PhD IN CONFLICTSTUDIES

HANDBOOK
2021-2022

UNIVERSITÉ SAINT·PAUL UNIVERSITY

January 2021

Contents

1. PRESENTATION

Saint Paul University offers a PhD in Conflict Studies, which is conferred jointly by the senates of Saint Paul University and the University of Ottawa. The program caters to students from both academic and professional backgrounds and is offered in a bilingual format (English and French). Therefore, a good level of passive knowledge of the other official language is required from applicants.

1.1. Objectives

The program of doctorate is intended to promote the acquisition of a high level of intellectual autonomy and expertise in a field of Conflict Studies. Students are expected to contribute to the progress of knowledge in their discipline or field of studies by presenting original research in the form of a doctoral dissertation. Moreover, the program aims to form qualified persons for university research and teaching or for other activities that require advanced specialization in our disciplines and fields of study.

The PhD Program in Conflict Studies is detailed at:
https://ustpaul.ca/program-new/conflict-studies-297.htm

Information on the domains of study and research interests of the professors is posted on the program website (see Teaching Staff):
https://ustpaul.ca/program-new/phd-in-conflict-studies-297.htm

1.2. Fields of Research

These themes will be stressed in the PhD seminar and comprehensive exams and will inspire the research program of the students:
- Ethnic/cultural/religious dimension
- Social justice/social inequality dimension
- Ecological and territorial dimension
- Moral/ethical dimension
- Theories of conflict
- International/geopolitical conflicts
- Conflict resolution/peacebuilding/reconciliation

With the approval of their thesis supervisor (determined and agreed upon prior to admission), students can modify their theme selection (at least two) and add other dimensions in their study of conflict.

1.3. General Information

Saint Paul University applies the same academic regulations as the University of Ottawa, and more specifically those of the Faculty of Arts and the Faculty of Social Sciences when regulations differ from one faculty to the other, on occasion providing specifics that are available here:
ustpaul.ca/academicregulations

It is the students' responsibility to familiarize themselves with their rights and responsibilities stipulated in the Academic Regulations: **Registrar's Services - Academic Regulations (ustpaul.ca)**

Intranet Portal Information for Saint Paul Students provides helpful information on academics and university resources: **http://ustpaul.ca/current-students.php** The document *Service Requests Guide: For Graduate Students* will be very useful. See Appendix II.

Student Identity Cards

Students may obtain their student ID card, free of charge, upon presentation of a piece of identification as well as their Student ID number. The card is required for using the shuttle bus between Saint Paul University and the University of Ottawa, for accessing the library, writing exams as well as other student services. Cards are procured from the Registrar's Office, by appointment only.
Send an email to **registrar@ustpaul.ca** to set up an appointment.
NOTE: Students who will be completing their studies online are not required to get a student card.
https://ustpaul.ca/en/current-students-student-identity-cards_400_262.htm

1.4. Resource Persons

Director of the School of Conflict Studies
Role: The Director of the School of Conflict Studies has general oversight over all programs in the school.
Professor Jean-François Rioux
Office: GIG 320, phone : 613- 236-1393, ext.: 2388
Email:**jfrioux@ustpaul.ca**

Coordinator of the PhD in Conflict Studies
Role: The co-ordinator ensures the functioning of the PhD program. This involves communication with students, Conflict Studies professors, the registrar's office, the Director of graduate studies at SPU and the Graduate Academic Advisor.
Professor Geneviève Parent
Office: G-328, phone: 613-236-1393, ext.: 2458
Email:**gparent@ustpaul.ca**

Interim Dean of the Faculty of Human Sciences
Role: The Dean is the titular head and chief administrator of the Faculty according to the University's Statutes (No. 33). As such, the Dean is responsible to the Senate for ensuring that the Academic Regulations pertaining to the PhD program are appropriately administered.
Professor George T. Smith
Office: G-256, phone:613-236-1393 ext.: 2273
Email:**doyenfsh@ustpaul.ca**

Academic Advisor for the Faculty of Human Sciences
Role: Assists graduate students with course selection, academic programs and regulations, and other academic matters (e.g. follow-up with progress reports, organization of exams and defences, thesis evaluation process after submitting, etc.).
Ms. Francine Quesnel
Office: GIG 240, phone: 613-236-1393, ext.: 2247
Email: **fquesnel@ustpaul.ca**

Responsible for Graduate studies in the Faculty

Role: To ensure compliance with thesis related procedures and respect of timelines and deadlines; to approve requests for postponements and exceptions to the process; to validate and contact the external evaluator for the defense.

Professor Simon Tremblay-Pépin
Office: GIG-233, phone:613-236-1393, ext.: 2112
Email:**stremblay@ustpaul.ca**

Office of Research and Ethics

Role: Bursaries and scholarships; Monitoring of submissions of ethics related requests by researchers and students

Mohamed Kouachi
Office: GIG-166, phone:613-236-1393, ext.: 2323
Email:**mkouachi@ustpaul.ca**

Your thesis supervisor…

Role: The role of a thesis supervisor (also called 'Thesis Director' at times) is to assist the candidate to develop and research the topic, to determine the type of thesis and research methods, and to supervise the process, progress, and completion of the thesis. The supervisor is not involved directly in the writing or preparing of the manuscript for evaluation. She or he may oversee revisions before or after the defense. The supervisor is a teacher, guide, and coach. After the thesis submission, the supervisor is not a member of the jury for the written and oral examinations.

2. ACADEMIC REGULATIONS

2.1. Registration

Students must register either at the beginning of each session or for the fall and winter semesters taken together. Retroactive registration is not permitted. The Faculty reserves the right to cancel courses, concentrations, or programs if there are less than six students registered. Changes of courses, substitutions, additions, deletions, withdrawals, and modification of status must be made by the university's deadlines.

See **Regulation II-3 – Graduate Enrolment**:
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII3

Main website for academic regulations:
Registrar's Services - Academic Regulations (ustpaul.ca)

Students admitted to the Ph.D. program in Conflict Studies are required to register for their courses via uoCampus at https://www.uocampus.uottawa.ca/

The detailed instructions on how to enroll via uoCampus are available on the Intranet at **https://ustpaul.ca/intranet/login_e.php**

The selection of courses should be made in consultation with the academic advisor, who will inform students of program requirements (**gradfshp@ustpaul.ca**).

Those wishing to withdraw from a course or a program must make the change in uoCampus themselves and inform the Academic Advisor in writing within the prescribed deadlines. Withdrawal from courses after the deadline, and courses dropped without making the change in uoCampus by the student and informing the Academic Advisor will appear in the student's file with the mention "EIN" (incomplete) or "ABS" (absent), which is the equivalent of a failure.

2.2. Degree Requirements

2.2.1. Contents

Compulsory Courses (9 units)

ECS8901 Doctoral Seminar I (3 units)
ECS8902 Doctoral Seminar II (3units)
ECS8903 Research Methodology (3 units)

Elective Courses (6 units)

These courses are chosen among the graduate courses in the conflict studies program, or elsewhere, if needed.

PhD courses in Conflict Studies:
https://ustpaul.ca/program-new/phd-in-conflict-studies-297.htm

Other graduate courses in Conflict Studies:
https://ustpaul.ca/program-new/ma-in-conflict-studies-300.htm

Thesis units

ECS 9997 Thesis proposal
ECS 9998 Comprehensive Examination
ECS 9999 Thesis

See: **http://ustpaul.ca/program-new/conflict-studies-232.htm**

2.2.2. PhD Sequence

RECOMMENDED PhD SEQUENCE		
Semester 1 – FALL	Semester 2 - WINTER	Semester3–SPRING/SUMMER
ECS 8901 Doctoral Seminar I (3cr.) OptionalCourse (3cr.)	ECS 8901 DoctoralSeminar I (cont'd) ECS 8903 Research Methodology (3cr.)	Optional Course (3cr.) or ECS 8911 Directed Readings (3 cr.)
Semester4 – FALL	Semester5 – WINTER	Semester6–SPRING/SUMMER
ECS8902 DoctoralSeminar II (3 cr.)	ECS8902 Doctoral SeminarII (cont'd) ECS9998 Comprehensive Exam	Comprehensive Exam (shall take place in May or June) ECS 9997 ThesisProposal
Semester7 – FALL	Semester8 - WINTER	Semester9–SPRING/SUMMER
ECS 9999 Thesis. Registration with FESP	Thesis	Thesis
Semester10 – FALL	Semester11 - WINTER	Semester12–SPRING/SUMMER
Thesis	Thesis	Thesissubmission and defence

2.3. Bilingualism

All students have the right to use French or English in their dealings with the central administration and the general services of the University, as well as with the administration of the faculty. Students have a right to receive services in their official language of choice.

All students have a right to produce their work and to answer examination questions in the official language of their choice, regardless of the course's language of instruction.

The faculty recognizes that, for academic reasons, students may be required to read in English a part of the documentation of a course taught in French and vice versa.

2.4. Courses and Grading

2.4.1. Grading System

Grades are given according to the official grading system in use at Saint Paul University. See **Regulation I-10 Grading system in Registrar's Services - Academic Regulations (ustpaul.ca)**

2.4.2. Examinations and Passing Grade

Work must be submitted to the professor by the due date. Professors are not required to accept late work, and they may impose penalties for late work. Professors are also not required to accept work sent electronically. After one year, unclaimed work will be destroyed.

All grades below "C+" (65%) are failing grades for graduate students.

Comprehensive examinations, theses, and doctoral seminar are generally graded as: satisfactory (S) or not satisfactory (NS).

A student who has two failures (equivalent to six credits) on the record of his doctoral program must withdraw. Supplemental exams are not permitted. This regulation does not apply to the comprehensive examination, which is governed by a separate regulation.

2.4.3. Attendance

There is no program wide attendance obligation in the School of Conflict Studies. Professors are free to penalize students for unjustified absences.

Students who have good reasons to miss a class are invited to warn the professor in advance, if possible, and to hand out their justifying documentation to the instructor rapidly.

Specific requirements regarding course attendance are indicated in course syllabi or their equivalent, in accordance with faculty regulations, if applicable.

2.4.4. Grade Reports

All registered students can access their grades and an unofficial transcript free of charge through uoCampus.This report lists all courses and activities followed during the term. All official transcripts must be made by the registrar's office.

Dates on which final grades appear on the Internet and are considered official can be found at: **http://ustpaul.ca/calendar**

2.4.5. Deferments

Absence from any examination or test, or late submission of assignments due to illness, psychological problems or exceptional personal circumstances must be justified; otherwise, students will be penalized.

Students must directly notify their professor and their Academic Advisor, before the exam or before the assignment deadline.

If the absence is not foreseeable, students must notify their professor and the Academic Advisor within five working days of the exam date or the assignment deadline, except if extenuating circumstances prevent them from doing so; these circumstances must be documented with supporting evidence.

In case of absence due to exceptional personal circumstances the Faculty concerned reserves the right to accept or reject the reasons presented. Reasons such as travel, work and misreading of examination schedules are not normally accepted, except in exceptional and properly documented circumstances.

All requests to defer evaluation (official supporting documents must be included) must be approved by the Dean based on the recommendation of your professor. In such cases, the submission of a final grade may be deferred, but only for one term as stipulated in the **Academic Regulation II-5 – Examinations and grading for Graduate Studies** available here:
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII5

2.4.6. Appeals

The University recognizes the right of every student to see, on request after grading, all documents that have been used to establish their grade for courses in which they are duly registered; the documents include those produced by the students themselves or evaluations written by supervisors (as part of work terms, clinical placements or internships).

The University also recognizes students' right to ask for a grade review and to appeal grades. Students who are not satisfied with their grade after discussing the matter with their professor can ask for a grade review.

For all relevant procedure please see **Academic Regulation I-10 Grading system** available here:
http://ustpaul.ca/en/registrar-s-services-academic-regulations-undergraduate-studies_469_741.htm#ar10

2.5. Leave of absence

Students may apply for temporary leave from their program only on medical, compassionate, or parental grounds.

For all relevant procedure please see **Academic Regulation II-3 Graduate Enrolment** available here:
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm

2.6. Mandatory Withdrawal

Students whose progress is unsatisfactory, or who do not meet the requirements of their program, will be withdrawn from the program. Reasons for withdrawal include:
- two failures in the program, whether of courses, the comprehensive examination or the thesis proposal (unless otherwise specified in regulations specific to the program);
- unsatisfactory performance of research or field work;
- two unsatisfactory progress reports.

The performance requirements for the thesis are specified in the academic regulation applicable to the thesis.

For more information consult **Academic Regulation II-5-Examinations and grading for graduate studies** available here:
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII5

2.7. Policy on Academic Fraud

Academic integrity is a fundamental value at the core of all academic activities. The regulation on academic fraud defines the acts that can compromise academic integrity and outlines the consequences of such acts and the formal disciplinary procedures in place.

The **Academic Regulation I-14- Academic Fraud** is available here:
http://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar14

Further information on academic integrity is available on the <u>University of Ottawa's website dedicated to academic integrity</u>:
https://www.uottawa.ca/vice-president-academic/academic-integrity

3. THESIS SUPERVISION

3.1. Role of the Thesis Supervisor

The role of a thesis supervisor is to assist the candidate to develop and research the topic, to determine the type of thesis and research methods, and to supervise the process, progress and completion of the thesis. This includes all aspects of research ethics:
https://ustpaul.ca/en/research-research-ethics-at-spu_674_599.htm

The supervisor is not involved directly in the writing or preparing of the manuscript for evaluation. She or he may oversee revisions before or after the defense. The supervisor is a teacher, guide and coach. After the thesis submission, the supervisor is not a member of the jury for the written and oral examinations.

3.2. Annual Review Meeting

At the end of the first and second year of the program, the Director of the School and the Coordinator of the PhD are to meet individually with the doctorate students to review their annual/biennial performance and to provide them with decisions and action-plans.

3.3. Progress Reports

The progress report allows to better monitor the progress of students in their program. It also makes it possible to evaluate the progress made during the last year and to define the objectives for the following year. The information provided in the report ensures that all students are making systematic and consistent progress in their research.
It's also an opportunity for the student and the thesis supervisor to meet and to 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. It is possible that several versions of the progress report are needed before coming to a final version.

Please consult **Academic Regulation II-4.3-Graduate Research: Supervision, Ethics**:
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII4

More information on the thesis report can be found here:
https://www.uottawa.ca/graduate-studies/students/theses/progress-report

3.4. Absence of the Thesis Director

Sometimes a potential supervisor is approached by a student looking for a thesis supervisor and both the student and professor agree it would be a good match, but the professor is going on an academic leave partway through the period in which the student will be preparing the thesis and will not be back until the student is almost done writing. In this situation, if the student and professor agree that supervision would still be possible, the supervisor would have to keep in touch with the student during the study period. The supervisor might also be able to arrange for a colleague to supervise the student during her/his leave of absence. Or perhaps joint supervision would be a solution.

A supervisor who is going to be away for a month or even a couple of weeks while supervising a student's thesis should let the student know well in advance. The same goes for the student. The student should discuss this with the thesis supervisor well ahead of time. In case of illness, the student should let the supervisor know the expected timeline for recovery.

3.5. Thesis Committee

The Thesis Committee is created at the end of the first year of study, once a research area is defined and preparation is undertaken for the comprehensive exam. The committee must be in place before the comprehensive exam. The Thesis Committee will provide guidance and feedback on the student's proposed reading list.

The first role of the thesis committee involves the thesis proposal. A written proposal is developed with the supervisor that indicates the research area, thesis question, methodologies, initial bibliography, and tentative outline. The proposal is discussed and approved by the supervisor and committee members. A form approving the proposal is submitted to the Director of Graduate Studies.

After the proposal approval, it is important to determine and communicate the precise role of the thesis committee. It is suggested that the committee members are involved in the thesis process only when it pertains to a particular expertise. Difficulties arise when committee members are too involved in the process and ongoing evaluation, for it is the committee members who eventually become the jury members. It is hence recommended that the committee members limit their assistance to support, suggestions, and minimal assessments before the thesis deposition.

Useful information:

1) **Appendix 1**: The working relationship (student- thesis director)
2) **https://www.uottawa.ca/graduate-studies/students/theses/toolbox**
3**) https://www.uottawa.ca/graduate-studies/students/tools**

4. COURSE WORK

4.1. Objectives

The objectives of the courses are to allow the student to familiarize himself/herself with the subjects or questions of interest, and with the methods pertinent to researchers in her field of study.

4.2. Compulsory Courses (9units)

ECS 8901 Doctoral Seminar I (3u)
Seminar aimed at enabling students to gain expertise in the seven themes of the PhD program. Prerequisite: Active knowledge of English or French and passive knowledge of the other language.

ECS 8902 Doctoral SeminarII (3u)
Seminar aimed at enabling students to gain expertise in the seven themes of the PhD program. Prerequisites: ECS8901; active knowledge of English or French and passive knowledge of the other language.

ECS 8903 Research Methodology (3u)
Critical evaluation of research findings in the human sciences. Qualitative and quantitative methods of gathering, validating, and interpreting evidence. Issues in research ethics. Applications in graduate research projects and theses.

4.3. The Doctoral Seminar

4.3.1. Objectives

The purpose of this seminar is to enable students to understand, synthesize, critically evaluate and discuss academic quality publications in the seven themes; make persuasive oral presentations in the seminar, and prepare and submit various assignments.

4.3.2. Description

The seminar is a common activity for all doctoral students doing their residence. Its duration is continuous (two years), from September to April each year. The seminar includes a minimum of 4 and 5 sessions per theme, two themes per term, so between 10 and 12 sessions per term.

The seminar is open to all professors, whether or not they are supervising a thesis. The thesis committee members are invited to attend.

4.3.3. Contents

The seminar prepares the students for their comprehensive exam.

The students work in the seminar on the general literature about the field(s) that they have selected for the exam (at least two). Supplementary study for their exams may be done in optional courses, a reading course, and the supervised exam preparation.

4.3.4. Workload

A critical essay will be written on each of the themes. Two essays per term are required. These papers will have to comply with strict formal methodological criteria.

4.3.5. Evaluation

The final grades in the seminar shall be: S = Satisfactory; NS = not satisfactory.

Alphanumeric grades will be given to indicate the quality of the seminar papers submitted; however, the final evaluation grades of the seminar will be a satisfactory (S) or anon satisfactory (NS).

Assessment of students in the seminar remains the sole responsibility of the seminar supervisor. However, the seminar supervisor may ask other professors for comments on students' papers, to be submitted within a month after the request.

4.4. Elective Courses (6 units)

Students must consult with their thesis supervisor on the selection of electives.

The two elective courses will normally be taken in the Conflict Studies program. Refer to course description for the current year. The ECS 5302 *Approaches to Conflicts* will be particularly recommended for students needing to improve their theoretical understanding.

Subject to the approval of the School Director and the thesis supervisor, courses may be taken in other programs at Saint Paul University or at another university.

Students may choose ECS 8911 *Selected Readings and Research* (3 cr.) as one of their two elective courses.

4.5. Suggested Guidelines for ECS 8911: *Selected Readings and Research*

SELECTED READINGS AND RESEARCH

a) Objective

The goal of the reading course is to help the candidate define more precisely the topic of her/his doctoral research through the analysis of a number of important texts related to her/his field of study.

b) Course Plan

Once the professor for the course has been agreed upon, the student and the professor for the course will identify a course plan that should ideally include the following:
- the course title, which must clearly reflect the content;
- the professor's name and contact information;
- a schedule of meetings (NB: There should be at leastsix meetings during the course);
- a course description, following the format used for the Faculty's graduate programs;
- the number of units (normally 3);

- a list of specific objectives to be met during the course;
- a summary of the course content (e.g., specific areas of study to be covered);
- the instructional strategies to be used;
- The evaluation and grading scheme, including the nature of a written assignment (which is required, and which may be a research paper, an annotated bibliography, reviews of the literature read, etc.), and where deemed appropriate a description of assignments, grade distributions, deadlines, requirements, and evaluation criteria;
- a clear indication of how the professor for the course will provide the student with feedback on the assignments for evaluation;
- a clear and mutually agreed indication of how the student will be able to provide the professor and Faculty with evaluation of the Directed Reading course;
- a realistic list of required readings. The number of texts chosen should reflect that the directed reading course is a 3 units activity and not a comprehensive examination. The list of required readings may be increased or decreased by mutual consent of the professor and the student as the course progresses but the initial list should be the primary working document for readings.

c) Agreement Form

The above Course Plan will be submitted in written form to the Director of Graduate Studies, along with the form for the Directed Readings course.

d) Administrative Notes

The candidate registers in the Directed Reading course at the beginning of the term. Normally the student does not register for the Directed Reading course in the first term of the two year PhD residency. The student is confirmed as registered in the course only when the signed Directed Reading form is in the student's file. Students are allowed to register only once for the Directed Readings course during their program of study.

e) Evaluation

A written assignment of a critical nature (e. g. more than a précis of a book or article) is required as part of the evaluation. The professor submits a final alphanumerical mark at the end of the term.

5. COMPREHENSIVE EXAMINATION

5.1. Objectives

The doctoral comprehensive examination aims to assess the candidates' ability to synthesize and integrate information to deepen their understanding of their fields of study. It is intended to verify that candidates have developed a foundation, breadth of knowledge, critical judgment in reference to the major questions, the most significant debates and the principal authors, past and present, in their concentration and, more particularly, in the area of their own research.

Candidates should demonstrate skills in furnishing structured examination of the current literature and to be able to engage in a scholarly discourse in the relevant area. The comprehensive exam provides both a written and oral opportunity for evaluation.

5.2. Description

ECS 9998 is a two-part exam: a major research paper (of at least 40 pages), and an oral exam of two hours (maximum duration).

The comprehensive exam is evaluated upon completion of both the written component and the oral presentation.

This examination takes place before the presentation of the thesis proposal.

5.3. Procedure

At the beginning of the fifth term, the candidate registers for ECS 9998: *Comprehensive examination*. Registration for the comprehensive exam is mandatory.

The candidate prepares a major research paper (of minimum 40 pages) related to the topic of her/his thesis. This activity must be completed at the end of the last session of course work (session 5). Failure to meet this deadline leads to an unsatisfactory report.

The length of the work prepared for the comprehensive review will be 11.000 to 13.500 words (excluding bibliography and appendices), equivalent to a document of 40 to 50 pages for text and notes (Times New Roman 12, double-spaced).

The student must submit his or her comprehensive paper at least two weeks in advance so that the committee members will have the opportunity to conduct a preliminary assessment and to prepare questions. Only if the committee members deem the paper to be satisfactory will they allow the oral defense to proceed.

Once the major research paper is approved by the thesis director, the date of the examination (oral defense) is fixed in agreement with the candidate. The faculty will determine the room for the oral examination.

5.4. Oral Examination

The oral exam (oral defence) has a maximum duration of two hours. It **comprises two parts**, of one hour each. The thesis director will chair both parts of the oral defense and the committee will also include the Seminar professor.

The first part of the exam consists of a 15-minute presentation by the student summarizing the content of the major research paper. The student will then answer questions about the content of the presentation (two rounds of questions, 10 minutes for each round).

The second part of the exam consists of an oral examination on the chosen themes addressed in the doctoral seminars (ECS 8901 and ECS 8902). **The student will present on one of the two questions submitted for 30 minutes**, followed by a 30-minute discussion. A Power Point presentation is commonly used.

Choice of questions for the second part of the PhD comprehensive exam:

In what way do the different dimensions contribute to the understanding of and approaches to Conflict Studies. ***Choose at least two of the seven dimensions.*** *In other words, does focusing on these dimensions of conflicts narrow your vision or give you a more comprehensive perspectives of Conflict Studies.*

or

*Compare and critically evaluate at **least two dimensions** in terms of their advantages and disadvantages when approaching and analyzing conflicts.*

The assessment of oral examinations will be done on the basis of: Satisfactory / Non-Satisfactory.

A candidate who fails the examination is allowed to repeat the exam once. In this case, the student may sit for a supplemental examination which will take place within a week to a month, at the discretion of the Director of Graduate Studies. The student who decides not to exercise his right to a supplemental examination or fails his examination will be obliged to withdraw from the program.

6. THESIS PROPOSAL AND PRESENTATION

6.1. Thesis Proposal

6.1.1. Objective

To allow the student to specify and identify his or her field of research, the method(s) employed and the resources that are to be used in order to prepare the writing of the thesis.

6.1.2. Description

With respect to topic registration (temporary), please note that doctoral students must submit their research topic before the end of the third semester of enrolment in the program.

The thesis proposal is developed over the course of the two years of the student's residency.

Second year doctorate students who do not present their thesis project by the end of August of the second year must request a deferral.

In the thesis proposal, candidates:
- identify the question which initiated their research and set out the objectives of the project;
- indicate which difficulties might occur during the course of the research as well as the specific scope of the project;
- formulate an original hypothesis or research question;
- explain the methodology that will be used to verify their hypothesis or research question;
- detail which methodology and research methods they intend to use to attain the objectives of the research.

The length of the thesis proposal will be 5500-6800 words (excluding bibliography), equivalent to a document of 20 to 25 pages for text and notes (Times New Roman 12, double-spaced).

6.1.3. Proposal Format

These are the main contents that PhD students should include in their thesis proposals, in the preferred order. In practice, this plan may be amended by the students in agreement with their supervisor.

PROPOSED FORMAT FOR THESIS PROPOSALS
SCHOOL OF CONFLICT STUDIES

1) Presentation of the project
    a) Brief summary of the topic
    b) General research objectives
2) Relevance of the subject ('*rationale*')
    a) Academic relevance
    b) Social relevance (if applicable)
3) Problematique
    a) General Question(s)
    b) Specific questions(s) (if applicable)
    c) Literature review
        i) Theoretical and methodological synthesis
        ii) Analysis of the strengths and shortcomings of the literature
4) Theoretical framework and research proposal
    a) Approach (elements of epistemology)
    b) Theory and concepts used
    c) Research proposal
    d) Hypothesis (es) (if possible)
5) Methodology and methods
    a) Methodological approach (strategy of demonstration/verification/exploration)
    b) Methods
    c) Limits of the study / elements of refutation
    d) Questions of ethics
6) Conclusion
    a) Originality of the thesis
    b) Possible future developments
7) Bibliography
8) Annexes
    a) Draft plan
    b) Schedule
    c) Additional texts and/or data (if applicable)
    d) Maps and/or tables (if applicable)
    e) Form for the ethics committee (if applicable)

6.1.4. Reading of the Proposal

The project is examined by the thesis committee and must be recommended by them for presentation.

6.2. Thesis Proposal Presentation

6.2.1. Objectives

To allow doctoral students to present their thesis project (approved and supported by their thesis supervisor and the other two committee members) in the context of a thorough discussion with learned individuals who can engage, critique, and advance the project. The presentation is not an examination but an exchange between the participants which may elicit suggestions for improving the project.

6.2.2. Procedure

The thesis proposal presentation takes place during the second year of the doctoral program (after successful completion of the comprehensive examination, and upon completion of all course and other seminar requirements).

At least, one month before the projected date of the presentation the candidate, with the approval of his supervisor, submits the thesis proposal to his thesis committee for approval. Committee members will provide the student with written comments. Questions on minor details should be submitted directly to the student before the presentation.

At least, two weeks before the projected date of the presentation, with the signed approval of his thesis director and readers, the student submits her thesis proposal to the administration office.The Faculty arranges for distribution of copies to professors and students.

The current suggested procedure for the presentation of the thesis proposal is:
- 10 to 12-minute presentation by the student (members of the Seminar will have read the Project Proposal);
- 5 to 7-minute presentation by the director (if he/she wishes);
- 45 minutes for discussion by members of the Seminar;
- 5 to 10-minute summation by student and director on what they have heard in the discussion concerning questions, suggestions, critiques, etc.

6.2.3. Suggested Guidelines

a) Student Presentation

The candidate should expound the major elements of her project, particularly:
- what brought her to deal with this question and what the principal issue is;
- in what way her research contribution will be original;
- what she hopes to demonstrate;
- how she will demonstrate it;
- salient written or oral comments made to the student by the director and/or readers.

b) Director's Comments

In the context of the presentation, the director's comments intend to present a specialist's point of view and to specify:

- how this project will enable the candidate to acquire a solid understanding of the topic;
- that a clear and recognized methodology will be used;
- how the successful completion of this thesis is likely to be a significant contribution to the advancement of knowledge;
- how it will open future avenues of scholarship for the student and for others.

c) Evaluation

The project and its presentation is graded Satisfactory [S] or Non-Satisfactory [NS] by the Thesis Committee. The Director of Graduate Studies then gives final approval of the thesis topic.

After the presentation of the thesis proposal, the candidate has three months to revise the proposal in consultation with her/his thesis director and the other members of the thesis committee.

Once the revisions are completed and approved by the thesis committee, the student submits his/her revised proposal to the Academic Advisor via email (thesis supervisor in cc).The thesis topic (proposed thesis title) and the thesis director's name are then officially registered. Students must submit the appropriate forms to the Academic Advisor.

Acceptance and registration of the thesis topic indicate a successful presentation of the Thesis Proposal and conclude the student's doctoral residency.

7. THESIS

7.1. General Content

A doctoral candidate must write, present, and successfully defend a thesis. The candidate must demonstrate that he/she knows and can adequately apply the methods of research appropriate to his/her project and pertinent writings related to the subject and show original critical thinking.

The thesis must be a significant contribution to the advancement of knowledge. It must be thoroughly researched, demonstrate rigorous critical thinking and analysis, present a detailed methodology and accurate results, and include thorough verification of claims. It has to be of such quality as to be worthy of publication.

7.2. Length and Format

The length of the doctoral dissertation will be 65.000 to 75.000words (excluding bibliography and appendices), equivalent to a document of approximately 250 to 300pages for text and notes (Times New Roman 12, double-spaced; 275 words per page).

Information on writing a thesis is available at:
https://www.uottawa.ca/graduate-studies/students/theses

The thesis must conform to the academic regulations as approved by University of Ottawa and St-Paul University. In this regard, please consult the following link (section **Regulation II-7-Theses**):
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arll7

The thesis must be typed or printed double-spaced in 10–12-point pitch. Use of variable sized fonts for headings is not recommended. The left-hand margin must be 4 cm wide, the right-hand margin either 2 or 2.5 cm wide. The first line of text must leave a top margin of 3.5 cm and the last line must leave a bottom margin of 2.5 cm. Except for the first page of a chapter, each page must be numbered at the top right-hand corner.

Find below a link to the University of Ottawa website describing an overview of thesis presentation guidelines and general requirements.
https://www.uottawa.ca/graduate-studies/manuscript-preparation-technical-standards

Students must be aware that the University of Ottawa must first accept the thesis prior to University of St-Paul's acceptance. Consequently, students must consult UOResearch guidelines which you will find on the University of Ottawa website: **https://ruor.uottawa.ca/**

SUGGESTED FORM OF THE THESIS MANUSCRIPT

Title Page
Every thesis must have a title page.

Table of Contents
The Table of Contents should be detailed and includeall the elements in the thesis, including chapter titles and all levels of headings within chapters and sections, as well as the reference list, the acronyms, the abbreviations, bibliography, etc.

List of Tables (if applicable)
Provide a separate page with a list of tables used in the text, including:
- tablenumber
- the full title of the table
- the page number where the table appears in the text (tables in the text must be numbered in order of appearance.)

List of Figures (if applicable)
Provide a separate list of figures. The same conventions that apply to the list of tables apply to the list of figures.

Acronyms and Abbreviations
List and explain all acronyms or symbols used in your text.

Text
- Introduction: In general, the introduction provides the hypothesis or thesis question and a brief overview of the thesis.
- Body of the Thesis: The main part of the thesis usually consists of chapters with sections and subsections.

- Conclusion: The conclusion sums up the content and findings of the thesis and suggests areas that require further research and investigation.

Appendices

As well as materials suitable for inclusion in an appendix, any Ethics Committee and copyright permissions should be included here.If extensive published material from other authors has been used, a copy of written permission to use these materials must be included with the thesis. This written permission usually comes from the publisher.

Bibliography

Bibliographic entries must also be prepared using the appropriate scholarly conventions of your academic unit and discipline.

Acknowledgements

Acknowledgements are added after the thesis defense. They are placed between the Table of Contents and the Introduction. In an Acknowledgements section, mention those who assisted you during your thesis preparation.To avoid omissions, ask yourself:

- Whofundedyourresearch?
- Who directly helped you along the way?
- Who gave assistance with your research, with data analysis, or with word processing?
- Who gave you advice or encouragements?
- Who revised your text? etc.

7.3. Submission

When submitting a thesis for evaluation, the student must be enrolled. It is important that the student submits the final draft to his or her thesis supervisor sufficiently early in the term. By doing so the thesis supervisor can read it, provide feedback, and deliver it to the student in a timely manner and consequently, the student can then make the latest revisions or corrections and to submit his or her thesis for evaluation.

Once ready, the thesis is to be submitted via uocampus portal. The Graduate Academic Advisor will send an email advising examiners that they have a thesis to review.

For a PhD, examiners are given six weeks (but longer during the spring/summer session). Neither the candidate nor the supervisor can contact the examiners. Examiners will be excluded if there is any discussion of the thesis.

The Graduate Academic Advisor will follow up with the examiners. Reports must be submitted in uocampus. Both the thesis supervisor and the student will be able to see the comments in a message generated by uocampus.

The protocols are different if revisions are required before the defense, or if it is a fail. The Graduate Academic Advisor is responsible to provide information on the processes. Once the thesis is ready for the defense, it can be one month or more until a suitable date is found for all parties. For a PhD it is generally a few months.

Please consult:(**Academic Regulation II-7 - Theses**) in:

https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII7

7.4. Examiners

One month before the thesis is complete, the thesis supervisor suggests names for the non-committee external and internal examiners and submits three names for each to the Director of Graduate Studies. A doctoral external examiner has expertise in the thesis area, must have a university position, including Emerita/us status, a strong publishing record, experience in supervising doctoral students, and be in good standing with their institutional affiliation. She or he cannot be from Saint Paul University or the University of Ottawa. Examiners within a reasonable distance of Ottawa are strongly preferred. Skype or other media may be considered. Internal examiners can be from within or outside of Saint Paul University, with the same academic profile.

Non-committee examiners cannot discuss the thesis with the supervisor or candidate or have seen any part of the thesis. The Vice Rector Academic appoints the external examiners. Once these confirmed, the Graduate Academic Advisor for the Faculty of Human Sciences will organize the defense. (The evaluation form must be filled online via Uocampus)

There can be no conflicts of interest between the examiners and either the professor or the student. The supervisor is required to submit a form for each examiner regarding conflicts of interest to the Director of Graduate Studies.

Please consult **Academic Regulation II-7-Thesis**
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII7

7.5. Evaluation

In the evaluation report, each examiner indicates whether the thesis is ready for defence or not.
All examiners must submit a detailed evaluation report via the uocampus portal. As mentioned above, both the thesis supervisor and the student will be able to see the comments in a message generated by uocampus.

The examiner's reports must be sufficiently detailed to allow student to decide wether or not to proceed to the thesis defence. They must allow the student to prepare for the defence or, if necessary, to make revisions. It is therefore particularly important for examiners to write relevant comments. **An examiner who judges that the thesis is not ready to go to the defence must specify what gaps need to be filled.**

After reviewing the examiners' reports, the student will consult his or her supervisor before making his or her decision. The student has a period of 5 days to choose between these three options: (a) defend the thesis, (b) amend the thesis before defending it, or (c) withdraw from the program.

The decision to amend the thesis or to withdraw from the program will be a failure that will appear as an NS or unsatisfactory on the student's transcript.

The student who decides to amend his or her thesis must file it for defence with the same jury within a maximum period of three (3) consecutive terms. The student must be registered for each term to make the revisions.

Please consult **Academic Regulation II-7-Thesis:**
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII7

7.6. Defence

7.6.1. Defence Procedure

The Graduate Academic Advisor consults the examiners and the candidate and sets a date for the defense, which will follow these steps:

- The chair begins the oral defence by inviting the candidate to present the subject of the thesis.The candidate gives an opening presentation of her thesis (10 to 15 minutes);
- First round of questions: each examiner is given 15 minutes to question the candidate;
- Second round of questions: each examiner is given 5 minutes to question the candidate, if they wish to do so;
- The thesis director is invited to comment or ask questions, if he or she wishes to do so.
- The audience is invited to remain in the room while the examiners and thesis director retire to deliberate. The thesis supervisor can attend the jury deliberations but cannot vote.

7.6.2. Evaluation of the Defence

The examiners are asked to render one of the following verdicts:

1. The thesis is accepted for the degree with minor corrections. The thesis supervisor(s) will ensure that all corrections are made as required by the jury no later than thirty (30) days after the defence.
2. The thesis is accepted for the degree with major corrections/revisions. The student will have one hundred and twenty (120) days to complete the required revisions and to submit the final version of the thesis. The student must register within this period.
3. The thesis is NOT accepted for the degree. It must be revised and undergo the evaluation and defence process again with the same jury. This is considered a failure and it will be recorded on the student's transcript as NS (not satisfactory).

Please consult **Academic Regulation II-7-Thesis:**
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII7

See also:
(Verdicts -New Regulation-Theses submitted from October 1st, 2016)
https://www.uottawa.ca/graduate-studies/students/theses/oral-defence

7.6.3. Conclusion

After agreeing on the verdict, the Chair informs immediately the candidate of the verdict. The candidate is then offered the possibility to address the audience.

The chair informs the candidate of any revisions that will be required, and who will oversee them.

7.7. Revisions and Corrections

The corrections requested by the examiners must be made within the deadline indicated by the verdict.

Once the corrections are made, the student must submit the revised version to the supervisor. Failure to submit the revised version within the time limit will result in the faculty closing the student's file.

Once the student has successfully defended the thesis and made any necessary corrections, the student must submit the final version of the thesis electronically to uO Research, the University of Ottawa's institutional repository. Once the thesis is submitted to uO Research, it becomes freely available online although the student retains the copyright to it.

No student may be recommended for graduation until an acceptable final version of the thesis has been submitted electronically to uO Research and approved by the student's faculty.

All graduate students must submit the final version of their thesis online using uO Research within the deadline indicated by the verdict. Please read all instructions on the uO Research site before submitting to avoid delays in processing your submission.

Please consult **Academic Regulation II-7-Thesis:**
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#arII7

See also:
(Verdicts -New Regulation-Theses submitted from October 1st, 2016)
https://www.uottawa.ca/graduate-studies/students/theses/oral-defence

APPENDIX I: THE WORKING RELATIONSHIP (STUDENT- THESIS SUPERVISOR)

The following are suggested guidelines prepared by Professor Heather Eaton

Preliminary Contact

Before beginning the research, the thesis supervisor and student should meet to discuss expectations and requirements. Among the general topics that might be discussed at these initial meetings there are:
- what makes a good thesis;
- formulating the thesis topic;
- the thesis topic and proposal approval process;
- research ethics, intellectual property rights, academic integrity;
- University regulations on progress reports, re-registration, time limits for completion of a thesis, and any other relevant regulation;
- a rough schedule for completing the research and thesis, including drafts of thesis;
- presentation of thesis research at conferences, seminars and other scholarly meetings;
- financial support for the student;
- appointment of a thesis committee;
- frequency and objective of meetings;
- absences (see regulations);
- opportunities for publishing and how the student's contributions would be recognized;
- how any intellectual property developed would be shared.

Developing a Working Plan

Discuss the plan / timelines and any concerns (e.g. sabbatical, absences, etc.);

Plan regular meetings: Student and thesis supervisor should normally meet regularly whether or not the student has any work to submit.

If it is a major meeting, the student could prepare and deliver to the thesis supervisor an agenda beforehand and, based on this agenda, prepare a brief report on what was discussed and decided after the meeting. For example, a typical agenda might include:
- a summary of the purpose of the meeting;
- a review of what was discussed at the previous meeting and what has been accomplished to date;
- a discussion and clarification of the current topics (ideas and issues);
- the next steps to be taken, and if possible, the next meeting date.

It is important to make the most of these meetings, but it is also crucial to keep in touch with your thesis supervisor. If you have not met with your supervisor for a month or more, it is strongly suggested to send an e-mail or drop by her office to inform him or her of your progress. If a student does not succeed in meeting with his/her thesis supervisor after repeated requests, he/she should speak with the Director of Graduate Studies.

APPENDIX II: SERVICE REQUESTS GUIDE FOR GRADUATE STUDENTS

Université d'Ottawa | University of Ottawa uoCampus

Service Requests Guide
For GraduateStudents

Last updated: November 2, 2017

uOttawa

Contents

Before you start…
Note about enabling pop-ups in your web browser

When working with Service Request, you must enable pop-ups in your web browser. Follow these instructions for Chrome, Firefox, Safari, Edge and Internet Explorer.

Chrome

a. **At the top right of the toolbar, click the More icon** ⋮ **.**
b. **Click Settings.**
c. **At the bottom, click Show advanced settings.**
d. **Under Privacy, click Content settings.**
e. **Under Pop-ups, select Allow all sites to show pop-ups.**

Firefox
a. **Click the Firefox menu and click Options.**
b. **Click the Contenttab.**
c. **In the Content tab, under Pop-ups, clear the Block pop-up windows box.**

Safari
a. **In the top left, click Safari.**
b. **Select Preferences from the list.**
c. **Click the Security tab and clear the Block pop-up windows box.**

Edge
a. **Click the upper-right More actions button (three dots), and select Settings.**
b. **Click Viewadvanced settings.**
c. **Turn off Block pop-ups in advanced settings.**

Internet Explorer
a. **In the top right corner, select the Tools button, and select Internet options.**
b. **On the Privacy tab, under Pop-up Blocker, clear Turn on Pop-up Blocker check box.**
   c. Select OK.

For Mac users
   Note: For compatibility reasons, please follow these instructions to ensure that your PDF forms can be read by all subsequent users, with any operating system and browser.
   If you use Preview (PDF tool)
a. **From the File menu choose the Print then use the dialog box's PDF option to save it as a PDF.**
b. **Do not use the command Export As in the file menu. PC users using Internet Explorer receive a blank document and cannot view the data.**
   You can also download Adobe Acrobat Reader. To download it, click on the uOttawa forms link and click the icon to download it.
   [Forms (http://www.uottawa.ca/graduate-studies/students/forms)](http://www.uottawa.ca/graduate-studies/students/forms)

Student Center: Service Requests Guide
Student Center: Service Requests
Purpose and Audience
   This guide is intended for graduate students. It explains how to create, view and manage service requests.

About Service Requests
Service requests are electronic requests submitted by graduate students to their supervisors or faculty.
There are currently nineteen (19) types of service requests. See Appendix A for the complete list and descriptions of service requests.

Access your service requests

a. **From the uoZone Applications tab, click Service Requests.**

b. **The My Service Requests screen is displayed. If you have not yet created a service request, the service request table will be empty.**

My Service Requests

				Personalize	Find	View All	🔲	🎞	First ◀ 1-3 of 3 ▶ Last	**b**
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
266	Progress Report		08/04/2016	Approved by supervisor	08/05/2016

CREATE NEW REQUEST

Create a Service Request

a. **From the uoZone Applications tab, select Service Requests.**

b. **Form the My Service Requests screen, click Create New Request.**

My Service Requests

				Personalize	Find	View All	🔲	🎞	First ◀ 1-3 of 3 ▶ Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
266	Progress Report		08/04/2016	Approved by supervisor	08/05/2016

CREATE NEW REQUEST   **b**

c. **Under Select a Request Category, click on Research related or General and click Next.**

Select a Request Category   1—2—3

	Personalize	Find	View All	🔲	🎞	First ◀ 1-2 of 2 ▶ Last
	Request Category
⦿	Research related
○	General

CANCEL   NEXT >   **c**

d. **Select the service request you would like to create and click Next.**

Note: Click Cancel to cancel the request; click Previous or Next to access other types of service requests.

Select a Request Type

| 1 | 2 | 3 |

Personalize | Find | View All | | | First 1-7 of 13 Last

	Request Type
⦿	Progress Report
○	List of examiners for evaluation of the thesis
○	Approval of the final version of the thesis
○	Oral Defence
○	Request supervisor approval for supervision
○	Add a supervisor
○	Modify a supervisor

CANCEL   < PREVIOUS   NEXT >   **d**

e. **Under File Attachments,clickadd attachment (if you need to add one), select the attachment to add and click upload.**

My Request Detail

Category:	Research related	Type:	Progress Report
Subtype:	None	Request Date:	08/11/2016
Status:	Submitted		

Comment:

▽ File Attachments   Personalize | Find | | | First 1 of 1 Last

Attachments | Audit

Attached File	View	Add Attachment	
	View	add attachment	−

SUBMIT   CANCEL

File Attachment   ×
                                          Help
Choose File   Progress_re...udent.docx
Upload   Cancel

e

f. **Enter your comment in the Comment: box.**

g. Click **Submit**

Note: After submitting a Service Request you can consult the Status and Status Date. You can consult the status to verify the progress of your request at step 6.

Access uOttawa Service Requests Forms

a. From **https://www.uottawa.ca/en**, under Faculties, select **Graduate and Postdoctoral Studies(http://www.uottawa.ca/graduate-studies/).**

b. Under Students, select **Forms (http://www.uottawa.ca/graduate-studies/students/forms)** to display the list of forms available.
   Note: You will need Adobe Acrobat Reader to use the forms on this page. To download it, click on the uOttawa forms link and you find the icon to download it.

c. Click a form title to open it, then complete and save the form. Once you have completed the form you can attach it to a service request, if necessary.

View/Update your Service Requests

a. From the Applications tab inuoZone, click Service Requests.

b. Your Service Requests are displayed in a table with the following columns: Request Number, Request Type, Request Subtype, Request Date, Status and Status Date.

c. The following navigation options are available at the top of the service request table:

• **Personalize: choose how your Service Requests are displayed**
• **Find: access specific requests you have created (when many are displayed)**
☐ **View All:display all your Service Requests**

d. **To view more information about a service request or to update it, click the desired request in the Request Type column.**

My Service Requests

		Personalize	Find	View All			First ◄ 1-3 of 3 ► Last		
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
266	Progress Report		08/04/2016	Submitted	08/04/2016
255	Submission of the thesis for written evaluation		07/06/2016	Approved by supervisor	07/06/2016
253	Progress Report		06/29/2016	Approved by administrator	06/29/2016

[d]

CREATE NEW REQUEST

e. **My Request Detail displays your service request. From this screen, you can view, add or update comments and view attachments submitted with the request.**

f. **To add a comment, click add comment;to update a previous comment, click update last comment.**

g. **To view the content of an attachment submitted with a request, click View next to the desired attachment.**

h. **To save your modifications, click Save or click Cancel to return to the My Service Requests screen.**

My Request Detail   [e]

University of Ottawa

Category:	Research related	Request Number:	253
Type:	Progress Report	Request Date:	06/29/2016
Subtype:	None	Status:	Approved by administrator

| Status Date | Comment | By | [f]
|---|---|---|
| 06/29/2016 | Here is my progress report. Thank you. | |

add comment   update last comment

▼ File Attachments   Personalize | Find | | | First ◄ 1-2 of 2 ► Last   [g]

Attachments   Audit

Attached File	Description	View
Progress_Report.docx	Progress_Report.docx	View
Progress_Report_Revision.docx	Progress_Report_Revision.docx	View

SAVE   CANCEL   [h]

APPENDIX A – Service Request types

The following table displays the 19 different types of service requests, their purposes, when they are submitted and what form needs to be added as an attachment as part of the process.

Service Request types
1. Add a new supervisor **Purpose: Add a new supervisor to oversee the thesis and research.** **When to submit:** • **Master's: At the end of the second term** • **PhD: At the end of the third term** **Form to attach: N/A** **Important: This Service Request should be the first that the student completes. It is important to select the Primary checkbox when adding the primary supervisor in order for the professor to receive future service requests, and to complete the Reg. supervisor confirmation Service Request after completing this request.**
2. Reg. supervisor confirmation **Purpose: Confirm the supervisor who will oversee the thesis and research.** **When to submit: After the Add a new supervisor Service Request.** **Form to attach: N/A** **Important: This Service Request must be completed after the Add a new supervisor service request in order for the supervisor to confirm.**
3. Modify or delete a supervisor **Purpose: Remove a supervisor or modify information for an existing one.** **When to submit: N/A** **Form to attach: N/A** **Important: Use the Comment box of the Service Request to specify what modification you would like to make.**
4. Progress report **Purpose: Update progress on the thesis/research.** **When to submit: Once per year or as per milestone.** **Form to attach: Annual Research Progress Report (PDF)**

5. Plan of study
Purpose: Submit if required by your department or faculty.
When to submit: As required by milestone.
Form to attach: N/A

Service Request types

6. Milestones and objectives
Purpose: Monitor progress in between progress reports.
When to submit: As required by professor.
Form to attach: N/A

Important: Use the Comment box of the Service Request to specify the objective you are completing.

7. Exception 10-hour rule
Purpose: Request approval to work outside of the University for more than 10 hours a week.
When to submit: As required.
Form to attach: Request for an Exception to the 10-Hour Rule (PDF)

8. Add a thesis title
Purpose: Add thesis title/research topic.
When to submit:
- **Master's: At the end of the second term**
- **PhD: At the end of the third term**

Form to attach: N/A

9. Modify a thesis title
Purpose: Change thesis title/subject.
When to submit: As required.
Form to attach: N/A

10. List of exam. for thesis eval.
Purpose: Submit list of examiners for thesis evaluation and defence.
When to submit: One month prior to submitting thesis.
Form to attach: List of Examiners for the Evaluation of the Thesis (PDF)

11. Submission of thesis for eval. **Purpose: Submit the thesis for evaluation.** **When to submit: When thesis is ready to be submitted.** **Form to attach: N/A**
12. Decision to proceed to defence **Purpose: Confirms decision to proceed to defence.** **When to submit: Within five days of receipt of the evaluation report.** **Form to attach: N/A**
Service Request types
13. Decision not to proceed to defence **Purpose: Confirms decision to not proceed to defence.** **When to submit: Within five days of receipt of the evaluation report.** **Form to attach: N/A**
14. Appr. final version of thesis **Purpose: Confirm the corrections to the thesis have been made and that the thesis is ready to be submitted to the library.** **When to submit: After thesis defence, by the deadlines prescribed in the regulation.** **Form to attach: N/A**
15. Submission of contract TTBE **Purpose: When the thesis is considered confidential.** **When to submit: At the same time as Submission of thesis for eval.** **Form to attach: Visit research.uOttawa.ca.**
16. Leave of absence **Purpose: Request a leave of absence (LOA) from the program.** **When to submit: As required.** **Form to attach: Request for Leave of Absence (PDF)**
17. Deferred mark **Purpose: To obtain an extension for submission of a final grade.** **When to submit: As required.** **Form to attach: Request for a Deferred Mark (PDF)**

18. Extension of the time limit
Purpose: Extend the time limit to complete the program.
When to submit: At least one month before the student's time limit.
Form to attach: Request for Extension of the Time Limit to Complete the Requirements of aGraduate Degree (PDF)

19. Modification or cancellation of registration
Purpose: Change the Academic Program/Plan, change the classification (part-time/full-time) or withdraw from the program. When to submit: As required.
Form to attach: Modification/Cancellation of Registration (Graduate Studies)

For assistance, contact the Service Desk at 613-562-5800.