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## 1. Message to Students from the Associate Dean and Graduate Director

Welcome to the Master of Laws in the College of Law, University of Saskatchewan. We are pleased to have you join our program as you further your academic studies in law. Our small program offers a friendly and collegial atmosphere in which faculty are able to provide graduate students with the attention and guidance necessary to achieve success. Graduate students are also regularly involved in the academic and social activities of the College. Our aim is to provide students with a comfortable and stimulating environment for learning, with facilities and support that will allow them to be successful in their studies.

This handbook is intended to provide you with information about our program and the services available to you. If you need additional information, please feel free to contact me, our Graduate Coordinator (Lorrie Sorowski), or your supervisor.

Heather Heavin	Room 244, Law	306-966-5880	<a href="mailto:law_graddirector@usask.ca">law_graddirector@usask.ca</a>
Lorrie Sorowski	Room 250, Law	306-966-7908	<a href="mailto:law_gradstudies@usask.ca">law_gradstudies@usask.ca</a>

## 2. Administration of the LLM Program

The Associate Dean, Research and Graduate Studies, of the College of Law acts as Director of Graduate Studies (Graduate Director, also referred to as the Graduate Chair) and is responsible for administering the LLM program, with the assistance of the Graduate Coordinator and the Graduate Studies Committee. Generally, the Graduate Director is responsible for most individual student matters, including approval of programs of study, assignment of supervisors, scheduling of thesis defence, and allocation of funding. Within the program that is approved, the student deals primarily with her or his supervisor and advisory committee, but may still bring questions and concerns to the Graduate Director and Graduate Studies Committee. The Graduate Director will attempt to help graduate students with any problems they may encounter in the course of their studies.

As a graduate student, your program is jointly administered by the College of Graduate and Postdoctoral Studies (CGPS) and the College of Law. Policies and procedures governing the examination of theses and other matters are set by the CGPS - <http://www.usask.ca/CGPS/>.

## 3. Requirements for the Award of the LLM Degree

### 3.1 *Master of Laws (LLM) Program*

The College offers a thesis-based program of study leading to a Master of Laws (LLM) degree. It is a full-time program which is expected to take 12-16 months (3-4 academic terms) to complete. There is a 12-month residency requirement meaning you must be available to attend classes and presentations (not that you physically have to reside on campus). Students are required to take at least 9 credit units of graduate level coursework, including Law 828.3 (Jurisprudence), and successfully complete and defend a thesis.

In addition, all students registering in the College of Graduate Studies and Research must register in and complete GSR 960, Introduction to Ethics and Integrity. Students must register for (and complete) this class through PAWS in the first term of the program. They must also maintain continuous enrolment by registering for Law 990 (seminar) and Law 994 (thesis) in every academic term until the thesis is successfully defended. The Law 990 seminar meetings are scheduled throughout the term and students will be advised of these times in advance. Attendance at these meetings is mandatory for all students in residence (i.e. the first twelve months of their program) and strongly encouraged for all students.

All students must undertake original research leading to a thesis of publishable quality. The thesis is written under the supervision of a designated faculty member and an appointed advisory committee. An oral examination before an examining committee and an external examiner is required. See Section #5.

Graduate students are responsible for ensuring that all of these requirements are met for the successful completion of their degrees.

### ***3.2 Sequence to Completion of LLM Program***

The following is the normal sequence for how students proceed in completing the degree requirements.

#### **Time Line:**

September (Term 1): Course work begins; student meets with supervisor to review thesis proposal, discuss advisory committee membership, and plan literature review

By early December (Term 1) (or earlier): Literature review completed; thesis proposal revised and developed as needed, and submitted to advisory committee

By mid-January (Term 2) (or earlier): Thesis proposal, including provisional outline, preliminary bibliography, and research plan, approved by advisory committee; first progress meeting with advisory committee; initial 990 presentation scheduled

By mid-February (Term 2) (or earlier): Initial Law 990 presentation completed

By April (Term 2): Course work completed; partial draft of thesis submitted to supervisor (and advisory committee, at supervisor's discretion)

April/May (Term 3): Second progress meeting with advisory committee

May – September (Term 3/4): submission of completed draft thesis to supervisor and committee (by May for Fall convocation)

August -September Term 3/4): third progress meeting with advisory committee

June – October (Term 3/4): Feedback from committee and revisions to thesis; appointment of external examiner

August – December (Term 3/4): Defence; final Law 990 seminar presented (usually same day as defence) October or following June: Convocation

The deadline to submit your Application to Graduate will be the end of August (for Fall Convocation) or the end of March (for Spring Convocation), and all degree requirements, including the defence, must be completed before those deadlines. A more detailed timeline for defence and convocation dates is provided in [Appendix A](#).

It is up to you and your supervisor to plan the work and schedule for completion of your thesis, but in order to meet the above timelines you should make substantial progress on the thesis within the first year, rather than waiting until your coursework is completed.

Students are normally eligible for scholarships, other funding, and employment as teaching assistants for only the first 12-16 months, during which time they are expected to complete all degree requirements. Students should be aware that if they take up or return to full-time employment before completing the degree, it can be very difficult to finish and the College of Graduate Studies and Research does not recognize employment as an acceptable reason for lack of progress in the degree (or for a leave of absence – see 3.4). Therefore, you are strongly advised to complete your thesis within the recommended timelines and ensure that you can commit to working on the degree full time until all degree requirements are satisfied.

### **3.3 Progress reports**

Meetings to assess the student's progress should be held once per term and a progress report must be filed with the CGPS at least once a year. Progress meetings should be attended by the student, supervisor, and advisory committee. Reports of unsatisfactory progress will be referred to the CGPS Associate Dean for further action.

### **3.4 Leaves of absence - <https://students.usask.ca/graduate/appeals-leaves-extensions.php>**

Students may request a Leave of Absence for up to 12 months (normally in 4-month blocks). Such a leave may be granted for medical, maternity/parenting or compassionate reasons but not to accept employment. Student requests must be in writing, indicate the reason for the leave, and include supporting documentation and a letter of support from the supervisor and Graduate Director. If you think you may need to take a leave of absence from the program, please discuss this with your supervisor and the Graduate Director as soon as possible.

## **4. Graduate Courses/Seminars and Research**

### **4.1 Coursework**

Students are required to take Law 828.3, the graduate Jurisprudence seminar, in addition to two other graduate courses (3 credit units each, for a total of 9 credit units). Jurisprudence is normally offered in the first term. The other two courses can be taken in the first or second term of the student's first year.

Information about courses available in the College of Law and course timetables are available on the College website (<http://law.usask.ca/students/current-students/class-and-exam-schedules.php>). Your supervisor and the Graduate Director can advise as to which courses may be suitable. A number of upper year courses and seminars in the College have been approved to be taken by graduate students (as a “hybrid”: graduate-level courses offered in conjunction with a JD course or seminar). If you would like to take a course that has not yet been approved, it is usually possible to arrange provided sufficient notice is given (early August for the fall semester and early December for the winter semester). Where graduate students take a course from the College of Law upper year offerings, they will be expected to work at a more advanced level and complete additional readings and assignments, compared to JD students.

One course may take the form of an Individual Directed Research (IDR) project, supervised by your thesis supervisor or another faculty member.

The paper written for your IDR or other courses may be used as the basis for part of the thesis, with the permission of your supervisor and advisory committee.

One course may be taken outside the College of Law with approval of your supervisor and the Graduate Director. Students should discuss course options with their supervisor as soon as possible.

All work by graduate students, including work completed in a hybrid course (graduate-level course offered in conjunction with a JD course or seminar) will be assigned a percentage grade (not letter grade), following the CGPS Literal Descriptors (attached in [Appendix B](#)).

Deadlines for completion of papers or other required work for graduate courses are set by the course instructor, and late penalties will apply to work submitted after those deadlines. The instructor may grant an extension to a student if sufficient grounds exist (e.g. illness, family emergency), up to the last day of the term. Any extension beyond that date requires the approval of the Graduate Director.

Any course/seminar registered in a particular term must be completed in that term, except if properly dropped (see below).

Students who wish to withdraw from any course should contact their supervisor and the Graduate Director to discuss alternative courses in the College. Withdrawal from a course must also occur within the time frame provided by the university

<https://students.usask.ca/academics/classes.php#Registrationdeadlines> .

Non-compliance with the above procedure for course withdrawal is termed “unofficial withdrawal”. Candidates in this category are neither entitled to refund of fees nor exemption in the event that fees have not been paid. For the purpose of refunds of fees, the date of withdrawal will be the date the authorization is processed. An incomplete failure (INF) will appear on the academic record of a student who has not officially withdrawn from a course, and the student will not receive credit for the course.

All coursework must be successfully completed within the first two terms in order for the student to be considered as making satisfactory progress and continue in the program.

## **4.2 Grade Level Requirements**

Graduate students of the College must maintain a grade point average (GPA) of at least 70% to continue in the LLM program, unless acceptance into the program has been made subject to maintaining a higher grade level. Students on scholarship must maintain a GPA of at least 75% (or higher, as provided in the letter of offer) to qualify for renewal of the scholarship.

If, in the opinion of the advisory committee and the Graduate Director, a student is not making reasonable progress with any aspect of the program, a recommendation may be made to the Dean of CGPS that the student be required to discontinue as a candidate for the degree.

## **4.3 Law 990 (Seminar)**

The College of Law's graduate seminar (Law 990 Seminar) is a central part of the LLM program. The colloquia provide professional training for student presenters and are at the same time one of the best ways of developing a sense of community among students and faculty. It will also be used as a forum for discussion of research methodology and other issues relevant to the program.

Similar to Law 994, you must register through PAWS in Law 990 in every term of your program. Attendance and presentation of research at the graduate colloquia comprise part of the requirement for Law 990, therefore students are required to attend all Law 990 research seminars. Each graduate student in the College must do a presentation of their initial thesis proposal. This initial presentation is done within the first year in the LLM program and may be an outline of the student's proposed research, a chapter from the thesis, or an aspect of the subject under research. The purpose is to give the student some experience in preparing and delivering a presentation to an audience of faculty and other graduate students, and to get some initial feedback on their research from a larger group.

All graduate students of the College must also present their thesis research in this seminar. This presentation is usually held shortly before or on the same day as the LLM thesis defence. Once the Law 990 presentation has been done, it is marked as a 'credit' on the Graduate Studies online system and PAWS. Supervisors will normally assist in the preparation for the seminar.

The thesis supervisor, advisory committee and the Graduate Director will arrange for a suitable time when the presentation can take place.

## **4.4 Law 994 (LLM Thesis/Research)**

Each student must conduct research based on a thesis proposal approved by the student's advisory committee. The thesis is discussed in more detail below.

Similar to the Law 990, you must register on PAWS in Law 994 every term in your graduate program including spring/summer term.

#### **4.5 Introduction to Ethics and Integrity (GSR 960)**

This is a required course for all first year graduate students at the University of Saskatchewan. The purpose of this course is to discuss ethical issues that graduate students may face during their time at the University. All students will complete modules dealing with integrity and scholarship, graduate student-supervisor relationships, conflict of interest, conflict resolution and intellectual property and credit. Register for this through your PAWS account in your first term of study.

#### **4.6 Ethics and Integrity in Human Research (GSR 961)**

This course introduces students to the ethics of research with human participants and is only required for students doing research with human participants (e.g. interviews, surveys). If you are not sure whether this applies to you, please ask your supervisor for advice. Register for this through your PAWS account.

### **5. Thesis**

The LLM program stresses the preparation of a thesis as an integral component of a student's education. The thesis demonstrates the skills of research, analysis, and communication central to advanced study in the discipline of Law. The calendar of the College of Graduate Studies and Research states that the thesis must "*demonstrate ability on the part of the candidate to do independent study and investigation*" and "*be written in good literary style*". The College of Law has approved the current edition of the McGill guide (*Canadian Guide to Uniform Legal Citation*) as a citation style manual. Copies of the guide are available at the University Bookstore or on reserve in the law library.

The recommended length for the thesis is approximately 80-100 pages (1-1/2 spacing, 1 inch margins, 12 point font), including footnotes but not including the bibliography or list of works cited. There is no formal minimum or maximum length for an LLM thesis; students and their supervisors should determine the length of the thesis based on what is required to provide a thorough, well-researched scholarly analysis of the topic that can be completed within the timelines provided for the program.

Students should ensure that the thesis is the result of their own independent research, analysis and thought and all sources used are properly attributed. Plagiarism is a serious academic offence and punishable as detailed in [Appendix F](#). Ignorance or misunderstanding of the rules is not acceptable as a defence, so please read this Appendix carefully and do not hesitate ask your supervisor or course instructor if you have any questions as to what is required.

#### **5.1 Supervision**

Research for the thesis and its preparation are supervised by a faculty member of the College of Law who has been appointed by the Graduate Director.

A change in supervisor may be made only after consultation and on the basis of strong reasons which either the student or other members of the advisory committee will provide. A request for a change in

supervisor should normally be sent to the Graduate Director, accompanied by the reasons, in writing, for the proposed change.

The Law Graduate Committee under the leadership of the Graduate Director will provide a student with another supervisor if the assigned supervisor becomes unavailable, for example as a result of outside engagement on behalf of the College or University, resignation, or retirement.

### **5.2 Advisory Committee**

An advisory committee is appointed to assist the student and supervisor. The advisory committee is responsible for periodic review of the candidate's progress toward the degree and must meet with the candidate at least once each term. Minutes should be kept of these meetings, with copies of the minutes provided to the Graduate Secretary and to the student. The committee should also meet candidates at any time problems arise and should take prompt, appropriate action subsequent to such a meeting.

### **5.3 Thesis Topic and Proposal**

Candidates for the LLM are admitted and their supervisors assigned based on the research proposal provided in their application for admission. It is not uncommon for slight adjustments to be made to the direction and scope of the thesis topic as research progresses, and a student's supervisor and advisory committee can provide advice on these. Any significant change to the thesis topic or proposal should be discussed with the supervisor and Graduate Director, and will require their approval.

LLM students must submit a full thesis proposal to their supervisors and to their advisory committees according to the timelines set out above. The thesis proposal should include a narrative description of the topic, direction and scope of the thesis, including the central research question(s) and provisional thesis or argument, as well as a provisional outline of the structure of the thesis. During their first term of registration, students must complete a review of the existing literature (including the leading or most relevant primary and secondary sources) on their thesis topic. The form in which this literature review is completed (e.g. a chapter or other text, or an annotated bibliography) can be determined by the students and their supervisors. The supervisor and advisory committee will provide comments and suggestions on the thesis proposal and literature review. The thesis proposal should be revised in light of these comments prior to the student's initial Law 990 presentation.

Students whose research involves gathering information from human participants (e.g. interviews or surveys) must submit an Application for Ethics Approval to the University Behavioural Research Ethics Board, and approval must be given before any recruitment of participants or data collection can begin. Please consult your supervisor for advice on this process.

### **5.4 Preparation of Thesis**

Graduate students are expected to be familiar with the regulations regarding the preparation, submission, and examination of LLM theses. Guidelines for the preparation of a thesis can be found at: <https://students.usask.ca/graduate/thesis-preparation.php>. Information on formatting requirements can be found at: <https://students.usask.ca/graduate/thesis-preparation.php#Formatting>.

## **5.5 Completion of Thesis**

Thesis preparation involves a significant commitment through the stages of preparing a research proposal, completing a literature review, developing methodology, carrying out research, and developing and revising a coherent, well-argued manuscript. Throughout this process the student will retain contact with the supervisor as well as the advisory committee. Every thesis must go to oral defence. When, in the opinion of the student and the supervisor, the work is virtually complete and ready for defence, the supervisor will then submit a draft of the thesis to the advisory committee.

## **5.6 Permission to Submit Thesis for Examination**

It is expected that the student will follow the advice of the supervisor and the advisory committee in establishing when the thesis is ready for examination. The advisory committee will be allowed a reasonable interval to reply as to whether the thesis is examinable (generally a minimum of two weeks). When the advisory committee agrees that this is the case, the department will so advise the CGPS in writing. At this point an external examiner is nominated and is sent a copy of the thesis. It is the student's responsibility to prepare and assemble all materials in all copies of the thesis, and to make available the number of copies needed by the advisory committee. Please note that once the thesis is approved for examination, the student must make enough copies of the thesis for all members of the examination committee, including the external examiner.

In exceptional circumstances the student may request that the Dean of CGPS arrange for an examination of the thesis. The rules for such an examination are determined by the Dean in consultation with the academic unit and the student.

## **5.7 Scheduling the Examination**

The thesis defence will be scheduled only after the College of Law has advised the CGPS that the thesis is ready for defence and has recommended at least one person to serve as external examiner for an LLM defence. The defence will be scheduled at a time when all examiners are known to be available.

As soon as the student's advisory committee determines the student's thesis is ready for defence, a memo will be sent by the Graduate Director to the CGPS. The CGPS must be notified a minimum of three weeks prior to the desired oral defence date. Upon receipt of the aforementioned memo, a convocation check is then carried out by the CGPS to verify that all program requirements have been met, including current registration, before approval of the External Examiner is given.

*For minimum time required to plan the defence of a thesis, please refer to [Appendix A](#).*

It is the academic unit's responsibility to ensure the student file contains all necessary documentation and that the academic requirements for the degree have been met. It is the student's responsibility to ensure all requirements of the Program of Studies have been completed, registration is current, outstanding fees are paid, and University deadlines are respected in view of any particular convocation.

### **5.8 The Examining Committee**

The adequacy of the thesis is decided by an examining committee consisting of the supervisor, other members of the advisory committee, and the external examiner. LLM examinations are chaired by the Graduate Director or her delegate. The thesis supervisor may not under any circumstances serve as Chair of the oral examination. If the Graduate Director is the supervisor of the candidate then another Faculty member will be appointed to chair the oral examination.

### **5.9 The External Examiner**

The external examiner represents, and is appointed by, the Dean of the CGPS, and provides the Dean with a written report following the conclusion of the examination. The external examiner must not have been associated with the preparation of the thesis in any way. Conflict of interest must be avoided in recommending the names of external examiners. For example, it is inappropriate to name as external examiners persons with whom either the student or the supervisor has a close personal or research relationship. Where the student's thesis contains chapters or sections which have been previously published, it is inappropriate to propose as external examiner any person who has previously reviewed the material or worked in an editorial capacity with it.

### **5.10 Conduct of Thesis Defences**

The examination usually begins with a brief (5-10 minute) introduction by the candidate, who summarizes the major themes and findings of the thesis. The candidate's presentation is followed by questions from the examining committee, beginning with the external examiner. The candidate is expected to defend the work and to answer general questions in a clear, direct, and knowledgeable fashion. In general, examination questions are limited to work done by the candidate for the thesis and knowledge of matters related to it. The external examiner and other members of the examining committee shall be given a second opportunity to ask questions. Both the chair and the supervisor may ask questions.

It is the responsibility of the student who may have any disability that could interfere with his/her conduct or ability to respond to questioning at an oral defence to reveal the extenuating circumstances in sufficient time prior to the defence to allow the examining committee and the CGPS to take measures to mitigate the situation at the oral exam. The student must inform his/her supervisor or the Graduate Director, who in turn must inform the CGPS of any potential issues.

At the conclusion of the examination, the candidate is required to withdraw while the examining committee attempts to achieve a consensus as to whether the thesis as submitted and the candidate's oral defence of it meet the requirements for the degree. The decision will be one of the recommendations outlined on the *Policies and Procedures for Master's and Ph.D. Defences* ([http://www.usask.ca/CGPS/documents/pnp\\_m\\_phd.pdf](http://www.usask.ca/CGPS/documents/pnp_m_phd.pdf)). Where the Examining Committee's decision is not unanimous, the majority view shall prevail provided the External Examiner shares the majority view. If those voting in favor of the majority opinion do not include the External Examiner, the

examination shall be adjourned and the person chairing the examination shall so inform the Dean. The Dean then shall investigate the circumstances and decide upon an appropriate course of action.

### **5.11 Thesis Revisions**

It is common for the examining committee to require at the time of the examination that revisions be made to the thesis. The examining committee will establish procedures and name the person(s) responsible for ensuring that the revisions are carried out completely. Candidates are expected to make the revisions promptly. Failure to do so could jeopardize successful completion of the degree.

### **5.12 Copyright**

The author of a thesis or project claims copyright on the title page. As a condition for the award of a degree, the student is required to give permission to the University Library to make the thesis available for inspection and to the supervisor of the research and to the academic unit in which the research was done to copy and to circulate the thesis for scholarly purposes only, and to make use of material and ideas included in the thesis in the preparation of papers for publication. Where circumstances warrant, theses may be withheld from circulation for up to 12 months.

During the process of uploading your thesis to the ETD site (see section 5.13) you will be asked to verify that you grant permission to the University to use the thesis in accordance with full respect of students' copyright.

### **5.13 Mandatory Electronic Thesis or Dissertation (ETD)**

Students must submit all Masters theses to the ETD site (<https://ecommons.usask.ca/handle/10388/381>). Please see the information on the CGPS website regarding formatting and submission of ETD: <https://students.usask.ca/graduate/thesis-etd.php>.

It is no longer a formal requirement of the degree to submit a bound hard copy of the thesis (only the ETD), but one may be required at the supervisor's discretion. Please ask your supervisor whether she or he would like a bound copy of your thesis. If you and/or your supervisor would like a bound copy, we recommend that you use Universal Bindery, 516 Duchess Street (phone: 652-8313) to bind your thesis. Please take the exact amount of copies to them that you want bound, as they will not make copies there.

## **6. Graduate Scholarships and Funding**

Scholarships and assistantships are available for full-time qualified students. A database which contains descriptions of CGPS awards and awards administered by other Colleges and Departments on campus can be found at <http://grad.usask.ca/awards>.

The College of Law makes available a scholarship fund for outstanding applicants. It also administers a few grants to assist LLM students with tuition and travel expenses. Information on these grants can be obtained from the Graduate Director of the College of Law (also see [Appendix E](#)).

## **7. The Law Library and Research Tools**

The Law library is stocked with relevant legal and related materials and information for teaching, research and scholarship. The library currently houses some 160,000 volumes including microform and audio-visual items. The collection consists primarily of legal sources from Canada, Britain, the Commonwealth, and the United States; however, materials from other jurisdictions around the world are also represented.

Comprehensive collections have been developed in the areas of criminal law and criminology, administrative law, constitutional law, consumer protection, co-operative law, forensic psychiatry, critical legal studies, alternative dispute resolution, civil liberties and feminist legal theory. The Law Library now holds a leading position in the fields of Aboriginal law and international human rights.

An electronic information service tool called U-SEARCH provides easy access to the catalogue, other library collections on campus and around the province, journal indexes, electronic journals and CD-ROMs, as well as access to the Internet and the World Wide Web (www).

The Law Library also subscribes to the major legal information retrieval systems such as LEXIS-NEXIS and WESTLAW. The ultimate goal is to provide faculty and students with most of the information they require through computers in their offices and homes or in the computer lab.

Highly trained and knowledgeable staff are available to help students and faculty with their research needs and requirements. Students are also encouraged to use the facilities of the other campus libraries or the University Libraries' inter-library loan service. The inter-library loan service can be accessed through the U-SEARCH internet library facility by clicking on the "Library Service" menu. This will further display the "inter-library loan service" menu and upon clicking on it, detailed steps on how to retrieve materials through this medium will be displayed. Follow these simple instructions/steps in completing the inter-library loan request form. The library staff later retrieves the information provided for processing and ordering of the material. Usually, the library staff notifies students, either through e-mail or by ordinary mail, as soon as their requested material is received. Further information on this can be obtained from any of the library staff.

To borrow books from any of the on campus libraries, including the Law Library, a current U of S identity card must be used. Upon obtaining the student ID card, students are advised to activate it at the Law Library with the help of the library staff.

## **8. Computer Services and Printers**

Students have the use of a printer in the graduate student offices. You can obtain paper to use for printing from Room 250. Each student is entitled to six packages of paper during the course of their degree.

Most students use their own computers, but the College has a few computers available for students to use in the graduate student offices.

## 9. Tuition and Fees

Information on tuition and fee amounts for graduate students can be found at:  
<http://students.usask.ca/current/paying/tuition.php>.

There are separate payment deadlines for each term. Specific dates can be found at <https://students.usask.ca/money/tuition-fees/pay.php#Duedates> . Students are responsible for paying their tuition and other applicable fees unless it is specifically provided otherwise in the admission offer letter or subsequent letters. Additional fees or penalties may apply to late payment of tuition. Failure to make payment by the stated deadline will result in the withholding of future services by the university and in some cases may result in the termination of student status.

## 10. Employment during the Graduate Program

The LLM is a full time program. Therefore, **it is strongly recommended that students not work more than 12 hours per week until they have finished all of the program requirements, including their thesis**. The program requires one year in full-time residence, and our experience has been that students who resume employment before completing the degree requirements have difficulty completing the degree. Moreover, students who work more than 12 hours per week will cease to be eligible for funding from the College (see the funding policy in [Appendix E](#)).

There are very few on-campus jobs available. Students are therefore advised not to rely on securing such jobs as a means of funding their graduate program. International students should also check the terms of their study permits regarding what employment is permitted.

## 11. University Contact with Students

Under the University of Saskatchewan Electronic Mail Policy, the College of Law and CGPS will send all electronic communication to your official University of Saskatchewan email address ([NSID@mail.usask.ca](mailto:NSID@mail.usask.ca)).

The university has found that the majority of users of Shaw, SaskTel, HotMail, Yahoo! and other email providers were missing out on pertinent emails, as the emails would be bounced back or simply filtered as 'Junk'. Therefore the above-noted policy has been created.

If you prefer, email messages sent to your official University of Saskatchewan email address may be forwarded to another account that you read regularly. Set this up in your PAWS profile.

\*Please note it is your responsibility to create a forwarding email address as noted above, and to check for PAWS announcements and review your messages on a regular basis.

Students must ensure that they keep their address and contact information current in PAWS.

The University and College of Law is not responsible for delayed or misdirected mailings as a result of either the student's failure to report a change of address/name or the actions of external delivery agent.

### ***Appendix A: Timelines for Thesis Defence and Convocation***

Students should plan well ahead of time, together with their supervisors, when they intend to defend their theses and complete the program. The following is a rough guide to what students should plan as a countdown to their desired date of graduation. The deadlines and minimum time requirements for the later stages are strict. Students must be aware of these requirements, and complete their thesis draft and revisions well enough ahead of time to allow faculty members and staff to assist them in meeting their desired deadlines.

The deadline to complete all degree requirements is in early September for Fall Convocation or early April for Spring Convocation. By these dates, all requirements, including any revisions to the thesis that are required after the defence, must be completed and approved. Working back from those deadlines, the recommended *minimum* timelines to complete the final stages of the degree are as follows:

- Submission of complete draft of thesis to supervisor: at least 4 months in advance
- Feedback from supervisor and revisions: at least 3-4 months in advance (supervisor will require a minimum of 2 weeks to provide feedback)
- Submission of complete draft of thesis to advisory committee: at least 3 months in advance
- Feedback from committee and revisions: at least 2-3 months in advance (committee will require a minimum of 2 weeks to provide feedback)
- Appointment of external examiner and defence memo to CGPS: at least 2 months in advance (defence memo to schedule defence to be provided to CGPS at least 3 weeks before defence date)
- Defence: recommended at least one month in advance
- Revisions: to be completed within approximately 2 weeks of defence (for minor revisions); must be reviewed and approved by the supervisor (and/or committee, as appropriate) before the deadline
- Application to graduate: by end of August (for Fall Convocation) or end of March (for Spring Convocation)
- Submission of thesis to ETD: thesis must be submitted and approved before deadline

These suggested dates reflect the minimum times needed in order for Committees to provide feedback, and for students to incorporate their comments. Sufficient time must be allowed for this to occur and for the Committee and Supervisor to decide the thesis is ready to go to defence, before an External Examiner can be appointed. Please plan ahead and consider that at certain times of year it will be necessary to leave more time due to Committee members or External Examiners not being available (e.g. during exam periods or summer holidays). Also be aware that more time may be needed at any

stage depending on the revisions required by your supervisor, advisory committee, or Examining Committee.

A minimum of three weeks' notice must be provided to the College of Graduate Studies and Research to schedule a thesis defence. This is an absolute minimum and usually more time will be needed (at least 4-6 weeks) to allow the External Examiner an adequate opportunity to read and assess the thesis in preparation for the defence. Defences that are close to mid-August or mid-March allow very little time for making changes that may be required by an External Examiner before the deadline to apply to graduate. Therefore holding a defence at these times does not always allow a student to meet the deadline and receipt of the degree may be delayed until the following Convocation.

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**Appendix B: Relationship Between Literal Descriptor and Percentage Score  
for Courses in the College of Graduate Studies and Research**

<b>Percentage</b>	<b>Literal Descriptor</b>	<b>Description</b>
90-100	Exceptional	A superior performance with consistent strong evidence of: <ul style="list-style-type: none"> <li>- a comprehensive, incisive grasp of subject matter;</li> <li>- an ability to make insightful critical evaluation of information;</li> <li>- an exceptional capacity for original, creative and/or logical thinking;</li> <li>- an exceptional ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;</li> <li>- an exceptional ability to analyze and solve difficult problems related to subject matter</li> </ul>
80-89	Very Good to Excellent	A very good to excellent performance with strong evidence of: <ul style="list-style-type: none"> <li>- a comprehensive grasp of subject matter;</li> <li>- an ability to make sound critical evaluation of information;</li> <li>- a very good to excellent capacity for original, creative and/or logical thinking;</li> <li>- a very good to excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;</li> <li>- a very good to excellent ability to analyze and solve difficult problems related to subject matter</li> </ul>
70-79	Satisfactory to Good	A satisfactory to good performance with evidence of: <ul style="list-style-type: none"> <li>- a substantial knowledge of subject matter;</li> <li>- a satisfactory to good understanding of the relevant issues and satisfactory to good familiarity with the relevant literature and technology;</li> <li>- a satisfactory to good capacity for logical thinking;</li> <li>- some capacity for original and creative thinking</li> <li>- a satisfactory to good ability to organize, to analyze, and to examine the subject matter in a critical and constructive manner;</li> <li>- a satisfactory to good ability to analyze and solve moderately difficult problems related to the subject matter</li> </ul>
60-69	Poor	A generally weak performance, but with some evidence of: <ul style="list-style-type: none"> <li>- a basic grasp of the subject matter;</li> <li>- some understanding of the basic issues;</li> <li>- some familiarity with the relevant literature &amp; techniques;</li> <li>- some ability to develop solutions to moderately difficult problems related to the subject matter;</li> <li>- some ability to examine the material in a critical &amp; analytical manner</li> </ul>
	<60	FAILURE      An unacceptable performance

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## ***Appendix C: General Information***

### **1. Graduate Student Orientation**

Contact the GSA office @ 966-8471 for information.

### **2. Update Address**

It is your responsibility to ensure that your address is current and updated on your PAWS account and with the Graduate Secretary in the College of Law if a move is in your future. Log into PAWS using your NSID and password. Access the address tab on the same line as your email, calendar, etc., line. (upper right of screen next to search area).

### **3. Paper & Toner**

You are entitled to 6 packages (500 sheets each) of printer paper during your graduate program. You can request them either at the beginning of your program, or just as you require it during your program. Toner for your office printer will be provided as needed. Please see the Graduate Secretary for these items.

### **4. Lockers**

Graduate students can obtain a locker with the purchase of a \$25 Law Students Association (LSA) membership. Please contact the LSA.

### **5. Mailboxes**

Graduate Student mailbox is on the wall in the Student Services office (Room 280). Please check there regularly for any mail you may be receiving.

### **6. Photocopying**

Photocopiers are available for your use in the Law Library. One machine will accept your copy card, and the other is coin operated. College photocopiers are only for use by graduate students if you are teaching a class.

### **7. Office Space and Keys**

Students have a mandatory one-year residency in which office space, computer, etc. will be provided. Students are allowed office space for a **maximum** of 16 months, providing there is room available.

In the office, one phone is available (local calls only). Voice messaging and fax are not available. The College does not offer faxing services.

Keys will normally be distributed by the end of August and must be surrendered at end of residency, or when requested.

## **8. Use of Faculty Lounge**

The College considers graduate students as colleagues and thus students are welcome to use the faculty lounge and the facilities within.

## **9. Confirmation of Enrollment Letters**

Confirmation of Enrollment letters can be printed by students through their PAWS account.

## **10. College of Law Events**

College of Law graduate students are encouraged to participate in all of the college's activities. Information about such events is usually sent to students by email or provided on notices posted at the college.

## **11. Student Learning Services, Writing Help and Editing**

Student Learning Services provides assistance with study skills and writing. For more information on writing help for graduate students, see: <http://library.usask.ca/studentlearning/academic-help/writing-help.php> . Please note they do not provide editing or proofreading services. If students would like this type of assistance, they can hire an editor privately, but must follow the guidelines for ethical editing of theses – see the link at: <http://www.editors.ca/hire/guidelines-editing-theses>. Students are required to pay for editing expenses themselves.

## **12. Other Services**

The University has a range of other support services for students, which are available to registered graduate students. For example, students are encouraged to contact Disability Services for Students (<https://students.usask.ca/health/centres/disability-services-for-students.php> ) and/or Counselling Services (<https://students.usask.ca/health/centres/counselling-services.php> ) if they think they could benefit from these services.

Although graduate studies can be a wonderful experience, many students find graduate studies to be more difficult and stressful than they expected, and feelings of anxiety, frustration, and isolation are quite normal, especially while you are working on the thesis. All students are encouraged to seek the support of services mentioned above, fellow student colleagues, supervisors and committee members, the Graduate Director, and members of the Graduate Students' Association, as well as family and friends.

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## ***Appendix D: Helpful Websites***

Registration Information:

<http://www.usask.ca/CGPS/policy-and-procedure/tuition-fees-registration.php#3>  
<https://students.usask.ca/academics/classes.php>

Registration and Withdrawal Deadlines:

<https://students.usask.ca/academics/classes.php#Registrationdeadlines>

Convocation Information:

<http://students.usask.ca/academics/graduation.php>

U of S Academic Calendar:

<https://students.usask.ca/academic-calendar/2017-2018.php>

College of Graduate Studies and Research:

<http://www.usask.ca/CGPS>

Grad Studies Policy and Procedure Manual:

<http://www.usask.ca/CGPS/policy-and-procedure>

Graduate Students' Association:

<http://www.gsa.usask.ca>

International Student and Study Abroad Centre

<http://students.usask.ca/international/issac.php>

Tuition & Fees information:

<https://students.usask.ca/money/tuition-fees/graduate-tuition.php>

College of Law course schedules:

<http://law.usask.ca/students/current-students/class-and-exam-schedules.php>

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## ***Appendix E: College of Law Graduate Student Funding Policy***

(Revised August 2014)

The College of Law Graduate Studies and Research Committee has developed policies with respect to funding for Graduate Students of a general nature based on the Committee's available budget from year to year and other discretionary funds.

### **Tuition Fee Grants**

Graduate Students in the LLM program may receive an allocation of funds to defray the costs of tuition at the discretion of the Graduate Director where the following conditions have been met:

- a) The Committee's budget has included monies for that purpose.
- b) The Graduate Student has made application to the committee and disclosed all alternative sources of funding from scholarships, fellowships, assistantships or like sources of funds and a statement of need with reasonable estimates of income and expenditures.
- c) Subject to dispensation in special circumstances at the discretion of the Committee, the Graduate Student is in the first twelve months of the LLM program.
- d) In appropriate cases the Graduate Director may attach a condition to the payment of discretionary funds to a graduate student requiring agreement in writing to carry out a reasonable number of hours of academic activity under supervision with respect to teaching, research or community service.
- e) A decision of the Graduate Director may be appealed to the committee by a student applicant within 15 days of receiving notice of the decision of the Graduate Director.

Please note that the Graduate Students' Association also administers a limited fund for bursaries. See: <http://www.gsa.usask.ca/services/bursaries.php> .

### **Conference Fees and Travel Grants**

Graduate Students in the LLM program may receive an allocation of funds to defray the costs of conference fees and/or travel at the discretion of the Graduate Director in the following circumstances:

- a) The Committee's budget has included monies for that purpose;
- b) Application has been made in advance to the Committee;
- c) Subject to exceptions in special circumstances at the discretion of the Committee, the Graduate Student is in the first sixteen months of the LLM program.

d) The student provides reasons that show the conference and/or travel is relevant and important to the student's program of studies and the supervisor supports the application;

e) The student undertakes to provide a written report and a presentation at the discretion of the committee; and

f) The student has applied for other available sources of funding (e.g. the University of Saskatchewan Student Travel Award).

g) Subject to exceptions in special circumstances at the discretion of the Committee, the student has not exceeded a limit of \$2,000 during the course of the student's program.

A decision of the Graduate Director may be appealed to the Committee by a student applicant within 15 days of receiving notice of the decision of the Graduate Director.

### **College of Law Graduate Student Scholarships**

College of Law Graduate Student Scholarships are for a one year term and renewable for one or more additional months up to a maximum of four. Renewal decisions are solely at the discretion of the Graduate Director. Consideration of renewal requests will depend on:

a) Maintaining a minimum course work average of 75% (or higher if specified in the letter of offer);

b) Satisfactory progress in the program, in the opinion of the student's supervisor and advisory committee;

c) Whether the recipient has secured additional funding from other sources; and,

d) Any other factors considered relevant by the College.

Scholarship funding beyond 16 months will not be provided by the College of Law to any student except at the Committee's discretion in extraordinary circumstances. (NOTE: If the student goes on a CGPS approved leave of absence during the first 16 months, this time period does not count towards the 16 month maximum, but payments will cease during the period of the leave).

College of Law Graduate scholarship recipients can perform paid on-campus or outside work up to a MAXIMUM of 12 hours per week. The Graduate Director must be kept informed of all paid work being performed by a Scholarship recipient. Failure to notify the Graduate Director, or working in excess of 12 hours per work, will either trigger a reduction in the amount of the scholarship OR result in the forfeiture of the entire scholarship.

If College of Law Graduate scholarship recipients receive additional funding from any third party (E.g. CGPS, SSHRC, Law Foundation, Law Society, etc.) they must report the award to the Graduate Director immediately. Failure to report may result in subsequent forfeiture of the College of Law scholarship and a request to repay funds.

If College of Law Graduate scholarship recipients receive additional funding from a third party the College of Law may, at its discretion, reduce their College of Law Graduate scholarship.

In accordance with CGPS rules, if a College of Law Graduate scholarship recipient is awarded a full Graduate Teaching Fellowship (GTF) by the CGPS then the College of Law Graduate Funding Package is forfeited, and payments will cease at the end of the month prior to the beginning of the GTF.

In appropriate cases the Graduate Director may attach a condition to the payment of scholarship funds to a graduate student requiring agreement in writing to carry out a reasonable number of hours of academic activity under supervision with respect to teaching, research or community service.

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## ***Appendix F: Academic Integrity***

Graduate students are subject to both the University's Responsible Conduct of Research Policy (<http://policies.usask.ca/policies/research-and-scholarly-activities/responsible-conduct-of-research-policy.php>) and the Regulations on Student Academic Misconduct (<http://www.usask.ca/secretariat/student-conduct-appeals/StudentAcademicMisconduct.pdf>). All graduate students must familiarize themselves with these documents and ask their supervisors about any matters that are unclear.

Breaches of the Responsible Conduct of Research Policy include fabrication or falsification of research data, inadequate acknowledgement of others' contributions, and plagiarism. Any violation of this Policy is deemed to be academic misconduct under the Regulations on Student Academic Misconduct. Plagiarism is defined in the Regulations as: "the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter," and includes both "verbatim use of ... written material without adequate attribution" and "paraphrasing of ... written material of other persons without adequate attribution." The Regulations state that:

Adequate attribution is required. What is essential is that another person has no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

The onus is on students to ensure that they know and follow the Policy and Regulations. Please review them, and ask your supervisor, advisory committee members, and/or the Graduate Director if you have any doubts or questions as to what is or is not appropriate conduct.

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