# LL.M. Guide

GRADUATE STUDIES IN LAW OFFICE

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The following guide provides students and professors with all the necessary information about graduate studies at the Faculty of Law. Particularly, this guide addresses the roles and responsibilities of the supervisor and student. Additionally, it presents the requirements of the LL.M. program so that our students and the professors can meet the expectations of the program.

We are confident that this guide will help students during their law studies and professors throughout the academic career. If you have additional questions, contact us by email (etudgrad@uottawa.ca).

## BASIC INFORMATION FOR STUDENTS

We invite you to refer to this list of useful links along your journey!

- Current students-Essentials (Fees, Student card, U-pass etc.)

- IT for new students (Access online resources and our network)

- Your program requirements

- Policies & regulations- **section C**- Graduate studies

- Important academic dates and deadlines

- **Health and wellness**: Navigate and discover services & resources to learn how to take care of yourself

- Home | Campus Activities | University of Ottawa (uottawa.ca)

- Students | About us (uottawa.ca) (On-campus employment)

## ROLE & RESPONSIBILITY

Academic & student essentials

Academic regulation C-4- Academic Standing for Graduate Studies

**Your uOttawa email** – Your uOttawa email account will be available 48-72 hours after your first enrolment.
All email correspondence from the graduate office & the University is sent via your official email address (@uOttawa.ca). It is your responsibility to check your uO email account on a regular basis

**Your student centre:** The Student Centre is where students access information about their student record. This is where students register in courses and many things like reviewing their **to do list**, checking grades, reviewing their student financial account, etc.
Students must log in the student portal [uoZone](#) to access their student centre

[Service requests:](#) Service requests are electronic forms that students are required to submit to be reviewed and/or processed by their supervisor or the graduate office.
For instructions and types of service request, consult the **student hub**, under your program
In your [uoZone](#) application tab, select service requests. From the My Service request screen, click new request
[Student Center: Service Requests Guide (uottawa.ca)](#)

# OUR PROGRAMS

## LL.M - COURSE- BASED- Without concentration
**Compulsory Courses**
- 3 course units from: DCL 5301 Legal Research Methodology
  **OR** DCL 5322 Legislative Research and Drafting Methodology
- DCL 5111 Applied Learning: Seminar of legal presentations-3 Units
- DCL 5135 Contemporary Issues in Law-3 Units
- DCL 5308 Comparative Law -3 Units
- 3 optional course units in **legal theory**- 3 Units
- 6 elective course units in law (DCL) at the graduate level- 6 Units

**Duration of the Program:**
Full-time: It is expected that the program be completed within 3 full-time consecutive terms (12 months).
Part-time: It is expected that the program be completed within 6 part-time consecutive terms (24 months).

## LL.M- MAJOR RESEACH PAPER – Without concentration
**Compulsory Courses**
- DCL 5301 Legal Research Methodology
- DCL 5135 Contemporary Issues in Law
- 3 optional course units from a **legal theory course** [1]
- 6 elective course units in law (DCL) at the graduate level- 6 Units
- DCL 7066 **Research Paper: (**50 to 60 pages in length)

**Important:** Before enrolling in the major research paper course, the student must have completed all other program requirements.
**Enrolment to the major paper is for one term only.**

**Duration of the Program:**
Full-time: It is expected that the program be completed within 3 full-time consecutive terms (12 months).
Part-time: It is expected that the program be completed within 6 part-time consecutive terms (24 months).

## LL.M-WITH THESIS – Without concentration

**Compulsory Courses**
- DCL 5301 Legal Research Methodology
- DCL 5135 Contemporary Issues in Law
- 3 optional course units from a **legal theory course**
- THM 7999 **Thesis** (100 to 130 pages in length)

**Important:** Once all courses are completed, students must enrol to the thesis course (THM7999) to maintain continuous full-time enrolment. Once enrolled in THM7999 the first time, the student will automatically be re-enrolled the following term until the thesis submission.
**Unless enrolment is blocked for reasons such as non-payment of fees, failure to submit a progress report, program time limit, etc.**

**Duration of the Program:** The requirements of the program should be fulfilled within two years.
**Full time only**

## LL.M – WITH CONCENTRATIONS & SPECIALIZATIONS

- Master of Laws (LLM) and Concentration International Humanitarian and Security Law < uOttawa

- Master of Laws (LLM) and Concentration International Trade and Foreign Investment < uOttawa

- Master of Laws (LLM) and Concentration Global Sustainability and Environmental Law < uOttawa

- Master of Laws (LLM) and Concentration Law and Technology < uOttawa

- Master of Laws (LLM) and Concentration Health Law, Policy, and Ethics < uOttawa

- LL.M. Research paper option (without concentration)– Law Clerk Option | Faculty of Law (uottawa.ca)

- Specialization in Feminist and Gender Studies | Faculty of Law (uottawa.ca)

# MORE ABOUT THE MAJOR RESEARCH PAPER

The Major Research Paper is prepared under the direction of a faculty member selected upon admission to the program **or** at the beginning of the second term.

It is understood that the supervisor will review the draft paper at least once during its writing and will formulate comments to be integrated into the final version.

The supervisor must approve the final paper before it can be submitted to the graduate office.

## Academic Regulation C-8 Major Research Paper

### C-8.1 Definitions in these regulations:

"supervisor" designates the professor who supervises the student during the writing of the major research paper.

"evaluator" designates the professor who will participate in the evaluation of the major research paper once it is sent for evaluation by the graduate office.

### C-8.2 General requirements of the major research paper

The major research paper must demonstrate knowledge and understanding of the existing literature in the subject area. The major research paper must also demonstrate the ability to perform independent, graduate-level work in the discipline.

### C-8.3 Enrolment and deadlines

Before enrolling in the major research paper course, the student must have completed all other program requirements.

**Enrolment to the major paper is for one term only**, as the course is not a continuous activity.

Students must submit their major research paper within the term of enrolment, and by the date specified by the graduate office and in this regulation.

### C-8.4 Major research paper format

The general requirements specified in point 8.2 must be satisfied. It is expected that before the beginning of the term of enrolment for the major research paper, the student and the supervisor will establish the following points:

**1**-Research paper topic, **2**- List of readings, **3**- A work schedule to meet the deadline for the submission of the major research paper for evaluation.

It must contain 50 to 60 pages of text (12-point font & double-spaced) excluding the title page, table of contents, references, and appendices.

The introduction must indicate what approach the author will take in explaining, proving, exploring, or working out the consequences. • The argument in support of the research must be clear and persuasive. • The research in support of the argument must be complete and clearly presented. • The paper must be well written, organized, with clear introductions, conclusions, and transitions. • The paper should follow standard legal citation form and legal footnoting rules
McGill Guide
Writing and citing | Library (uottawa.ca)

Drafts: You must be careful to allow for a reasonable period for your supervisor to review and comment on drafts, as mutually agreed. All work should normally be submitted electronically. The supervisor is not responsible for monitoring the student's timelines or to remind them of deadlines. Organizing the writing process is the student's responsibility.

Fraud: The consequences of fraud are very serious, please familiarize yourself with the University Academic Fraud Regulation & integrity (links below)
**Academic integrity for students**
University Academic Fraud Regulations
Avoid plagiarism and other academic fraud | Library (uottawa.ca)


## C-8.5 Deadlines for submitting the major research paper for evaluation
The major research paper must be submitted by the date established by the graduate office and no later than the last day of the official exam period, as identified in the Important academic dates and deadlines calendar.
If the student is unable to submit their major research paper by that date, the student will be required to submit a request for a deferred evaluation, as per the Academic Regulation: Evaluation of Student Learning.

## C-8.6 Evaluation and notation of the major research paper
The major research paper is submitted to the graduate office who will send it to the supervisor and the evaluator for independent evaluation. There is no possibility of modifying the major research paper post-evaluation, as is the case for theses.
A grade of S (satisfactory) or NS (non satisfactory) will be issued on the student's transcript.
If the supervisor and the evaluator have not reached a unanimous verdict, a meeting will be held between the dean (or delegate), the supervisor, and the evaluator to discuss points of disagreement.
Following this discussion, the dean (or delegate) will determine the grade of S or NS.

## C-8.7 Appeals The grade is issued by two professors (supervisor and evaluator) and is final. The dean (or delegate) of the faculty will hear appeals only on procedural grounds.

# MORE ABOUT THE THESIS

The **Thesis** is prepared under the direction of a faculty member selected upon admission to the program **or** at the beginning of the first term.

## Academic regulation C-7 Thesis

**C-7.1 Definitions In these regulations**: • "jury" designates the examiners assigned to evaluate a thesis. • "thesis supervisor(s)" designates the student's assigned thesis supervisor or co-supervisors.

**C-7.2.1 Master's thesis:** A master's thesis must demonstrate that the student has the ability to produce scholarly work and is familiar with the main scholarly works in the subject area of the thesis.

**C-7.3 Thesis formats:** Please consult website: Writing your thesis | Study (uottawa.ca)

### Milestones & procedures

**Service requests:** The milestones below are completed by the student by service requests, which are electronic requests submitted by graduate students to their supervisors /graduate office to assist in their academic progress and in meeting their milestones.

Service requests are found in uoZone , under the **Applications** tab.

For a full listing and instructions on service requests- click on How to submit a service request

Student Center: Service Requests Guide (uottawa.ca)

### Registration of the Thesis Supervisor

**Procedure:** To register your supervisor, from your uoZone application tab,  select service requests. From the My Service request screen, click new request under '**Add a supervisor'**. The thesis supervisor must then approve the service request by logging into their VirtuO account, in their service request dashboard, and marking the request as **D3-APPR_SUP** (Approved by supervisor). The graduate office will then approve the request and update the student's file.

### Registration of the Thesis Topic

The topic of the thesis is to be determined in consultation with the research supervisor.

**Procedure:** To register the thesis topic, from your uoZone application tab,  select service requests. From the My Service request screen, click new request under '**Add a thesis title'**. The thesis topic must be added to the comments box. The supervisor must then approve the service request by logging into their VirtuO account, in their service request dashboard, and marking the request as D3-APPR_SUP (Approved by supervisor). The graduate office will then approve the service request.

## Annual progress report

The progress report allows supervisors to monitor the research progress.  The information provided in the report ensures that all students are making systematic and consistent progress in their research. This is also an opportunity for the student and thesis supervisor to meet and take stock of the research and adjust accordingly. It is important to take advantage of these meetings to review the research goals and agree on the expected progress in the months to come. Several versions of the progress report may be required before coming to a final version.

**Note:** A student who receives two unsatisfactory progress reports shall be withdrawn from the program.

**Procedure:** The student must complete the Annual Progress Report form and submit to the thesis supervisor. The supervisor must then assess the student's progress by filling out **Section-C** of the report & signing.

Once the progress report has been reviewed and approved by the thesis supervisor, from your uoZone application tab,  select service requests. From the My Service request screen, click new request under '**Progress report'**. The form must be attached to the service request.

The thesis supervisor must then approve the service request by logging into their VirtuO account, in their service request dashboard, and marking the request as D3-APPR_SUP (Approved by supervisor). The graduate Office will then approve the service request.

## Writing your thesis

Please consult website: Writing your thesis | Study (uottawa.ca)
Thesis toolbox

## THESIS SUBMISSION/EVALUATION AND PROCEDURES

**Important**: The following procedures are from the current uOttawa thesis regulations: **Academic Regulation C-7 – Thesis**

## C-7.7.2 Selection and submission of the list of examiners

At least 2 weeks before the thesis is submitted for evaluation, the thesis supervisor, in consultation with the student, shall propose Two examiners to form the thesis jury, and ensure that potential examiners meet all University requirements.

**C-7.7.3.1** In general, all internal examiners must be authorized to supervise theses at the University of Ottawa. The proposed examiner must agree to provide a written evaluation report, if applicable, and attend the oral defence.

**Procedure:** From your uoZone application tab,  select service requests. From the My Service request screen, click new request under "**List of Examiners for Thesis Evaluation**" and attach the 'List of Examiners for the Evaluation of the Thesis' form . The thesis supervisor must then approve the service request by logging into their VirtuO account, in the service request dashboard, and marking the request as D3-APPR_SUP (Approved by supervisor). The Vice Dean of graduate studies will then review the service request for approval.

## C-7.8 Thesis submission for evaluation

## Submission of the thesis

Refer to the Important Dates and Deadlines under (*Reports, major research papers, and **thesis***) to find out if you must enrol or if you are eligible for a 50% or 100% tuition fee credit.

**C-7.8.1** Before the student submits the thesis for written evaluation, the thesis supervisor must confirm that they have examined the thesis and that it is suitable for submission to the jury for evaluation.

The student must ensure: • that they are enrolled in the term of study during which the thesis is officially submitted for evaluation; • that they have completed all other program requirements; • that the thesis meets the standards set by the University and the program.

**Procedure:** From your uoZone application tab, select service requests. From the My Service request screen, click new request under '**Submission of Thesis for Evaluation** '. You must attach the thesis (PDF format). The thesis supervisor must then approve the service request by logging into their VirtuO account, in their service request dashboard, and marking the request as D3-APPR_SUP (Approved by supervisor). The graduate office will then approve the service request and start the evaluation process.

**C-7.8.3** Once the thesis has been submitted for evaluation, the student and the thesis supervisor(s) may not communicate with the examiners regarding the thesis evaluation until the thesis has been defended.

## C-7.9 Thesis evaluation steps and grading

There are three steps in the evaluation of a thesis: **a)** the written evaluation, **b)** the oral defence and, **c)** the final submission of the thesis.

Procedure – Graduate office: The thesis is provided to the examiners via the faculty VirtuO portal. The thesis can be located by clicking the Applications tab, clicking Evaluations Worklist, clicking Select next to the appropriate student's name, and then locating the **View Attachments** link.

The examiners have 20 business days (typically four weeks) to read and evaluate the thesis and submit a report in the form of comments in the faculty VirtuO portal under the **Evaluations Worklist** application. The examiners' reports must contain enough detail to enable the student to prepare for the defence. A report must clearly indicate whether the examiner feels that the thesis is ready to be defended. Examiners may write their reports in the official language of their choice.

The reports will be sent to the student, to the thesis supervisor(s) and to the other examiners, before the thesis defence.

## C-7.10.5 Written evaluation reports prior to defence and decision to proceed to the defence

If one or both examiners consider that the thesis is not suitable to proceed to the defence, and that revisions to the thesis are necessary, a meeting will be held with the vice dean of graduate studies to determine if the defence should be rescheduled. If revisions to the thesis are required, the reports must be sufficiently detailed to allow the student to make the desired

changes. If it is determined that the defence must be postponed, an initial grade of NS will be recorded on the student's transcript.

Students who are required to revise their thesis must re-enrol. The thesis will be submitted to the same jury within a maximum of three consecutive terms. If the thesis is not submitted within the established timeframe, a second NS grade will be recorded on the student's transcript, and the student will be withdrawn from the program.

Revisions to the original version of the thesis must be clearly indicated. All examiners will evaluate the revised thesis and submit a written evaluation report. If the examiners determine that the thesis is suitable to proceed to the defence, the verdicts of a second defence will apply to the revised thesis in accordance with article 7.12.3 of this regulation. If at this second written evaluation, the examiners determine that the revised thesis is still unsatisfactory, the student will be withdrawn from the program.

## C-7.11 Thesis defence

The oral defense allows the student to present his or her research results followed by a direct interrogation by the evaluation committee. The presentation should not exceed 15 minutes.

## C-7.11.1 Participation in the defence

**C-7.11.1.1** The dean (or delegate) of the student's faculty will name the chair of the jury. The thesis defence may not be chaired by the thesis supervisor or one of the examiners.
**C-7.11.1.1.3** All examiners and the student must attend the defence, either in person or remotely.
**C-7.11.1.1.4** The thesis supervisor(s) participate in the defence, but do not vote
**C-7.11.1.1.5** Thesis defences are open to the public, except in the case of a confidential thesis.
**C-7.11.1.1.6** Any filming or recording of the thesis defence is prohibited.

## C-7.11.3 Thesis defence verdicts

**C-7.11.3.1 Unanimous verdict-** if possible, the examiners will render one of the following three unanimous verdicts:
**Verdict 1.** The thesis meets the requirements for the degree, but minor corrections may be required. The thesis supervisor(s) or other individuals named by the jury will ensure that all corrections required by the jury are made.
**Verdict 2.** The thesis meets the requirements for the degree, but major corrections/revisions are required. The jury, in consultation with the thesis supervisor(s), must decide whether these revisions and corrections must be verified by the thesis supervisor(s) alone, or by the thesis supervisor(s) and one or more examiners.
**Verdict 3.** The thesis does not meet the requirements for the degree. The thesis must be amended, and the evaluation process and defence must be repeated before the same jury. Verdict 3 is equivalent to a failure and will appear on the student's transcript as a grade of NS (not satisfactory)

**C-7.11.3.3 Deadline to submit major revisions and corrections following the defence**
**C-7.11.3.3.1** Following a verdict 1 or a verdict 2 during the defence.
**C-7.11.3.3.2** The student must make the required revisions and corrections and submit the final version of the thesis within **30 calendar days** of the date of the thesis defence.

## C-7.13 Final submission of the thesis

After a successful defence and correction of the thesis, the student must secure the approval of the thesis supervisor.

**Procedure:** To submit the final version of your thesis, from your uoZone application tab, select service requests. From the **My Service request screen**, click new request under **Create a new service request** under **Approval of Final Version of Thesis**. Attach a PDF copy of the final version of the thesis. The thesis supervisor must then approve the service request by logging into their VirtuO account, in their service request dashboard, and marking the request as **D3-APPR_SUP** (Approved by supervisor). The Academic Office will then approve the service request.

**Important:** Once the service request is approved, the student must submit the final version electronically in uO Research, the University of Ottawa's institutional repository.
For more details regarding final submission formatting requirements, visit the uO Research website. Once the thesis has been submitted to uO Research, it becomes freely available online, although the student retains the copyright.

**C-7.13.2** No student may be recommended for graduation until an acceptable final version of the thesis has been approved by the student's faculty and electronically submitted to uOResearch.

## GRADUATION

Students must fill out the online application to receive the degree using the **Apply for Graduation** tab in uoZone (when the online registration is open)
Obtain your degree | Current students (uottawa.ca)