instructions](#)
- [Informed Consent Form Template](#)
- [Research Ethics Board Checklist for Researchers: Research Involving Indigenous People](#)
- [TCPS 2 – CORE-2022 \(Course on Research Ethics\)](#)
- TD4 – [Statement of Relationship Between Proposal and an Existing HPRC-Approved Project](#)

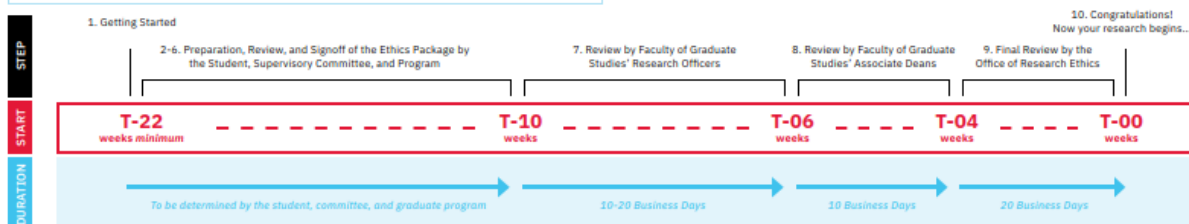
FGS Delegated Ethics Review – Who Does What?



Timeline for Delegated Ethics Review Process

This timeline assumes...

- It will take 3 months for the student, supervisory committee, and graduate program to prepare a file to send to FGS.
- FGS recommends students initiate this process at least 22 weeks or 5 months BEFORE they intend to BEGIN research.



Graduate Milestone/ Comprehensive Examinations for SLST (PhD)

Guidelines

Doctoral students are required to complete two comprehensive exams—one in theory and one in a substantive area of Socio-Legal studies (SLST). 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 Socio-Legal studies (defined broadly as including critical criminology and law and society research), how past and current research can be interpreted in the light of different theoretical approaches, and an awareness of gaps in the literature. Put another way, the comprehensive exam process is to assess the student's mastery of foundational knowledge for the field of socio-legal studies.

The Theory comprehensive topic can be chosen from previous exams or determined in consultation with the student's supervisory committee. The Substantive comprehensive exam topic is more closely aligned with the student's dissertation topic but still designed to be broad enough to qualify students with expertise to teach in the field (in addition to the expertise developed in their particular dissertation research area).

Timing and Scheduling

Normally, students will complete one exam per term in the second year of their PhD candidacy with the same comprehensive committee, and normally after completing course requirements. The expected schedule for the comprehensive exams is:

- Spring/ Summer Year 1 (Term 3) Comprehensive exam committee established
- Summer Year 1 (Term 3) Theory Comprehensive topic and reading list 1st draft
- Fall Year 2 (Term 4) Theory Comprehensive reading list & Rationale approved
- Fall Year 2 (Term 4) Oral Defense of Theory Comp in December (Year 2)
- Winter Year 2 (Term 5) Substantive Comprehensive topic and reading list draft
- Winter Year 2 (Term 5) Substantive Comprehensive approved
- End of Winter (Term 5): Defense of Substantive Comp in May (Year 2)

Committee:

The Comprehensive exam committee should normally be made up of a minimum of two faculty members appointed to graduate program in SLST and a third appointed to FGS but not necessarily SLST. The committees need not be the same for both the Theory and Substantive comprehensive exams. Ideally, the supervisor remains the same for consistency and support of the student's progress in the program.

Theory Requirement, Format and Structure

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. The topic of the Theory exam should be recognizable as a sub-field or cluster within socio-legal studies. Some examples from previous exams include:

- ☐ Aesthetics and law
- ☐ Biopolitics and biopower
- ☐ Contemporary approaches to punishment
- ☐ Gender, violence and international law
- ☐ Globalization and human rights
- ☐ Indigeneity and Indigenous legalities
- ☐ Law and Disability/ Law and medical power
- ☐ Restorative and transitional justice
- ☐ Resistance
- ☐ Spatial approaches to socio-legal studies
- ☐ Surveillance
- ☐ Time and temporality
- ☐ Violence
- ☐ Queerness/ Queering socio-legal studies

1. Reading List: Students will be responsible for a reading list of a minimum of twenty-five (25) books (or equivalent), of which a minimum of half (ten to fifteen) are to be selected from the Program's common list and the remainder from a list of works selected by the student. The final material on 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. 25 books is considered the minimum not the maximum in order to develop a comprehensive knowledge of the topic in the field.

2. Rationale: The student, in consultation with their comprehensive committee, will compose a short statement (approximately 2500 words, 5 pages single-spaced) explaining the rationale for choosing the books and articles on the reading list and a list of general or thematic questions based on the list. The questions set out by the student will be used as the basis of the written exam questions set by their Committee but will not necessarily be the same.

To ensure that the exam meets breadth requirements, students and committees are strongly encouraged to include at least one of the following questions among their preparatory exam questions:

1. What are the key arguments made by scholars working in the area? How do

- they relate with one another and what is your critical assessment of them?
2. What is the intellectual context/climate of the area? How has that context/climate changed? What factors have influenced that change and with what impact on the relevant scholarship?
 3. How have key debates in the area been shaped by specific theoretical or methodological perspectives?
 4. How do you position yourself in the key areas of debate within the area and why?
 5. What are the current methodological/theoretical/or substantive research gaps in the area and what are their implications for scholarship in the area?

3. Curricular Review: The Reading List, Rationale and questions will be submitted to the SLST Curriculum Committee that 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. The Curriculum Committee can ask for revisions to the reading list. Theory reading lists will be kept on file in the SLST office, and used for periodic reviews of the common list and reference for other doctoral students.

4. Oral Exam: The student will normally take two to three months (and a maximum of four months) to closely read the material on their list. The student, in consultation with their comprehensive committee, will then set a date for the oral exam. The comprehensive committee will set the exam questions (normally 3 interrelated questions) and provide them to the student three weeks before the date of the oral exam. The student will have two weeks to write their answers in essay format in what is called the 'written statement'.

One week before the scheduled exam, the student will submit to the committee the written statement/ essay (approximately 5000 words or 10 pages single-spaced) that will be presented orally at the exam (that is, 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 statement 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. The student is responsible for all the material on the reading list and not only those authors referred to and discussed in their 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 7500 words or 15 single/ 30 double-spaced 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 a minimum 25 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 their comprehensive committee. The student should normally take two to three months (and not more than four months) to read the material. 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. In other words, this format is similar to the Theory comprehensive process but does not require the written Rationale.

OR

b) An outline of an advanced undergraduate course (24 weeks) 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 modules or sections; and a list of twenty-four two-hour [lecture] sessions, with readings to accompany each session. In addition, 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 7500 words.

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 90–120 minutes in length.

Accessibility and Accommodations: Students requiring accommodations are encouraged to contact the appropriate accessibility office at the university well in advance of the examination(s).

Evaluation of Comprehensive Exams

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. This evaluation is based on the quality of the student's written material and demonstration of knowledge in response to questions.

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) can attend all evaluation meetings as ex-officio, non-voting member.

Appeals

If a student fails their comprehensive exam on the first attempt, they can appeal the failed exam decision once. They can do so on the basis that, in their view, the written decision by the committee does not justify the exam outcome. To appeal an exam failure, students must submit a Comprehensive Exam Appeal Form to the Program

Office within two weeks of the decision being rendered. They must demonstrate how their responses to the comprehensive exam questions successfully meet the criteria of assessment. The Appeal Form provides the comprehensive examination committee an opportunity to respond in writing to the student's appeal.

The comprehensive exam and the Comprehensive Exam Appeal Form are submitted to the Program's [awards and appeals] committee. The awards and appeals committee can either affirm the decision of the comprehensive examination committee or grant a rewrite (see Appendix 1).

Updates to the Graduate Milestone Examinations:

These examination policies and procedures will be reviewed every 5-years by the Socio- Legal Studies Curriculum Committee and Executive, and if necessary, propose changes.

The Common List of Socio-Legal Studies topics and readings will be updated regularly by the SLST Curriculum and Executive committees and ratified by the SLST program faculty.

Approved by SLST Executive and SLST program Faculty May 2023.

PhD Doctoral Proposal & 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.

Website- <https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/doctoral-dissertation/>

Preparing to defend your Dissertation (Guidelines for Students):

Once you have finished writing your Dissertation there is still a lot of work to do - for both you and your supervisory committee. In order to ensure a smooth transition, please use this checklist. Begin using the checklist from the time that you finish your first final draft.

1. Ensure you are registered for the term you want to Defend in.
2. Make sure with the GPA both your Comp Exams are graded and passed.
3. All committee members have a complete copy of your draft.

4. (After the committee has read the draft), you have heard back from all committee members for revisions and incorporated their revisions set a meeting with your committee members. They will discuss with you any final revisions, and the defence process, and then the committee members will pull together a list of potential defence committee members.

a. The student can make suggestions, but the supervisory committee will put the list forward to the programme office.

The date(s)* of the defence will then be selected. Please note: The student cannot put forward the external, as it must be someone the student does not know. Academically, it should be the supervisor or supervisory committee that selects the external examiner and the student cannot – at any time prior to the defence – be in contact with the external examiner.

5. If all revisions have been made, and the committee is now ready to “sign off” of the Dissertation, the Recommendation for Oral Exam (<https://www.yorku.ca/gradstudies/wp-content/uploads/sites/184/2023/02/oral-exam-doctoral-14-2-23.pdf>) may be signed by all three members.

a. The full committee and the tentative date should be written in only once all participants have agreed to attend and the date has been confirmed. If the exam is going to be over zoom, then the GPA should generate the Zoom link and include it on the form where it indicates room number.

b. NOTE: the committee must present this signed form to the programme office at least 5 weeks prior to the defence, and can “sign” the form by attaching their email confirmation that they have read and approve the dissertation for defence.

6. Once the committee has signed off, the Director must sign off, and the room is booked by the GPA for the exam or zoom link set. The programme sends out all copies of the exam 5 weeks prior to the exam. The dissertations are sent out as pdf files unless a committee member requires a printed copy (if print copy is required the GPA prints and mails it out while also sending to the faculty member who requested the hard copy. Note: the PDF copy is still also sent to all).

7. Then FGS receives the form and the Associate Dean signs off. Letters then go out to all the committee members by email from FGS (about 2 weeks later).

8. The student should ensure that if any overhead, audio or visual equipment is required, that it is ordered - through the programme office - at least 2 weeks prior to the defence date. If you have specialized equipment needs, the student may also need to discuss their requirements with the office of Instructional Technology Centre (ITC) to ensure all their technological requirements are feasible.

At the time of the defence

1. Students should arrive at least 30 minutes prior to the defence. (make sure the student knows where the washroom is, and that they have a glass of water for the defense).

2. If any audio-visual equipment is needed, they should ensure that they are familiar with the equipment and ensure everything is set up for use prior to the committee members arriving.

3. Students are asked to remember that their fees stop only once all degree requirements have been met, therefore until all post-exam final copies have been uploaded to FGS and the note from the supervisor and/or Dean’s Rep. indicating that requested revisions have been met, fees will continue to be incurred.

If your committee wants a specific person as an external examiner, they may want to set aside a number of dates and times when all three members of the supervisory committee can attend. Alternately, if a member of the committee has a tight timeframe (i.e.. On sabbatical and coming into town on a specific day/week), the committee may want to put forward additional names for the defence to ensure that the committee can be struck.

**** SUPPORTING PAPERWORK** to be submitted with the 6 copies of the Dissertation to the programme office 5 weeks prior to the exam date.

SLST Dissertation Defense Checklist

Please ensure that all details have been completed and submit to SLST Programme office 5 -6 (or more) prior to defence date. Failure to do so will mean re-scheduling of the defence.								
Time Frame	Student's Responsibility	–	Supervisor's responsibilities	–	Supervisory Committee's Responsibility	–	SLST Advisory Committee or FGS	–
Each Term	Request - in writing or E-mail - a committee meeting. Bring work and discuss progress		(May need to book the room as students are not generally permitted to book rooms, or may use the S701A room for meetings) GPA will do it on their behalf		Every faculty member - unless on sabbatical - should be able to attend one meeting per term minimum.			
<p>Dissertation Proposal Stage: The Dissertation proposal is normally anticipated by year 3. The proposal can be submitted any time after the comp's exam is done.</p> <p>Note: The Dissertation proposal must go through the SLST Advisory and FGS and FGS must approve the Dissertation at least 6 months prior to the defence date.</p> <p>Resource Information:</p> <p>As long as the student submits the proposal, so it goes through the SLST Advisory and the FGS approval prior to the Fieldwork Cost Fund deadline, the student is eligible to apply for any Fieldwork related costs.</p>								

In addition: Students should note investigate the guidelines for the President's Dissertation Award (guidelines available in the FGS or SLST offices) for further funding opportunities for a student who's proposal is submitted and student must have completed no more than one term as a Ph.D 5 Candidate at the time of the nomination.

Also LAPS has a fund for students to get one year of funding without holding a TA if they diss proposal is submitted and approved by FGS early enough... (I believe the proposal must be submitted in 3rd year for 4th year funding, but check the LAPS graduate student funding page for details and deadlines)

Dissertation Proposal Stage:

The Dissertation proposal is normally anticipated by year 3. The proposal can be submitted any time after the comp's exam is done.

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Dissertation Proposal stage

- Submit Dissertation proposal to Supervisory Committee.
- Note: The TD1 (Human Subjects form) is required to be completed and signed by both the student and the supervisor, and committee must sign off the paperwork and include with the Dissertation proposal.
- The Supervisor may need to assist student in the Human Participants process (or refer the student to a faculty member who utilized Human Participants in their research) to assist the student
- Review the Dissertation proposal and - if approved - every member of the Dissertation committee must sign off on the proposal. The proposal and the committee's confirmation that they support the Dissertation proposal must then be submitted to GPD for the program review.

- At start of student's final term (or 4 months before projected completion date)
- Student should set out the time line and discuss with committee. Find out if any of your committee are going to be on sabbatical or leave in the near future.

- Ensure that the work done by student is on target (solicit opinions of other two committee members). If problem, address immediately with student
- If committee see any impediments (faculty away, workload problems, etc., the faculty should discuss with committee immediately.
- * Students should be aware that the Dissertation may require revisions both on a chapter-by-chapter basis and further revisions once the supervisory committee has had a chance to read the full final draft, therefore 8 weeks prior to the planned defence date is the latest rather than the earliest date to submit to the full draft to your committee. This timeline should be discussed and agreed upon by your committee in advance as some committees take longer than others, and students may also be faced with more substantial revisions than they anticipate. It is preferable to have all revisions made - even minor ones - prior to the intended defence date.

At least 2 months prior to tentative defence date:

- Have drafts into your committee. It is preferable if the committee has read and commented on chapters as you have completed them, therefore when they receive the full draft, revisions should be minimal.
- Note: the Supervisor will need to meet with the student at least twice to ensure that discussion happens and that their feedback needs to be in writing to ensure changes are made and student is moving towards a completion of a Dissertation acceptable to all supervisory committee members.
- Set a meeting once the final draft is in and read by the committee.
- This meeting needs to be set at least 6-8 weeks MINIMUM before the target date to give student time to fine-tune Dissertation.
- Discuss potential examiners and develop a list of potential external examiners. The student should be a part of this discussion.

6- 8 weeks before date

- Submit Dissertation (with final revisions) 6 weeks prior to tentative defence (not including Christmas holidays)* Provide list of dates you are available to your supervisory committee
- Usually the supervisor will identify potential External examiners.
- Target potential dates for exam (student's dates, supervisor's dates)
- Discuss names of defence committee with Programme Director for approval.
- Call External and Chair, set date and time.
- If the supervisor is unable to contact the external examiner, either a committee member of the programme director can do it on behalf of the supervisor.
- FGS should be notified (using the External Expenditures form) if the external examiner being sought out to be brought in will cost more than \$350.00 in expenses.

5 weeks prior to date

- Send final copy of PDF to GPA for distribution to all exam participants.
- Confirm (preferably via E-mail) arrangements (time and date) with Chair and External. (Official letter will be mailed out by FGS once they receive notification of exam).

- Send info to GPA and GPD for exam: Date, time, location and all participants and their roles. (If Chair of Supervisory is away, ill, etc., one of the committee members needs to do follow-up. Student not permitted contact with External).
- FGS is notified by program, and the room is booked or zoom link set.
- Coordinates with GPA to arrange for Audio Visual equipment
- FGS will review the Recommendation for Oral Exam. FGS to prepare paperwork to be sent out to the committee.
- Note: Once the exam date is set and submitted, the date does not change, therefore it is imperative that all participants were confirmed by the Supervisory Chair prior to the programme signing off on the Recommendation for Oral Examination.
- GPA books room for exam (if FGS room is not available)
- Submits paperwork to FGS after Director signs off on all paperwork
- Gives student written confirmation of AV equipment ordered.

EXAM

- All members of the examining committee must be present at the exam. If, for some reason, someone is not able to attend, the exam will need to be re-booked for a later time unless FGS Associate Dean approves change – in writing by email to GPD.

Post Exam (successful)

Student must make any revisions and have revisions signed off.

Upload final copies to FGS and follow-up with their paperwork (ordering copies of Dissertation, reimbursement for copies, etc.)

Convocation memo needs to be completed by student and programme for the Registrar's office.

* Students should be aware that registration is required until the final copies have been submitted to FGS with the approval indicating that revisions have been made, reviewed and accepted.

A few tips:

- Communication with your entire committee is the key to a smooth transition from student to graduate.
- Students are asked to remember that if they do not adhere to the timeline they set, they cannot expect their committee to adhere to timelines either.
- To the student: Please remember that reading and commenting on your work - while it is important - is not the only work your faculty members have to do, and therefore you need to plan in conjunction with your committee any timelines you are establishing in advance. Faculty members who will not be able to be involved within the planned timeframe should discuss this at the earliest possible time with the student and other supervisors. The Programme Director can also be helpful in making suggestions if faculty members are having difficulty with the timeframe due to sabbaticals, leaves, research projects, etc.
- Timelines are not set until all parties have agreed upon them.

PhD- Directed Reading- SLST 5900

This is not a standard course offering but is used as an option in exceptional circumstances where the student is interested in pursuing a topic that is not offered in existing course offerings and is able to identify a faculty member willing to take on an instructor role which involves both the creation of a detailed syllabus, a regular schedule of meetings, and the completion of a final research paper.

Students are not allowed to have more than one 5900 course on their transcripts.

- 1- The student needs to get permission from GPD for Directed reading
- 2- Fill in the form: <https://laps.apps01.yorku.ca/machform/view.php?id=915653>
- 3- Students to complete the form with their student information and upload the syllabus in a word or PDF document
 - a. the required course information (Course syllabus)
 - i. Timeframe
 - ii. course description / Rationale
 - iii. list of assignments
 - iv. reading list/ bibliography
 - v. grade breakdown for the course
- 3- Once this is completed, the course director will be notified by email
- 4- Course Directors complete and sign this online form
- 5- The Graduate Program Director completes & signs this online form in lieu of approving the Directed Reading MACH Form.
- 6- Once these three steps are completed, the student, course director, and GPD will receive an email from the GPA advising them that the Directed Reading Form application is completed, and the graduate program office has given the student permission to enroll in the course.
- 7- Normally students can take only one Directed Reading course during the course of their degree
- 8- The Directed Reading option is available in the Fall, Winter, and Summer terms and can only be worth 3 credits

TA'ing at York!

As a Teaching Assistant (TA) at York University, you are a member of CUPE 3903 Unit 1. This handbook provides information on the rights and protections you have as a union member.

https://www.yorku.ca/gradstudies/cmct/wp-content/uploads/sites/327/2022/09/TA_Handbook_online_version_2022.pdf

SLST Events

- SLST Orientation- 31st August 2023
- FGS Orientation- 5th September 2023
- SLST Social
- SLST Speaker Series- Mondays & Thursdays
- Meet the Prof
- SLST Symposium- In the Winter term
- Drop-in Sessions- Monday & Thursdays

Every Monday & Thursday: 10.00 AM to 12.00 PM EST

Zoom Link - <https://yorku.zoom.us/j/91718376144?pwd=ZU1kWWJEZG9tQ09INGN0YnMvUVBlcz09>

Meeting ID: 917 1837 6144 Passcode: 880204