

**CARLETON UNIVERSITY**  
**UNIVERSITY OF OTTAWA**

**JOINT DOCTORAL PROGRAM  
IN ECONOMICS**

**DOCTORAL STUDENT  
HANDBOOK**

***2010-2013***

**INTRODUCTION**

Welcome to the Joint Program in Economics! This program is unique in Canada because it is jointly given by two universities - the University of Ottawa and Carleton University. As such, you have access to the professors and resources of both institutions. The purpose of this handbook is to outline some of the rules and traditions of the Joint Program in order to render more transparent how this program actually operates. You should note that nothing in this handbook should be taken as superseding the general regulations of the Graduate Schools of Carleton University and the University of Ottawa. **Students are subject to the calendar regulations of the University at which they are registered** and should consult the graduate calendar of their University, or their respective Supervisor of Doctoral Studies, for the particular rules and regulations governing such things as thesis form and submission procedures. Descriptions of the courses offered by the two departments are found in the graduate calendar of either university.

Students are expected to know the rules contained in this handbook and in the calendar. If a student has a problem meeting a particular requirement, he or she should meet the Director of the Joint Doctoral Program. The Directorship alternates between the two universities and is held by a professor in the Joint Program who is typically appointed for three years. For the period 2010-2013, the Director position will be held by two faculty members at the University of Ottawa: Professor Rose Anne Devlin, from July 1, 2010 to December 31, 2010, and by Professor Jean-Francois Tremblay, from January 1, 2011 to June 30, 2013. Each university also has a Supervisor of Doctoral Studies (a position which is fulfilled by the Director for his/her institution). Currently, the Supervisor of Doctoral Studies at Carleton University is Professor Lynda Khalaf. A list of the program administrators is provided at the end of the Handbook.

**REGISTRATION REQUIREMENTS**

**FULL-TIME**

In the Joint Doctoral Program, full-time students are normally expected to be enrolled in at least three graduate courses per term (except during the summer). Once courses are completed, registration in the Ph.D. thesis is sufficient for maintaining full-time status.

A student with full-time employment may register as a full-time student only if the Supervisor of Doctoral Studies agrees that the employment is in an area closely linked to the student's research.

**PART-TIME**

Part-time status requires a student to enrol in a minimum of one graduate course per term and permits registration in a maximum of two graduate courses per term. A student may register in the Ph.D. thesis or Ph.D. workshops and maintain part-time status.

## **REGISTRATION REQUIREMENTS FOR FINANCIAL ASSISTANCE**

The Graduate Schools award scholarship assistance to qualified full-time students over the full year. Students who are not registered full-time for three terms will not receive assistance for the terms in which they have part-time status (or are unregistered). Students should note that continuation of scholarship funding is contingent on academic performance. For information on the conditions applying to scholarship funding and teaching assistantship, students should consult their department.

## **PH.D. PROGRAM REQUIREMENTS**

### **COURSE REQUIREMENTS**

For courses in the Joint Program, a minimum grade of B- for Carleton University students or B for students of the University of Ottawa is required to be counted for program credit. (Note that students are graded according to the system in use at the university at which they are registered.) No course can be repeated more than once. The required courses in the Ph.D. program are listed below. Note that all courses are half (or one-term) courses. Carleton University course numbers follow the course title, with the University of Ottawa course numbers in parentheses.

#### **Basic Theory Requirement**

Economic Theory: Microeconomics - ECON 6000 (ECO 7922)

Economic Theory: Macroeconomics - ECON 6002 (ECO 7923)

#### **Quantitative Requirement**

Econometrics II - ECON 6005 (ECO 7126/7526)

#### **Fields of Specialization: Options**

Students are required to do course work in two of eight fields of specialization leading to a primary field comprehensive examination, a secondary field requirement, and the writing of a thesis.

There are (at least) three courses in each field of specialization. Students are required to have successfully completed at least two of these courses prior to writing their primary field comprehensive exam. In cases where the student does not complete all three courses in his/her primary field, the student is expected to have assimilated the information from the other course in advance of writing the primary field comprehensive exam. In addition, each student must satisfy a Secondary Field Requirement of completing two of the three courses in a field other than their primary field.

Students are required to take four elective courses. Normally, two of these courses would prepare the student to write the primary field comprehensive exam and two courses to satisfy the secondary field requirement. In cases where the student completed one or more of these courses as part of their MA program, these courses can count toward the field requirements needed to either write the primary field comprehensive exam or satisfy the secondary field requirement. However, in this case, additional electives must be completed in order to satisfy the requirement of four electives.

Students must pass, within twenty-four months of beginning full-time study, at least two of the three courses associated with each of two chosen fields as well as a comprehensive examination in one of them ECON 6905 (ECO 9990).

The eight fields of program specialization are:

- Econometrics
- Economic Development
- Economics of the Environment
- Industrial Organization
- International Economics
- Labour Economics
- Monetary Economics
- Public Economics

**Two Workshops** (described below)

## **COMPREHENSIVE EXAMINATIONS**

As is typical of North American doctoral programs in Economics, we require students to write comprehensive examinations. The main purpose of these examinations is to ensure that students have an integrated knowledge of the relevant subject matter and are thus prepared to advance towards dissertation research. Each student is required to pass three comprehensive examinations, two in theory microeconomics **ECON 6900 (ECO 7990)** and macroeconomics **ECON 6902 (ECO 7991)** and one in the student's primary field of specialization **ECON 6905 (ECO 9990)**.

Comprehensive examinations are written examinations which are evaluated by an examination Board. Although not compulsory, an oral examination may be required by the examination Board to resolve cases which are borderline (i.e., not a clear pass or fail). **In the oral examination, the candidate will have access to no written material other than his or her unannotated written answers and the question paper.** All students will be provided as soon as possible with a copy of their written answers in order to prepare for the possibility of taking an oral exam. **If required, an oral examination will only be conducted after the second attempt at that comprehensive exam and only in cases which are borderline (i.e. not a clear pass or fail).**

The comprehensive examinations are written twice a year, usually in early May and late August. The theory comprehensive Boards always meet and students writing the comprehensive exam for a second time should wait outside the board meeting so as to be available should an oral exam be required. The field comprehensive Boards will always be scheduled but the board meeting may not take place should a clear consensus of the appropriate grade be determined by the Board members through communication in advance of the board meeting. Each student is informed of his/her grade on each comprehensive exam via email from the Director normally within two weeks of the written examinations; **No comprehensive examination may be repeated more than once.**

Two months or so before the comprehensive exam period, students are asked to indicate to the Director which exam(s) they plan to take. Once a student signs up for an exam, he or she is expected to write it. Any withdrawal from an exam must be approved by the Director as soon as possible before the exam takes place.

## **Maximum time to complete comprehensives**

**Students are expected to write both theory examinations in the Spring of the first year of doctoral study.** A second attempt at a failed examination must normally be written in the next exam period (i.e., in the August following the failed attempt). Students cannot write any theory comprehensive examination more than twice. Therefore, two failures in a theory comprehensive exam imply failure from the PhD program. In addition, students who fail to successfully complete both theory comprehensive exams within 12 months of full-time study in the PhD program will normally be withdrawn from the PhD program.

The comprehensive examination in the primary field of specialization should normally be completed within 24 months of full-time study in the PhD program. Students who fail to meet this requirement will normally be withdrawn from the PHD program. Each field comprehensive exam may be written by a student a maximum of two times. However, a student may choose to switch to a different field comprehensive exam after two unsuccessful attempts at a field comprehensive exam so long as the time limit of 24 months is not exceeded (or with the permission of the Director).

## **The Board**

For each comprehensive examination, there is a separate examining board chaired by the Director. Typically, one examiner is the instructor of a relevant course, and efforts are made to include at least one member from each school. The names of the examiners are communicated as early as possible before the exams, but changes are possible. Questions on the exams may also be submitted by faculty members who are not members of the boards.

## **Preparing to Write the Comprehensives**

The comprehensive examinations are designed to be comprehensive in coverage and not specifically tied to the material taught or reviewed in particular courses. Nevertheless, in preparing for these exams it may be useful to have the following rough description of the potential scope and intended coverage of the exam.

In general terms, the theory comprehensive exams are built on material that would typically be covered in a one-year graduate sequence of micro and macro theory courses. Each field examination is built on material covered in all courses designated in the calendar for that field. Note that the types of questions or applications will not be restricted to either the examples or the material covered in any particular year. In fact, the purpose of the examination is to assess the ability of the student to handle comprehensively material that is not narrowly associated with any particular course.

When preparing to write the comprehensive examinations, some students find it useful to study in groups. It might also be useful to review the material, including any examinations, from courses taken and not taken. Students might also benefit from reviewing past comprehensive exams in the various subjects.

Once the Board has determined the final grades, students will be advised individually by the Director of the Joint Doctoral Program by email.

After a second comprehensive examination attempt, students should prepare for a possible oral examination. Students are expected to use the time between the written examination and the board meeting to review the answers that they provided in the written exam. This review should take place even if you think that you performed very well or extremely badly. Oral examinations, if required, normally take

place immediately following the board meeting. In the oral exam, you will be asked to revisit one or more of the questions that you answered (or should have answered) in the written examination. You may work with other students in preparing for an oral examination but you should ensure that you are personally prepared to answer any questions.

## **THE PHD THESIS**

### **Registration in the Thesis**

Once students have finished their comprehensive examinations they will register for their thesis (ECON 6909/ECO9999). Students are expected to complete their dissertations within two years of such registration.

### **Choosing a Thesis Topic and Supervisor**

Choosing a viable thesis topic is a challenging task. Some students fail to complete their theses in a reasonable period of time because they underestimate the magnitude of this task and fail to seek the necessary guidance early in the process. It is essential that you talk to faculty members in your field(s) of specialization when trying to find a topic. A common problem encountered at this stage is having a thesis topic that is too broad. By keeping in touch with faculty members, you can receive guidance regarding what constitutes a well defined research question.

When defining your thesis topic keep in mind that you have to find a faculty member to supervise your research. It is desirable, therefore, that your topic be of interest to the faculty member in question. This provides yet another reason for keeping close ties with faculty members while in the process of defining your thesis topic.

To provide further guidance to students at the thesis writing stage, you are required to complete two "workshops".

### **Workshops**

**First Workshop ECON 6907 (ECO 7002):** The first workshop is designed to determine whether the student has made a significant start on a viable thesis topic, and should be completed within the first year of thesis registration. To evaluate the workshop, the supervisor of doctoral studies will select a committee of at least three faculty members, including the thesis supervisor and normally at least one member from the other university.

**Second Workshop ECON 6908 (ECO 7004):** The second workshop paper should represent a substantial portion of the research and be presented before the end of the following year. Whenever possible, the supervisor of doctoral studies will ask the committee that evaluated the first workshop to evaluate the second workshop as well.

### **Final Defense**

The final defense of a candidate's completed thesis is conducted subject to the regulations of the graduate schools of each university. Students are advised that the procedures do differ between the two schools and the appropriate graduate calendar should be read closely when a defense is being considered. Thesis examining committees must include at least one thesis examiner from the other university.

## OTHER COURSES

All students in the Joint Doctoral Program are permitted to take courses that are offered by the two departments but are formally outside of the Doctoral Program. Students may be allowed to fulfill their course requirements by substituting a course from elsewhere in the graduate program. Students should discuss this substitution with the supervisor of doctoral studies to ensure that it will be counted for credit.

## OTHER RELEVANT INFORMATION

### Departmental Seminars

The Departments of Economics at Carleton and Ottawa host seminars on various topics throughout the academic year. Students who have completed the comprehensive examinations in microeconomic and macroeconomic theory will be required to attend a minimum of eight departmental seminars in economics during each academic year until they have submitted their thesis to the relevant Faculty of Graduate Studies.

### Shuttle Bus

A shuttle bus runs between the two campuses at regular intervals throughout the day, and is provided free of charge to our graduate students. It typically takes about 15 minutes to go from one university to the other. A schedule is available at both departments.

## PROGRAM ADMINISTRATORS

**Joint Doctoral Program in Economics**  
**Carleton University**  
**University of Ottawa**

**2010-2013**

Director, Joint Doctoral Program	Professor Rose Anne Devlin (July 1, 2010 – December 31, 2010)	562-5800 x 1432 Rm 10114 Desmarais
Director, Joint Doctoral Program	Professor Jean-Francois Tremblay (January 1, 2011 to June 30, 2013)	562-5800 x 1688 Rm 10107 Desmarais
Supervisor of Doctoral Studies University of Ottawa	Professor Rose Anne Devlin (July 1, 2010 – December 31, 2010)	562-5800 x 1432 Rm 10114 Desmarais
Supervisor of Doctoral Studies University of Ottawa	Professor Jean-Francois Tremblay (January 1, 2011 to June 30, 2013)	562-5800 x 1688 Rm 10107 Desmarais

Supervisor of Doctoral Studies Carleton University	Professor Lynda Khalaf	520-2600 ext. 8697 Rm D859 Loeb
Graduate Administrator University of Ottawa	Diane Ritchot	562-5753 Rm 10101 Desmarais
Graduate Administrator Carleton University	Marge Brooks	520-3743 Rm C874 Loeb

## **FACULTY MEMBERS**

**Joint Doctoral Program in Economics  
CARLETON UNIVERSITY**

**2010-2013**

**The list of Regular Faculty and Faculty with FGSR Supervisory Status may be viewed at:**

<http://www2.carleton.ca/economics/faculty-and-staff/regular-faculty/>  
and

<http://www2.carleton.ca/economics/faculty-and-staff/other-faculty/with-fgsr-supervisory-status/>

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<http://www.socialsciences.uottawa.ca/eco/eng/prof.asp>