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Welcome!

We are pleased to welcome you to the Economics Department at the University of Waterloo! We hope that you find your experience here to be rich and rewarding. This handbook provides a brief overview of some of the most important information you will need as you start out on your graduate student journey – please feel free to let the **Associate Chair, Graduate Studies, Professor Phil Curry** (pacurry@uwaterloo.ca) in HH 126, or **Graduate Program Coordinator, Maureen Stafford** (mastaffo@uwaterloo.ca or 519-888-4567 x45099) in HH 219, know if you have any questions or concerns.

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Orientation

Graduate Orientation

Faculty and department-specific events will be offered early in September. The detailed Orientation schedule will be communicated to you by the Graduate Program Coordinator in August.

As a new student, you now have access to [Waterloo Grad Ready](#) – a virtual program and space to support you as you begin your graduate program.

It will offer you opportunities to build connections with students, faculty, and staff; resources to help you transition to graduate life; and workshops to support your ongoing graduate experience.

Our graduate studies community has come together to support you in this new online environment and will add new information and programming throughout the coming months. Please check [Waterloo Grad Ready](#) for updates.

Faculty of Arts Orientation

Faculty of Arts students are **required to attend** this half-day Orientation, which includes the completion of the **mandatory Academic Integrity Workshop**. This year's Orientation will be held on **Tuesday, September 5th** and begins with a **Faculty of Arts Graduate BBQ from 11:30 am - 1:30 pm** and then **Faculty orientation activities from 1:30 pm - 9:30 pm**.

Economics General Orientation

During the Department orientation you will have a chance to meet the Department Chair; Associate Chair, Graduate Studies; Graduate Program Coordinator; the Director of CDASH, and some of the faculty who will be teaching your courses. You will also receive information on various aspects of being a graduate student in Economics, including: Teaching Assistant duties, your courses, the CDASH diploma, co-op, the library, and mental health resources. All new students are **required to attend**. This year's Economics orientation will be held on **Tuesday, September 5th from 10:00-11:30**.



Getting Started

Graduate Student duties and obligations

All graduate students are expected to perform their duties and fulfil their obligations, which include:

- Being courteous and respectful to your peers, faculty, and department staff
- Responding to any emails promptly
- Attending department events (Orientation, Distinguished Lecturer, Grad Awards Ceremony, etc.) unless there is a conflict with a class or TA duties
- Notifying the department if you will be away from the campus for more than one week

Academic Integrity

All students in the program are expected to know what constitutes academic integrity. When the commission of an offence is established, disciplinary penalties will be imposed in accordance with [Policy #71 \(Student Discipline\)](#). For information on categories of offences and types of penalties, students are directed to consult the [Office of Academic Integrity](#). If you need help in learning what constitutes an academic offence or how to avoid offences, ask your course instructor or Graduate Chair for guidance.

Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to [Policy #70](#), Student Grievance.

Graduate Academic Integrity Module (Graduate AIM) - MANDATORY

The purpose of the Graduate AIM is to give all new graduate students the same, basic understanding of academic integrity at UWaterloo. This aggregation of information and resources will help students transition from the expectations of other institutions to the standards of academic integrity at the University of Waterloo.

The [Graduate Academic Integrity Module \(Graduate AIM\)](#) is an online course, managed by the Office of Academic Integrity. The course is accessed through [LEARN](#).

The Graduate AIM is comprised of a tutorial and a quiz. The tutorial has three primary sections:

1. Crediting Your Sources – plagiarism, citing properly
2. Collaborating with Others – inappropriate collaboration, intellectual property, patents
3. Acting with Honesty – cheating, fabrication, falsification

The quiz requires students to apply the concepts they read about in the tutorial material. Students must receive a mark of at least 75% on the quiz in order to pass the Graduate AIM. They are allowed to retake the quiz if necessary. Students have **eight weeks** from the beginning of the term to successfully complete the quiz.



Student Responsibilities

Teaching Assistantships

All course descriptions for TA job postings will be posted on our [TA Job Posting website](#) about a month before the term begins for you to see which courses we are offering for the term that will require TAs and what instructors are looking for in their TAs. Students will be asked for their 3 preferred courses to TA and their 3 least favourite courses to TA before TA assignment work begins. We will do our best to take TA preferences into account, but it may not be possible to accommodate everyone's preferences after taking into account the needs of the department.

TA assignments will be announced late in the week before each term starts, late August for the Fall term, late December for the Winter term, and late April for the Spring term.

[The Centre for Teaching Excellence](#) (CTE) provides graduate students with numerous resources to prepare for their classroom experience. All students who hold a teaching assistantship should review the extensive collection of [teaching tips](#) the CTE offers.

TAs are considered casual employees of the University of Waterloo. TAs are asked to read the [TA Handbook](#) and are required to sign their UWaterloo letters of employment, and will receive a New Casual Hire Information sheet. TAs are also expected to fill out and sign a TA contract with the instructor. All signed forms must be submitted to the Graduate Program Coordinator no later than the second week of the academic term in which the TA-ship is held. TA Evaluations will be completed collegially between instructors and TAs at the end of the term and submitted to the Economics Graduate Office.

Students must have a minimum 80% average to maintain their TA-ship.

Please see [Policy #30, Employment of Graduate Student Teaching Assistants](#) for further information.

Proctoring Duties

As part of their TA duties, students are **required** to proctor midterm and final exams. It is recommended that you **do not** book any flights or make arrangements to leave the campus until the exam period is finished. The exam period for each term is listed in the [Academic Deadlines and Events Calendar](#). If you are late or unable to fulfil your proctoring duties, your TA pay may be reduced by \$125, depending on the circumstances.

Once the midterm and final exam schedules are released, the Economics Undergrad Advisor will send out the proctor list as soon as possible so you can see when you will be needed for proctoring. Please note that you may be assigned to proctor a course for which you are not the usual TA, as department need arises.

Payroll and Workday

Students hired as Teaching Assistants or Research Assistants are required to complete an onboarding process through Workday, the University of Waterloo's Human Resources system.

Steps to complete the onboarding process

1. Once you are hired into Workday, you will receive an email to claim/confirm your WatIAM system identity from watiam@uwaterloo.ca.
2. Using your WatIAM, log in to Workday to complete the onboarding items in your inbox. View the [Workday User Guides](#) (New Employees > Onboarding) for step-by-step instructions.
3. You will need to enter your personal information, tax forms, Social Insurance Number, and Canadian banking information in order to be paid through direct deposit.

Graduate students who have completed onboarding in a previous term will be prompted to verify or update their information. If you need Workday assistance, please contact hrhelp@uwaterloo.ca or 519-888-4567 ext. 45935.

Important note: Two-factor authentication (2FA) is now mandatory for most central services. You must sign up for 2FA to gain access to Quest and if you are not, you will see an error message. Learn how to sign up on the [2FA website](#).

Mandatory Training

The training modules below are required for compliance with the [Accessibility for Ontarians with Disabilities Act](#) (AODA) and with Ontario's Occupational Health and Safety Act. All employees, whether full-time, part-time or contract are required to take this training.

Employee Safety Orientation

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Employee safety orientation (SO1001)**" from the list.
- Note: if you receive a "**not authorized**" error, contact [LEARN support](#) to have your User ID added to LEARN.

Accessible Customer Service

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at the top of the page

- Select “**Accessibility Training**” from the list – you have the choice of reviewing the transcript for all sessions or completing the interactive modules online.

WHMIS (Workplace Hazardous Materials Information System) 2015

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Employee WHMIS 2015**" from the list.

Workplace Violence Awareness

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Workplace Violence Awareness (SO1081)**" from the list.
- Note: if you receive a "**not authorized**" error, contact [LEARN support](#) to have your User ID added to LEARN.

Once you have completed the above training, please provide the Graduate Program Coordinator with proof of completion by email. A screen shot from your Workday account (go to *Learning* in the application menu, then **More** under the Progress menu, then *Learning History*) or LEARN account showing you have completed the training is sufficient. You will not be able to begin your TA duties until all 4 modules have been completed.

Tuition Payment | Fee Arrangement

Student Financial Services will post your tuition fees on [QUEST](#) approximately one month prior to the beginning of each term. Payment/fee arrangements can be made through an online banking payment, by certified cheque, through payroll deduction (with a promissory note) for Teaching Assistant (TA)/Research Assistant (RA) earnings), and from scholarship/bursary payments. For more information about tuition fees, fee arrangements, promissory notes, and payment deadlines refer to the [Student Financial Services](#) website.

Every grad student hired as a TA will receive a promissory note from the Graduate Program Coordinator in August, December and April to upload to Quest to help become fees arranged.

Email

All students are required to set up their [UWaterloo email account](#) in **late June** of your admission year. All program related messages will be sent to your UWaterloo email account only. ***Any problems arising from the failure of a student to check their email in this account will be the full responsibility of the student.*** If you would rather use another account, please

set up your UWaterloo account to forward to your personal account. Please send internal emails using your UWaterloo email address.

WatIAM Student Account

Students set up their [WatIAM account](#) during the application process. This username and password gives you access to all UWaterloo applications, such as email, computer network and wireless internet access (eduroam), LEARN, and [Quest](#) (information system for student registration, financial aid, and personal information). You will need to be set up for [2-factor authentication](#) before logging into some of UWaterloo's applications.

Student Card (WatCard)

Visit the [WatCard Office](#) (in the Centre in Needles Hall, Mon-Fri, 8:30am – 4:30pm) at the beginning of term to pick up your student card. You will need to show a valid piece of photo ID. The WatCard is your one card to access many facilities and services both on and off campus. You will use it daily for food purchases, photocopying, Physical Activities Complex access, libraries, Grand River Transit bus use, computer labs, and retail services on campus.

Graduate Student Association (GSA)

University of Waterloo students are members of the [Graduate Student Association](#) and are encouraged to contact them for information regarding related services and events.

Office Space

All PhD graduate students in the Economics Department have access to multiple graduate student spaces, as well as being assigned an office in [HH or in PAS](#). The Graduate Program Coordinator will assign you an office before the first week of classes. You will need to pick up your office key from Key Control in the [GSC building](#) - bring photo ID with you to pick up your key.

There is a grad student ECON Lounge located in PAS 1287 (with a fridge, sink and microwave). If you are interested in using this room, please email the Graduate Program Coordinator and ask to be assigned a key. Keys need to be returned to Key Control in the GSC building before you leave campus after convocation. There is additional grad space in HH 235. This room is also used as a classroom for ECON, therefore please check the schedule on the door before using the room to make sure no courses are scheduled for that day. The Graduate Program Coordinator can give you the code for the door.

Please remember that the grad space is a shared space intended for **ECON graduate student use only**. Outside of office hours, undergraduate students should not be in any grad student offices. For security reasons, please make sure the door is shut and locked if you are the last one to leave.

Computing Facilities

Graduate students have access to the computer labs in PAS 1237, PAS 1080, PAS 1098 and PAS 1099. There is also remote computer access. Access instructions can be found at <https://uwaterloo.atlassian.net/wiki/spaces/ACOHD/pages/819858617/Remote+access+to+software>

Printing & Copying

Dana Porter Library and Davis Centre Library offer [printing resources](#) for students. [W Print](#) also offers printing options. A copier that is available 24 hours is located in the Student Life Centre on the first floor.

Resource Information for Students

[Student Success Office \(SSO\) resources:](#)

- [Writing and Communication Centre](#)
- [Academic Development](#)
- [Leadership Development](#)

[Waterloo Housing](#): Waterloo Residences offers a variety of different services to meet the needs of all students, ensuring that residence is the right fit for everyone. Information for on and [off-campus housing](#) is also available.

[The Working Centre](#): is a great opportunity for students to connect to the larger Kitchener-Waterloo community. The Centre offers services such as the sale and repairs of used bikes, organizes events (i.e. the annual Multicultural Film Festival), and offers volunteer opportunities to those who want to get engaged in the community.

The University of Waterloo provides a number of clubs for all students. Please see the listing of [clubs](#) (national, regional, and religious associations).

[University Health Insurance Plan \(UHIP\)](#): Full-time and part-time on-campus graduate students are automatically charged for [UHIP](#) coverage on their student account.

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Registration and Enrolment

Quest (Student Information System)

New students have access to [Quest](#) *only after* they have been issued an Offer of Admission and their status is listed as 'Matriculated'. Students who have outstanding admission conditions do not have access.

You will use Quest to register for classes, update your address, view your tuition account, your unofficial transcript, and your milestones. Make sure all of the information in your Quest account is up to date and accurate.

If a service indicator shows up on your Quest account, please take care of getting it removed as soon as possible. If there is a negative service indicator on a student's Quest account, that student will not be able to graduate.

Having difficulties using Quest?

- [How do I...? instructions for using Quest](#)
- Email support: gsquest@uwaterloo.ca

Course enrolment period

Course enrolment at the University of Waterloo is done on a term-by-term basis and will begin approximately just one month prior to the start of each term. During the course enrolment period, graduate students can add and drop classes using Quest. Please note the following important details:

- Email the Graduate Program Coordinator for permission to enroll in graduate classes labelled *Instructor/Department Consent Required*.
- Graduate students who are not fee arranged and have enrolled in classes will have their classes dropped at the end of the third week of classes (end of class enrolment period).
- Graduate students who wish to drop a class after the enrolment period ends may do so, but a grade of *Withdrawn, no credit granted (WD)* will be applied and the class will remain on the transcript. Note that WD is not an academic penalty.
- Please see and bookmark the [Graduate Studies Academic Calendar](#) for a complete list of important academic dates, including open course enrolment for graduate students.
- Outside of the course enrolment periods listed in the Graduate Studies Academic Calendar, students with special circumstances can petition to drop or add a class using a [course drop add form](#) (Graduate Studies forms website).

If you are unsure which courses you would like to take, students are encouraged to discuss their options with the Associate Chair, Graduate Studies. You can also consult the [Graduate Schedule of Classes](#) for information on courses offered each term.

Drop-Add Form

Complete the [Drop-Add form](#) when adding, dropping, or making course changes after the registration deadline; auditing a course; enrolling in a graduate course with a time conflict; enrolling for graduate courses in other departments; or enrolling in undergraduate courses. You will need to sign it, have the instructor sign it, and submit it to the Graduate Program Coordinator.

Students are encouraged to finalize all course changes within the first week of the term. Once a course starts, any course assignments (and associated grades) missed prior to enrolling in the course will be forfeit.

OVGS courses

An [Ontario Visiting Graduate Student](#) (OVGS) form must be submitted to the Graduate Program Coordinator if you wish to take a course at another university (such as Wilfrid Laurier University). You will indicate the course to be taken and the term during which the course is offered at the host University.

Enrolment is not complete until the form has been approved by the Department Chair and Graduate Dean of both the Home University and the Host University. Students are allowed to register for a maximum of **one** OVGS course during their program.

The course selected must be at the graduate level and there must be no comparable courses offered at the University of Waterloo. The course selected must be required for your degree program. For example, GEOG 606 offered at WLU for the CDASH diploma. Courses may not be taken as "extras" or "audits". Students must obtain at least a 75% (B) in any course taken at another university.

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Advisement and Evaluation

Advice and Counsel

PhD students need to find a supervisor during their second year in our program. Visit our [faculty web page](#) to see our professors' areas of specialization and their publications. PhD students can speak with any of the Economics faculty members for advice or counsel. Students can also meet with their supervisors, or with the Associate Chair, Graduate Studies concerning any questions or issues.

Annual Progress Reports

Each July, the Graduate Program Coordinator sends out an annual progress report form to fill in and have your supervisor sign (if you have a supervisor yet) and the Associate Chair, Graduate Studies signs. This form keeps you (and us) up to date with what you have accomplished over the past year and what your plans are for the upcoming year and helps keep you on track during the program.

Funds Available

PhD students receive \$26,000 annually for 4 years, and the funds are divided between TA assignments and scholarships every term. Students are expected to TA for all 12 terms. Students must have full-time status to receive these funds. Students need to maintain an 80% average to receive funding.

Economics PhD students are funded for up to 12 on-campus terms and can work as research assistants or as teaching assistants during that time. For students wishing to advance their teaching skills, we have a very limited number of course instructor positions available.

PhD students can apply for funds to assist in attending and/or presenting at a conference from their supervisor, their department, the Arts faculty, and the GSPA. These funds are called GSRDA – **Graduate Student Research Dissemination Award**. Please visit the [GSRDA](#) web page for full details. There is a [GSRDA Application form](#) to fill out. Students can receive GSRDA funding for no more than **one** conference/workshop per fiscal year (May 1 – April 30), up to a maximum of \$500. A student’s supervisor, department and/or faculty may choose to provide funding for additional conferences.

Eligibility

- Applicant must be a graduate student registered full-time or part-time in a degree program at Waterloo at the time of the conference. Students who *degree complete* prior to the conference date(s) are not eligible.
- Applicant must be presenting their research (oral, poster, paper) at an academic conference or workshop, as a first or second author, in connection with a Waterloo research activity. Note that in-person and virtual conferences are acceptable.
- Applicant must incur conference/workshop-related expenses.
- Applicant must not have already received GSPA/GSEF funds for a GSRDA within the same fiscal year (May 1 – April 30).
- Applications must be submitted in advance of the conference/workshop.
- Applicant should seek additional funding support from at least one of the following: supervisor(s), department/school or faculty and have the application form completed accordingly.

Students can also receive \$100 or \$200 from the [Faculty of Arts portion of the GSRDA](#) once per fiscal year, to assist with conference expenses, on top of the money from the GSRDA.

Questions about the Graduate Student Research Dissemination Award can be emailed to the [Co-ordinator, Graduate Financial Aid and Awards](#) (GSPA).

All PhD students will have access to [Concur](#), the financial system at UWaterloo, that will be used for financial reimbursement for any GSRDA money, etc. Please speak with the Graduate Program Coordinator for any questions about this system.

The GSPA also has a website dedicated to [graduate student funding](#) that is extremely helpful when contemplating applying for additional scholarships or calculating living costs.

SWORDC

PhD students may access the [Southwestern Ontario Research Data Centre](#) (SWORDC), one the few data centres that provides access to Statistics Canada data sets in master file form. SWORDC is conveniently housed in the PAS building adjacent to Economics in Hagey Hall.

Presence in the Department

The Economics Department expect students to commit themselves primarily to their work in the program and to be available for classes, PhD seminars, TA responsibilities, meetings with supervisors and other faculty, etc. Most students will be assigned a Teaching Assistantship which will have requirements for availability for marking, office hours, exam proctoring, etc. The Fall and Winter terms are especially busy with these responsibilities, and we expect students to be available in these terms; long vacations during these terms are discouraged.

Leaves of Absence or Absence Due to a Sudden Medical or Personal Issue

For a variety of personal reasons students occasionally elect to take a leave of absence from the program. Students who wish to [take a leave from the program](#) should communicate their intention to the Associate Chair, Graduate Studies and to the Graduate Program Coordinator. Please note that taking a leave in the early years of the program may well set a student back a full year because courses are often only offered in specific terms and qualifying exams happen during the first summer in the program. A personal leave of a single academic term can be arranged once during graduate school training with minimal supporting documentation. [Maternity leave](#) information can be found online. Students on maternity/parental leave can apply for [parental leave bursaries](#). UW Accessibility Services can assist with [medical leaves](#). Other leaves longer than one term will need to be supported by official documentation and may well affect scholarship funding status. Be sure to consult with the Associate Chair, Graduate Studies, when considering a leave; it may be advantageous to withdraw from the program entirely for a period of time if students are contemplating a lengthy leave.

Absence Due to a Sudden Medical or Personal Issue

If you experience a sudden medical or personal issue that is likely to remove you from being able to execute your coursework, TA work, or research work for more than two weeks, it is important to communicate with us as soon as you are able. It is not necessary to disclose details, simply the information that you are likely to be unavailable. In such an event a key concern is that we make arrangements for TA coverage as soon as possible. Should you be in this situation please contact your research supervisor, the Associate Chair, Graduate Studies and the Graduate Program Coordinator to advise that you are unavailable at your earliest opportunity. We can then work out a plan for managing further communications, coursework deadlines, and research activity deadlines.

Grievance Procedures

While in a petition a student acknowledges that the rules were applied fairly and he/she is asking that an exception be made, the fundamental criterion for initiating a grievance is that a student believes that a decision of a University authority or the action of a faculty member or staff member of the University affecting some aspect of his/her University life has been unfair or unreasonable.

A grievance can allege such things as:

1. an error in academic judgment on the part of an instructor – for example, a student questions a grade or the assessment of his/her performance (on an assignment, essay, project, laboratory report, exam, etc.);
2. an error or injustice on grounds other than the academic judgement of work – for example, a student questions a grade or the assessment of his/her performance by an instructor or committee, alleging that:
 1. the method of evaluation was not fair and reasonable in the circumstances;
 2. the decision maker was biased against the student (on other than a human rights basis, see Note below);
 3. the instructor deviated substantially from the course outline without reasonable notice; or
 4. the application of University regulations governing program or degree requirements was unfair or unreasonable;
3. a decision of a University authority or an action of a University faculty or staff member in relation to his/her University life, not necessarily related to courses or to program or degree requirements, has been unfair or unreasonable.

Note: A grievance alleging a human rights violation such as harassment or discrimination based on race, colour, sex, etc. should be handled under [Policy 33, Ethical Behaviour](#). For guidance on the applicable policy, a student should contact the Conflict Management and Human Rights Office or the Student Resource Office.

University Regulations

The University policies that relate directly to student petitions, grievances, and appeals are Policy #70, Policy #33, and Policy #72.

* [Policy 70 – Student Petitions and Grievances](#). A petition is a request by a student seeking exception from a normal faculty or University rules and regulations. Examples of petitions include adding or dropping a course after the deadline or a petition to increase or reduce course load. Policy 70 outlines the procedures for filing a petition. Policy 70 also covers student grievances. Whereas a student petition acknowledges that rules and regulations were applied fairly and the student is asking for an exception to be made, the fundamental criteria for initiating a grievance is that a student believes that a decision of a University authority or the action of a faculty member or staff member of the University affecting some aspect of his/her University life has been unfair or unreasonable. Examples of the types of issues for a student grievance that can be reported include allegations of an error in academic judgment on the part of an instructor or that the method of evaluation was not fair and reasonable, or that the instructor deviated substantially from the course outline without reasonable notice. Policy 70 lays out the procedures for filing a petition or a grievance and describes the processes by which such a petition and grievance would be adjudicated.

* [Policy 33 – Ethical Behaviour](#). Any grievance by students, staff, and faculty members that violates the principles of academic freedom or human rights is handled under Policy 33, rather than Policy 70. Examples include any grievance relating to discrimination, harassment, sexual harassment, or workplace harassment.

* [Policy 72 – Student Appeals](#). This policy lays out the grounds and processes for a student appeal. For example, a student can appeal a discipline penalty imposed under Policy 33 (Ethical Behaviour). The policy also lists the procedures and paperwork needed to file an appeal.

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Program Requirements and Milestones

Core Courses

Our PhD program offers students a strong foundation in economic theory and econometrics and a variety of fields where these tools can be applied. We offer training in the areas of public policy, labour economics, macro-economics, monetary economics, econometrics, natural resources, environmental and health economics. We believe in an ‘open-door’ atmosphere, which is intended to engage and stimulate graduate students in their chosen paths of research.

- **Milestones:** Milestones are non-course degree requirements (such as the academic integrity workshop, Qualifying exams, second year paper, etc.) that must be met in order for a student to graduate. Students can keep track of their milestone progress by viewing their unofficial transcript in Quest.
 - **Academic Integrity Workshop (completed during Orientation)**
 - [Graduate Academic Integrity Module \(Graduate AIM\)](#)
 - **Qualifying Exams in Microeconomics and Econometrics**
 - [Second Year PhD Paper](#)
 - [Thesis proposal](#)
 - **Two Seminar Milestones**
 - **Thesis Defense**
- **Courses**
 - All PhD students are required to take 13 courses.
 - All students are required to take 8 mandatory core courses (0.5 unit weight)
 - ECON 600, 601, 602, 607, 621, 701, {702 or 703 or 704}, 721
 - All students are required to take 5 ECON elective courses (0.5 unit weight).
 - Students may take elective courses outside of the department for credit, with the approval of the Associate Chair, Graduate Studies, or a reading course designed by the supervisor/thesis committee.
 - All electives must be 600, 700, 800 or 900 level graduate courses.

- The overall average achieved in the courses must be at least 70% and students need to maintain an 80% average to receive funding.
- **Link(s) to courses**
 - [Economics courses](#)
 - [Graduate course search](#)

Sequencing Through the PhD Program

Year One

Fall

- Academic Integrity Milestone
- ECON 600-Mathematics for Economists, ECON 601-Microeconomic Theory, ECON 607-Data Science for Economists, ECON 621-Econometrics I

Winter

- ECON 602-Macroeconomic Theory I, ECON 701-Micro II, ECON 721-Econometrics II

Spring

- Write Qualifying Exams in Microeconomics and Econometrics in June

Year Two

- ECON {702-Macro II, or 703-Advanced Macroeconomics: Problems and Policies, or 704-Monetary Economics 2}
- Some elective courses
- Identify a supervisor/thesis committee and area of concentration after Qualifying Exams in June
- Write 2nd Year Paper
- Complete first half of First Seminar Milestone

Year Three

- Present 2nd year paper (before October 15th) which satisfies the completion of the first half of the Second Seminar Milestone
- Thesis Proposal (before August 31st)
- Some elective courses
- Complete second half of First Seminar Milestone

Year Four

- Complete second half of Second Seminar Milestone
- Thesis Defense

PhD Qualifying Exams

The qualifying examination consists of two written examinations, one covering microeconomic and one covering econometric theory. These exams take place on the first and third Tuesdays in June of the first year of studies. Students must pass these exams to progress in the program.

If needed, one re-write per topic, taken on the first and third Tuesdays in August of the first year, will be allowed. No student will be allowed a third attempt.

Normally, three Department of Economics members will comprise each Examining Committee. A syllabus of the upcoming exam and past exams will be sent to the PhD students at the beginning of May to assist with studying.

PhD Seminar Milestones

PhD Seminar I

- Completion of the first seminar milestone requires attendance at a minimum of 50% of the Department's seminars offered during the Fall and Winter terms in both years two and three.

PhD Seminar II

- Students must complete 2 seminar presentations of their own work, 1 in year three (2nd year paper presentation) and 1 in year four, which will fulfill the requirements for the second seminar milestone.

PhD 2nd Year Paper and Presentation Milestone

The second-year paper should contain a well-defined piece of research. The paper should be written solely by the student and presented as independent research. Co-authors can be added to any revised versions of the paper, however, the second-year paper should be the sole responsibility of the student.

Ideally, the paper could be incorporated into the dissertation, even as a chapter unrelated to the main thesis. However, sometimes topics do not pan out as either theoretically or empirically interesting. In those cases, students should be encouraged to finish the paper and move on to more fruitful work.

It is likely that there will be variation among faculty as to what constitutes a completed product. While the final decision depends on the Graduate Advisor on advice from the supervisor, one role of the presentation in the department seminar is to make sure that standards do not vary too widely. Most importantly, students and their supervisors need to make their expectations clear to each other.

Please see the [2nd Year Paper Guidelines](#) for further information and due dates. Students also need to present their second-year papers at a PhD seminar.

PhD Thesis Proposal

An oral examination covering the student's thesis proposal.

A committee of four people including the student's thesis supervisor, two Department of Economics faculty members, and one internal/external examiner, comprise the examining committee.

When the student has completed the qualifying examination, the thesis proposal, and the required elective courses, they will be admitted to the research portion of the Doctoral program.

Normally, the coursework should be completed by the end of the second year, and the thesis proposal examination should be completed by the end of the winter term of the third year.

Please see the Economics [Thesis Proposal Guidelines](#) for further information.

PhD Economic Doctoral Thesis Guidelines

A PhD thesis is a significant original body of work produced by a student during their studies as a PhD student. An acceptable thesis in Economics must be thoroughly researched, demonstrate rigorous critical thinking and analysis, present a detailed methodology and accurate results with rigorous verification of knowledge claims.

Thesis Structure

The decision about the structure of the student's doctoral thesis should be made by the supervisor and advisory committee members and be informed by the student's academic and professional goals. The thesis format must also adhere to the formatting requirements outlined by Graduate Studies and Postdoctoral Affairs.¹

- **Article-based thesis:** The norm in Economics is an article-based thesis comprised of independent chapters that are thematically related. A chapter is defined as a piece of scientific standalone work that is consistent with the scope and quality of a peer-reviewed publication in a scholarly economics journal. Typically, three article-style chapters are included, in addition to introductory and concluding chapters. However, the number and nature of chapters may vary somewhat given the nature of research that is undertaken by a student and should be approved by the student's research advisor and advisory committee.

¹ Outlined on the GSPA website: <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/thesis/thesis-formatting>

Each chapter of an article-based thesis will include a list of all co-authors and their contributions to the work. Each chapter should also contain a statement regarding publication status (e.g., published or accepted for publication in a peer-reviewed outlet, submitted for publication, not sent out for publication, an expanded version of published/accepted for publication work).

- **Monograph-style thesis:** A much less common thesis format in Economics is the monograph-style or book-style. This format is organized as a single narrative describing the research problem, the context of the research, the methods used, the findings, and the conclusions. After doctoral studies are complete, a monograph-style thesis will typically be revised into a number of research articles, but the form in which it is presented for the final oral exam is not itself intended for publication.

Key Criteria of the Doctoral Thesis

Regardless of the format of the doctoral thesis, certain criteria must be met. An acceptable thesis must do the following:

- Demonstrate how your research makes an original contribution by advancing knowledge in your field
- Show a thorough familiarity with the field and an ability to critically analyze the relevant literature
- Display a mastery of research methods and their application
- Offer a complete and systematic account of your scholarly work
- Present the results and analysis of your original research
- Document your sources and support your claims
- Locate your work within the broader field or discipline
- Write in a style that respects the norms of academic and scholarly communication

Other Considerations Relevant to the Thesis

The student should be the major contributor of work that is presented in the thesis and dissertation. If a student is considering pursuing a career in academia, it is recommended that at least one thesis chapter be sole authored.

If the thesis or dissertation contains previously published work, the student may be required to obtain permission from the copyright holder, in which case this permission must be acknowledged in the document (e.g., in the preface or appendix). For more information regarding copyright, consult Library and Archives Canada (<https://www.bac-lac.gc.ca/eng/services/theses/Pages/search.aspx>) and relevant thesis regulations at the University of Waterloo (<https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/thesis>). Tables and figures that have been published elsewhere need to have “Reprinted with permission of ...” in the captions unless this is handled by the copyright acknowledgement (e.g., as noted in the preface or appendix). Previously published work must

be appropriately cited in the document and should conform to formatting standards at the University of Waterloo (<https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/thesis/thesis-formatting>)

Prior publication, or acceptance of publication, does not supersede the university's evaluation of the work. In other words, a committee may request revisions to an article that has been published elsewhere.

For any articles to be included in the thesis, authorship arrangements should be discussed early on in the research, ideally in the planning stages. In Economics, common practice is that authors are ordered alphabetically. If other manuscript authorship arrangements may be desirable, these should be discussed openly between the student and the other potential authors at the earliest possible convenience, ideally even during the initial planning stages of the project. It is recommended that there be a footnote explaining how the authors are listed for each chapter, if applicable.

PhD -Water Degree Requirements

The [Collaborative Water Program](#) promotes the development of interdisciplinary perspectives on water. This unique program allows students to complete their specialist training in the Department of Economics, while working with colleagues from a variety of other departments or schools in core interdisciplinary courses. As an interdisciplinary offering, the Collaborative Water Program is delivered jointly by 11 departments and schools from across all six University of Waterloo faculties. Co-ordinated and supported by the [Water Institute](#), the Collaborative Water Program provides students with the opportunity to study complex water problems, learning how to work in interdisciplinary teams to better understand and address these water issues. Students graduate from the Collaborative Water Program as future water leaders, able to communicate across disciplines and within interdisciplinary teams in the water sector.

- **Milestones:** Milestones are non-course degree requirements (such as the academic integrity workshop, etc.) that must be met in order for a student to graduate. Students can keep track of their milestone progress by viewing their unofficial transcript in Quest.
 - **Academic Integrity Workshop (completed during Orientation)**
 - **[Graduate Academic Integrity Module \(Graduate AIM\)](#)**
- **Courses**
 - All students are required to complete the Economics PhD Requirements as listed above (but only require four ECON elective courses, not five), plus:
 - WATER 601 (Winter) and WATER 602 (Fall) are required courses
 - Students may take elective courses outside of the department for credit, with the approval of the Associate Chair, Graduate Studies, or a reading course designed by the supervisor/thesis committee.
 - The overall average achieved in the courses should be at least 70% and students need to maintain an 80% average to receive funding.

- **Collaborative Research Seminar I**
 - Students are required to present a seminar on their major paper research proposal and, if appropriate, early-stage results to current and past Water students and Water Institute faculty members. Seminars will normally occur following the completion of WATER 601 and WATER 602. Seminars will provide the opportunity for students to discuss how learnings from Water courses were applied in, or influenced, research proposals or research work in the student's home department. Seminars will normally be poster presentations at Water Institute organized events. The seminar is not an oral examination of the thesis or paper; rather, its purpose is to develop the student's ability to communicate their research in an organized and informative manner.
- **Collaborative Research Seminar II**
 - Students who have completed the Collaborative Research Seminar I as part of their Masters Water degree, must complete the Collaborative Research Seminar II.
 - Students are required to present a seminar on their PhD thesis proposal to current and past water students and Water Institute faculty members. Seminars will normally occur following the completion of required courses and the comprehensive exam. Seminars should present how learnings from the Collaborative Water Program were applied in, or influenced, thesis proposals. Seminars will normally be poster presentations or talks at Water Institute organized events. The seminar is not an oral examination of the thesis proposal; rather, its purpose is to develop the student's ability to communicate their research in an organized and informative manner.
- **Collaborative Academic Contribution**
 - Students who have completed the Collaborative Water Program Research Seminar I as part of their Masters Water degree, must complete the Collaborative Academic Contribution milestone.
 - Students are required to make an academic contribution to the Collaborative Water Program. The proposed contribution will be documented by the student and approved by the student's Supervisor and the Collaborative Water Program Director. Potential contributions may include, but not be limited to:
 - Development of new or improved curricula or course content;
 - Delivery of a lecture(s);
 - Preparation of a publication;
 - Preparation of a case study;
 - Mentorship of a group of students.
- **Link(s) to courses**
 - [Economics courses](#)
 - [Graduate course search](#)
 - [Water courses](#)

PhD Thesis Examination

The PhD thesis examination is the culmination of the candidate's research program. The exam is intended to allow the candidate to demonstrate their mastery and expertise in the chosen area of study through a presentation of their research. The exam also presents an opportunity for the candidate's work to be subject to scholarly criticism by members of the academic community. Through the process of defending the thesis, the candidate further demonstrates their capacity to engage meaningfully in scholarly discourse in their chosen area.

Based on an evaluation of the written thesis and the candidate's performance in the thesis examination, the examining committee will render a decision as to whether the candidate's work has satisfied the requirements for a PhD.

Please read all of the [PhD Thesis Examination Regulations](#).

CDASH Diploma

The Graduate Diploma in Computational Data Analytics for the Social Sciences and Humanities (CDASH) will train students in coding, data interpretation and visualization from a multi-disciplinary perspective that will enable them to work in teams and to communicate key findings to stakeholders in a manner that leads to actionable impacts. CDASH will also give students different theoretical frameworks from the social sciences/humanities that will allow them to analyze societal issues relating to data collection and use by firms and governments.

- **Admission Requirements**
 - CDASH is offered in conjunction with any UWaterloo PhD program
 - Students register by completing an [online registration form](#). The application should identify the courses the student would like to take in fulfillment of the CDASH requirements.
 - Students must be in good standing in their home PhD program.
- **Diploma Requirements and Courses**
 - All students are required to take 3 courses (0.5 unit weight), in addition to the degree requirements of their home PhD program. There can be **no double counting** for the diploma and the degree.
 - All students must complete 3 of the following courses (or other courses that fit with the goals of the CDASH as approved by the Program Director):
 - ACC 640 - Unstructured Data and Natural Language Processing
 - ECON 625 – Numerical Methods for Economists
 - ECON 626 – Machine Learning for Economists
 - ECON 673 - Econometric Methods for High Dimensional Data
 - GEOG 606 – Scientific Data Wrangling
 - GEOG 607 – Fundamentals of Geographic Information Systems
 - HIST 640 – Digital History
 - HLTH 605B - Quantitative Methods and Analysis

- HLTH 650 - Applied Machine Learning and Artificial Intelligence in Public Health
- INTEG 640 – Computational Social Science
- INTEG 641 – Hard Decisions and Wicked Problems
- PS 627 – Introduction to Coding and Programming
- PS 629 - Data Mining and Statistical Methods (not to be taken by ECON grad students)
- PSYCH 640 – Data Analysis and Graphing in R
- STAT 830 – Experimental Design
- STAT 831 – Generalized Linear Models and Applications
- STAT 842 - Data Visualization
- STAT 847 – Exploratory Data Analysis
- The overall average achieved in the CDASH courses must be at least 70%.
- **Link(s) to courses**
 - [Economics courses](#)
 - [Graduate course search](#)

PhD Seminar Series

PhD Students in the Department of Economics at University of Waterloo organize a bi-weekly seminar in each semester. The goals of the seminar are to provide graduate students opportunities to develop presentation skills and to provide a friendly academic environment in which PhD students can present their research advancements and benefit from criticism. The seminar is a great opportunity to improve presentation skills, to receive feedback from colleagues and professors, to strengthen the PhD community, and to share our academic worries and questions in a constructive and friendly meeting.

Following the successful passage of the Comprehensive Examinations, students will present in the Economics PhD student seminar starting in their second year and continuing until the semester of their thesis defense.

PhD students from other departments and universities are welcome to present if their topics are related to Economics. Master students and other academics are also welcome to contribute to the seminar.

The presentation will be 30-45 minutes, followed by question time. The time and location will be announced in the beginning of every semester. The bi-weekly presentations will be scheduled as regularly as possible and repeated on a fairly regular basis.

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Department Engagement and Events

Department events include, but are not limited to, Orientation, Cue Up The Term at the Huether, the Department Seminar Series, the Annual Graduate Award Lunch, and the Distinguished Speaker Presentation. We hope that students would attend all events unless there is a conflict with lectures or TA duties.

Orientation

Economics holds an orientation event where the Associate Chair, Graduate Studies addresses the incoming graduate students and speaks about courses, faculty, co-op, events, etc. The Associate Chair, Graduate Studies also answers any student questions that may arise. This leads into a lunch. This year the lunch is a BBQ provided by the Faculty of Arts and is from 11:30-1:00 this year. The afternoon is taken up by the Faculty of Arts orientation for all grad students. ECON Orientation will be held on **Tuesday, September 5th from 10:00 am - 11:30 am** this year. **It is mandatory that all new students attend.**

Cue Up The Term at the Huether

Economics organizes this event as a way for graduate students to meet each other and interact with Department faculty and staff members. The event takes place in the evening at the Huether restaurant early in the Fall term. There are pool tables and refreshments.

Grad Awards Ceremony

In April, the Department holds a Grad Awards Ceremony. This event celebrates the academic achievements of graduate students in ECON 601, 602 and 621 in the Economics Department. The event takes place in the afternoon at the Grad House or at the University Club and all new ECON graduate students and faculty and staff are invited to attend. Refreshments are served.

PhD Seminar Series

PhD Students in the Department of Economics at University of Waterloo organize a bi-weekly seminar in each semester. The goals of the seminar are to provide graduate students opportunities to develop presentation skills and to provide a friendly academic environment in which PhD students can present their research advancements and benefit from criticism. The seminar is a great opportunity to improve presentation skills, to receive feedback from colleagues and professors, to strengthen the PhD community, and to share our academic worries and questions in a constructive and friendly meeting.

Department Seminar Series

The Department Seminar Series is an event, normally held on Friday afternoons, where faculty members and invited guests present on different topics in Economics. This event is organized by the Department on a weekly basis during the Fall and intermittently in Winter terms. Emails are sent out by the department with the speaker dates, times, bios and places, and this information can also be found on the Economics website. PhD students are expected to take

the speakers out for lunch (you are reimbursed) and attend the talks. This is a great chance to meet and interact with Economics professors from other universities.

Distinguished Lecturer Presentation

This is an annual event in Economics where a distinguished economist is invited to the University to present a public lecture sharing key insights from their research. The goal of the event is to highlight the many important topics and modern techniques that are a focus of current economic research. We hope these lectures will inspire our students in choosing their own research topics and career paths and demonstrate the importance of economics in public policy and business decisions. After the public lecture, there is typically a reception which allows time for attendees to mingle and to speak with the presenter. The distinguished speaker often spends a second day in the Department and presents a research seminar to faculty and interested students. A list of past distinguished speakers and topics can be found on our [Economics website](#).

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Resources

Campus Wellness

Campus Wellness services are available to all students who may require mental or physical health aid. Do familiarize yourself with the complete list of services offered through [Campus Wellness](#). The contact number is 519-888-4096.

[Counselling Services](#) is located on the second floor of the Needles Hall expansion. For assistance, or to book an appointment, please call **519-888-4096**. Please visit the [Hours](#) page for more information about specific service hours. Walk-in appointments are available. For after hours services, please visit the [Get Mental Health Support When You Need it](#) page.

If urgent assistance is needed, you can contact **Here 24/7** at **1-844-437-3247**.

The Centre

[The Centre](#) is a go-to place on the main floor of Needles Hall for a number of student administrative needs. Students can order official documents, drop off forms, change their personal information, receive financial advice, get answers to a wide range of miscellaneous questions, and so much more!

Faculty

Faculty members are a great resource for graduate students. If you would like to review the research that a faculty member specializes in, or would like to set up an appointment, contact information can be found on our [Department webpage](#).

AccessAbility Services

Students can register for services and accommodations provided through [AccessAbility Services](#) by using their online system. Some of the [Student Services](#) offered include:

- Adaptive technology
- Alternate format texts
- Campus orientation assistance
- Learning strategists
- Student access van

Library

The University of Waterloo has two main libraries on campus: the Dana Porter (DP) Library and the Davis Centre (DC) Library. The DP library has Social Science books and the DC library has Science books for Economics students. If you have any questions or need information, please visit the [library website](#).

GradVenture

GRADventure is a central hub of professional development resources designed specifically for graduate students at the University of Waterloo. It is offered by Graduate Studies and Postdoctoral Affairs, in collaboration with campus partners. (source: [GradVenture](#))

Students are encouraged to regularly check the [GradVenture](#) website, or to follow them on Twitter (@GRADventure_UW) for information on upcoming events, workshops, and opportunities to get involved.

Writing and Communication Centre

The Writing and Communication Centre offers [graduate-specific programing](#). For quick questions or check-ins, you can visit the Writing and Communication Centre for [drop-in appointments](#).

Other resources offered, include:

- [Workshops](#)
- [Grad Writing Café](#)
- [Dissertation Boot Camp](#)
- [Fundamentals for Writing your Thesis](#)
- [Speak like a Scholar](#)
- [Online resources](#)
- [The Write Spot](#)

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Convocation and Applying to Graduate

At the end of your program, all students must apply to graduate through [Quest](#).

- Select *My Academics*
- Select the *Graduation tab*
- Select the *Apply for Graduation* link
- Select the *Expected Graduation Term* from the *drop-down list*
- Review the *Graduation Instructions* and then select *Continue*

Students should aim to apply to graduate by:

- Spring ceremony: **April 1**
- Fall ceremony: **August 1**

You must apply online to graduate in order to be eligible to attend [convocation](#).

All degree requirements, including the submission/approval of a student's thesis, must be met by the following deadlines:

- Spring ceremony: **April 23**
- Fall ceremony: **August 24**

*These deadlines are **NOT** flexible.*

Please note that until you have applied online to graduate, your graduation cannot be approved by the Graduate Program Coordinator on Quest.

It should also be noted that the name printed on the degree document will be the name that appears on Quest. If changes need to be made, please complete a [Change of Name](#) form. The form must be submitted to the Graduate Studies Postdoctoral Affairs (GSPA) office.

Students who are unable to attend convocation will have their degrees mailed to them by the GSPA office approximately one week after the convocation ceremony. Please make sure your mailing address is up to date on [Quest](#).

For more information on Graduation and Convocation, please review the [Graduate Studies Graduation Checklist](#).