

PHD IN CONFLICT STUDIES

HANDBOOK 2018-2019

September 2018



UNIVERSITÉ
SAINT·PAUL
UNIVERSITY

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1. PRESENTATION¹

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 both English and French. A good level of passive knowledge of the other official language is required from applicants. The program requires a minimum residence (full-time registration) of two years. The program should be completed in four full-time years.

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. Applicants 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.

1.2. Fields of Research

A theme must be selected when requesting admission. The students register with one of the following research themes:

- Ethnic dimensions of conflict
- Religious dimensions of conflict
- Moral dimensions of conflict
- Dimensions of social justice.

These themes will be stressed in the PhD seminar and comprehensive exams and will inspire the research program of the students.

With the approval of their thesis supervisor, students can modify their theme selection and add other dimensions in their study of conflict.

1.3. General Information

The PhD Program in conflict studies is detailed at:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1727&page=SubjectDetails&Kind=H&SubjectId=189>

Information on the domains of study and research interests of the professors is posted on the program website:

<http://ustpaul.ca/program-new/conflict-studies-232.htm>

1. In this document, terms used to point out people are taken in a generic sense; they have both feminine and masculine value. This choice has been made in order to facilitate reading and has no intention to discriminate.

The general graduate studies regulations of the University of Ottawa can be found at: <http://www.grad.uottawa.ca/Default.aspx?tabid=1807>

1.4. Resource Persons

The Director of Conflict Studies is:

Professor Anna Sheftel

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The Coordinator of the PhD in Conflict Studies is:

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The Dean of the Faculty of Human Sciences is:

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The Vice-Dean of the Faculty of Human Sciences for Graduate Studies is:

Professor Lorraine St. Marie

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The Academic Advisor for the Faculty of Human Sciences is:

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2. ACADEMIC REGULATIONS

This section contains:

- a summary of the main regulations of the Faculty of Graduate and Postdoctoral Studies, as they apply to the PhD in Conflict Studies;
- policies and regulations specific to the PhD program in Conflict Studies at Saint Paul University.

2.1. Admission

2.1.1. Admission Procedure

All students registering for the first time in the School of Conflict Studies within the Faculty of Human Sciences at Saint Paul University must submit an application for admission to the Registrar according to Saint Paul University regulations.

Candidates must submit their admission application by April 1st (international candidates) and by May 1st (national candidates) in the academic year preceding the date of their first term. Those admitted to the Ph.D. program normally begin their program in the fall term.

After the deadline for submission of applications, the applicant's files will be forwarded to an admission committee. The members of this committee will review the files and, if found acceptable, the Admissions and Recruitment Office will notify prospective candidates of the School's decision. The decision to admit a candidate is based on the evaluation of the file in its entirety (e.g., grades, proposed area of research). If necessary, the candidate shall be invited for an admission interview before the final decision.

Meeting the basic admission requirements of the program does not automatically lead to the candidate's admission.

For details on the admission process, please consult: <http://ustpaul.ca/program-new/conflict-studies-297.htm>

2.1.2. Conditional Admission and Propaedeutic Measures

To ensure that the student(s) will be ready to complete their seminar, examinations and their thesis project, they will sometimes be required to take specific courses. In some cases, it will be an optional course. In others, the student(s) will take one or more additional courses. Student(s) may be required to follow some courses formally, or informally, as an auditor. Additional courses may be required even in the second year of doctorate, if necessary.

The admissions committee may recommend that certain admissions are conditional upon taking one or more particular course(s), which could be additional to the program. In other cases, the supervisor of the student may require one or more additional course(s) and submit this recommendation to the Director of the School for approval.

2.1.3. Advance Standing and Equivalencies

All students are normally expected to complete the major part of their program requirements while registered in the program. However, students who transfer to Saint Paul University from another institution may receive up to a total of 6 credits for past work.

Certain conditions apply:

- Requests for advanced standing must be made at the time of admission. The Admissions Committee will consider requests provided the applicant submits a detailed course description, proof that the Institution is accredited, and an official transcript.
- Credits obtained at another institution, or during registration in another program may be transferred, only if they have not been credited towards a previous degree.

- All students who register must complete the residence, take the doctoral seminar and write the comprehensive exam at Saint Paul University.

For additional information related to admission and enrollment, please contact the Registrar's Office or the Academic Advisor for the School of Conflict Studies.

2.2. Registration

2.2.1. General Regulations

Students must register either at the beginning of each session or for the fall and winter semesters taken together. Retroactive registration is not permitted. Due to financial restrictions, registration in certain concentrations may be limited. The Faculty reserves the right to cancel courses, concentrations or programs if there are less than ten students registered. Changes of courses, substitutions, additions, deletions, withdrawals, and modification of status must be made by the university's deadlines. Any changes after these dates must be approved by the Director of the School of Conflict Studies or his representative.

Dates for registration deadlines are available at:

https://ustpaul.ca/en/sessional-dates-fall-2018_6482_38.htm

https://ustpaul.ca/en/sessional-dates-winter-2019_6483_38.htm

2.2.2. Residence

Residence is defined as the period in which the student is registered full time at the School of Conflict Studies. This requirement must be met at the beginning of the program. The duration of the residence is six consecutive terms.

To satisfy residence requirements, students must have full-time status, meaning that:

- their primary activity will be to follow courses, do research, accomplish clinical work, or prepare a thesis at the University;
- reside in Ottawa or the vicinity and are regularly on campus;
- they are not regularly employed outside the University, except in exceptional cases.

2.2.3. Types of students

a) Regular Status

This status is intended for those who wish to complete a graduate degree. They are subject to the requirements of a particular graduate program. PhD students in Conflict Studies must register on a full-time basis and be a resident student (i.e., on campus) for the first six (6) terms.

Full-time students must normally register each term for a minimum of six credits or the equivalent.

b) Other Students

Special Students and Auditors may be accepted in some PhD courses, but not for the seminar. PhD students may request one of these statuses for certain graduate courses.

The request to apply for one of these statuses in a particular course must be submitted to the Director of Conflict Studies who will confer with the instructor of the course before deciding on the request.

2.2.4. Changes in registration

All changes in the student's original registration must be approved by the Director of the School of Conflict Studies or his representative. The student is primarily responsible for her program of studies. It is the responsibility of the student to register properly in courses before the deadlines, to request in writing the needed authorization (e.g. deferrals, withdrawals), to remit all documents concerning her program of study for placement in her academic file, and to know the regulations governing the program of studies. The Administration will help the student in these matters, but will not discharge these duties for him.

Students may register for courses which are additional to those normally required for the degree, but must in all cases have the approval of the Director of the School to do so. Once registration for such courses has been approved, students must obtain a passing grade for each one, unless they are registered as auditors. All courses for which students are registered are deemed to be part of their graduate program by the Faculty and any failure incurred counts as a failure in the program. They are identified at registration and on the transcript as "additional" (ADD).

2.2.5. Registration and selection of courses

Students admitted to the Ph.D. program in Conflict Studies are asked to report to their academic advisor (room G - 161A) in order to complete their registration. The selection of courses will be made in consultation with the academic advisor, who will inform students of program requirements. The registration form includes the list of courses to be taken during the academic year or semester. Students can also register online at:

http://ustpaul.ca/intranet/login_e.php

The time schedule for courses is from Monday to Friday. The schedule is subject to changes. Therefore, students are responsible to check if changes have occurred. Periods appearing free on the schedule are reserved for supervision and other meetings. Students are primarily responsible for their program of study. It is their responsibility to see that their registration is done in the proper fashion. They must know the regulations and procedures which govern their program of study.

By their registration, students acknowledge that they consent to observe the Statutes of Saint Paul University and the regulations governing their program. No one will be allowed to follow

courses without being properly admitted and registered according to the regulations of Saint Paul University and of the School of Conflict Studies.

Students are expected to enroll in the term for which they have been offered admission. Subject to prior approval of the academic unit concerned, enrolment may be deferred for one or two terms; in such a case, the program requirements will be those in effect at the time of first registration in the program. If enrolment is deferred for a longer period, a new application for admission is required. (FGPS)

Students may enroll only in the program for which they have been formally accepted. Students cannot register in two programs at the same time. A student who wishes to enroll in another program must submit a new application for admission and arrange for submission of supporting documents.

2.2.6. Out of Program Courses

In any given term, graduate students may, while enrolled in a program, register for a maximum of two courses (six credits) not required for their program, provided they have the approval of the academic unit. These courses are identified as "out-of-program" at registration and cannot subsequently be credited towards the program. This option is not encouraged in our PhD program.

2.2.7. Withdrawal

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

2.3. Degree Requirements

2.3.1. Contents

Compulsory Courses (9 credits)

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

Elective Courses (6 credits)

These courses are chosen among the graduate courses in the conflict studies program, or elsewhere, if needed. Full course descriptions are available at: <http://ustpaul.ca/program-new/conflict-studies-232.htm>

These Credits

ECS 9997 Thesis proposal
 ECS 9998 Comprehensive Examination
 ECS 9999 Thesis

2.3.2. PhD Sequence

RECOMMENDED PhD SEQUENCE		
Semester 1 – FALL	Semester 2 - WINTER	Semester 3–SPRING/SUMMER
ECS 8901 Doctoral Seminar I (3cr.) ECS 8903 Research Methodology (3cr.)	ECS 8901 Doctoral Seminar I (cont'd) Optional Course (3cr.)	Optional Course (3cr.) or ECS 8911 Directed Readings (3 cr.)
Semester 4 – FALL	Semester 5 – WINTER	Semester 6–SPRING/SUMMER
ECS8902 Doctoral Seminar II (3 cr.)	ECS8902 Doctoral Seminar II (cont'd) ECS9998 Comprehensive Exam	Comprehensive Exam (shall take place in May or June) ECS 9997 Thesis Proposal
Semester 7 – FALL	Semester 8 - WINTER	Semester 9–SPRING/SUMMER
ECS 9999 Thesis. Registration with FESP	Thesis	Thesis
Semester 10 - FALL	Semester 11 - WINTER	Semester 12–SPRING/SUMMER
Thesis	Thesis	Thesis submission and defence

2.4. 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.

All students have the right to require that a course in which they are registered shall be given in the language of the title as published in the program of the current year.

All students have a right to produce their work and to answer examination questions in the official language of their choice.

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.

2.5. Student Responsibilities

Students hold the primary responsibility for their program of study.

It is their responsibility to register properly in courses before the established deadlines, request in writing the needed authorizations from the academic advisor's office (e.g. deferments, withdrawals), remit all documents concerning their program of studies for placement in their academic file and be appraised of the regulations governing their program of studies.

2.6. Courses and Grading

2.6.1. Grading System

Grades are awarded according to the following scale:

Letter grade	%	Point Value
A+	90-100	10
A	85-89	9
A-	80-84	8
B+	75-79	7
B	70-74	6
C+	65-69	5
C	60-64	4
D+	55-59	3
D	50-54	2
E	40-49	1
F	0-39	0

2.6.2. Passing Grade

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 fails in a course at the graduate level must either repeat it or take another course specified by the School of Conflict Studies. 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.

2.6.3. Attendance

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

In such cases, students who miss more than 20% of classes in a course will automatically fail the course in question, after receiving a grade of incomplete attendance (INC). 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.

2.6.4. Grade Reports

An electronic grade report is issued via UOzone after each term. This report lists all courses and activities followed during the term. Dates on which final grades appear on the Internet and are considered official can be found at: <https://web3.uottawa.ca/infoweb/logon/en.html>

2.6.5. Deferments

A deferment is time granted beyond a set deadline for completion of course work or for an exam.

Students are expected to complete their course requirements by the end of classes of the session in which the course is offered. As a condition to writing the final exam, all papers must have been handed in. Papers and exams must be completed on time. Unless otherwise stated, all papers must be handed in on paper and, if applicable, the postal stamp will attest to the date of remittance.

In exceptional cases, and subject to the approval of the Director of Graduate Studies, a grade of DFR (deferred evaluation) may be granted and forwarded to the Faculty of Graduate and Postdoctoral Studies. Requests for deferment must be submitted in writing to the Academic Advisor, before the set deadline for submission of the course work or exam and be supported with appropriate documentation (medical note, etc.).

If no numerical or letter grade has been received by the Faculty within 40 days of the end of the session, the grade DFR will become a failure (INC).

Only if the FGPS is satisfied that there are reasons clearly beyond the control of the student (e.g., serious illness with a medical certificate confirmed by the University Health Services²), can a longer deferment be authorized.

Requests to maintain a grade of DFR on a record beyond the above mentioned 40-day period must reach the FGPS through the Academic Advisor, before the end of the period, with appropriate supporting documentation. DFR grades cannot remain in a file more than one (1) term.

2. The student must have a form signed by his or her physician and sent directly to the University Health Services. The form can be obtained either at the academic unit or at the FGPS: <http://www.uottawa.ca/health/>

A maximum of two deferments are normally granted within a course per term. The School reserves the right to limit the number of courses for which a student admitted in a program may register if there have been too many absences, deferments, or if progress is deemed unsatisfactory. The School reserves also the right to deny registration for new courses while courses for the preceding term remain incomplete.

Travel arrangements are not considered a valid reason for requesting an extension or a change in exam dates.

2.6.6. Appeals

An appeal procedure is available to the students. Academic appeals will be received by the administration on condition that the student has undertaken steps to resolve the conflict with the professor concerned and with the Director of Graduate Studies. Appeals must be addressed to the Dean in writing within four weeks of receipt of the grade. The letter must clearly explain the motives for the appeal and describe the steps undertaken.

The request must contain the following:

- course title, the type of paper, test or exam concerned, the grade, and the name(s) of the professor(s) who assigned the grade
- statement of the academic reasons justifying the re-evaluation of the paper, test or exam.

A copy of the student's request will be remitted to the professor(s) concerned, who may send written comments to the Dean.

If the decision of the School of Conflict Studies is unsatisfactory to the student, he has the right to make an appeal to the Faculty of Graduate and Postdoctoral Studies of the University of Ottawa.

Grading errors must be brought to the immediate attention of the Academic Advisor. The necessary corrections will be made.

Please refer to the information posted at the Faculty of Graduate Studies, University of Ottawa for details on the appeals procedure:

<http://www.health.uottawa.ca/sn/studies/documents/Appealsprocess2012.pdf>

2.7. Extensions

An extension is additional time allotted to complete the program requirements.

2.7.1. Extension due to exceptional circumstances

Additional time to complete the requirements of a graduate program is granted only in exceptional cases (for example, serious illness attested by a medical certificate). Requests for extensions must be addressed in writing to the Academic Advisor, preferably at least one (1) month before the end of the allotted time to complete the program.

Requests must be accompanied by a detailed report on the student's progress and a recommendation from her thesis director. Approval of an extension is dependent on satisfactory performance in the program. Extensions generally are of a maximum of one (1) year.

2.7.2. Extension due to pregnancy

The FGPS will grant to any student who is or has been pregnant during her program (medical certificate provided) an extension of up to three (3) terms to complete her program requirements. Requests for further extensions shall be submitted to the executive committee, which may grant additional time in certain cases. The student shall submit the request to the Academic Advisor.

2.8. Leave of absence

A leave of absence is a temporary interruption of all academic activities during the period normally given to complete the program.

Occasionally, graduate students registered in a degree program may have valid reasons for a temporary interruption of their studies. Students who cannot meet the registration requirements of the FGPS must submit a request for a leave of absence properly signed, to the Academic Advisor. Forms must be submitted with all required signatures before the closing date for registration of a given term. A non-refundable administration fee is charged for each request. The request must clearly detail the reasons for the intended interruption of studies and must be approved by the student's research director and the Director of Graduate Studies of the Faculty. A leave of absence is counted as part of the time allowed for completion of degree requirements.

When the approved leave of absence has expired, the student is expected to reregister. A leave of absence will, as a general rule, be granted for a maximum of three terms for the duration of the program. Leave will be granted only when it is clear that the time remaining after the leave will suffice for completion of the program. Inactive students may not make any demands upon the resources of the University. They may not use computer or library facilities, attend courses, or expect advice from their research director in order to keep their name on the degree roll of candidates.

A leave of absence up to one year is available on request for each birth or adoption occurring during the program. Students on such leave continue to have access to computer and library facilities, and those who request it will be granted an extension of up to one year of their completion time for each birth or adoption. This leave is available to either parent. However, the total leave or extension time available is one year, both parents combined. Proof of the birth or adoption will be required. Where an external agency is involved, as in the case of visa students or those holding external scholarships or loans, such agencies should be consulted prior to applying for leave.

2.9. Mandatory Withdrawal

Candidates who do not meet the program requirements must withdraw. They may be asked to leave the program as soon as the Conflict Studies School judges that their progress is unsatisfactory.

The reasons for which a student may be required to withdraw include:

- failing mark in courses totaling six (6) or more credits;
- failing mark in a repeated course or in a course which replaced a failed course;
- two convictions for academic fraud, in courses and/or exams;
- failing a comprehensive examination the second time;
- thesis rejected by the examining board;
- unsatisfactory defence of the thesis.

2.10. Policy on Academic Fraud

Frauds such as plagiarism, duplication of assignments, and falsification of data (among other offenses) are a grave infraction to academic standards, especially at the doctoral level.

The following section is a summary of the applicable rules about fraud. The complete regulations on academic fraud can be found on the site of the Faculty of Graduate and Post-Doctoral Studies of the University of Ottawa at:

<http://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>

Students who commit such frauds in Conflict Studies will face serious consequences for the pursuit of their program. Our general rule is that graduate students who are found guilty of fraud in two courses and/or comprehensive examinations will be expelled from the program.

2.10.1. Definition

This is the definition of fraud that is followed at Saint Paul University (quoted from the abovementioned University of Ottawa regulations).

Academic fraud is an act by a student that may result in a false academic evaluation of that student or of another student. Without limiting the generality of this definition, academic fraud occurs when a student commits any of the following offences:

- *commits plagiarism or cheating of any kind;*
- *submits a work of which the student is not the author, in whole or in part – except for duly cited quotations or references. Such work may include an academic paper, an essay, a test, an exam, a research report, a thesis, whether written, oral, or in another form;*
- *presents research data that has been falsified or concocted in any way;*
- *attributes a purported statement of fact or reference to a source that has been concocted;*
- *submits the same work or significant part thereof for more than one course, or a thesis or other work that has already been submitted elsewhere, without written authorization from the professors concerned and/or of the academic unit concerned;*

- *falsifies an academic evaluation, misrepresents an academic evaluation, uses a forged or falsified academic record or supporting document, or facilitates the use of a falsified academic record or supporting document;*
- *undertakes any other action for the purpose of falsifying an academic evaluation.*

2.10.2. Sanctions

Several types of sanctions are applied to cases of academic fraud, depending on the seriousness of the offense, level of the student, and previous history of frauds. The guide lists them in order of severity. At the level of the PhD, frauds are considered extremely problematic and harsh penalties are usually imposed.

2.10.3. Procedure

The determination of fraud and the imposition of sanction are not in the hands of professor or academic departments, but are the responsibility of the faculty and the university.

Professors submit allegations of frauds to the Dean of the Faculty of Human Sciences. If the Dean finds substance to the allegation he/she informs the student about the case, and puts together a committee of inquiry which will come to a decision after a deliberation that may involve testimony from the student under suspicion.

Students may in many cases use a fast-track approach for resolving fraud allegations, if they accept to admit their wrongdoings.

2.10.4. Appeals

An appeal process is available after a decision from the faculty. For this the student must submit a detailed written appeal request, within 10 working days following the date at which the decision or recommendation was sent, to Appeals Committee of the Senate of the University of Ottawa.

3. THESIS SUPERVISION

3.1. Appointment and Responsibilities of the Thesis Supervisor

The thesis supervisor (or director):

- is appointed at the time of the student's admission to the doctoral program;
- is a member of the FGPS;
- is consulted (if needed) on each of the student's re-registrations;
- reports at least once a year on the student's progress.

Students collaborate with their thesis director in the selection of their courses and doctoral research subject.

The thesis director:

- supervises the student's work throughout his program;
- in consultation with the Director of Graduate Studies, creates the candidate's comprehensive examination committee and thesis committee;
- oversees the writing of the thesis;
- grants final approval for submission of the thesis.

At annex 1, we have included suggested guidelines for the relation between the PhD candidate and the supervisor.

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

All students should make systematic and consistent progress in their research.

During the second year of registration and once a year thereafter, all students enrolled in the PhD program are required to complete an annual research progress report detailing the achievements of the previous year and the objectives for the next year.

The report ensures that each year the student and the director review the progress of the past year and set objectives for the coming year. This annual report is submitted to the academic advisor who will then distribute it to the thesis director and thesis committee members for evaluation and comments. If the thesis director judges that there is inadequate or slow progress regarding the student's thesis work, this is the opportune time to discuss it with the student.

Permission to continue to register in the program depends on a satisfactory evaluation from the thesis director and thesis committee members. In the event that progress is less than satisfactory, the thesis director, the Director of Conflict Studies, the Director of Graduate Studies, or the FGPS may set certain objectives to be met by the student and require an interim report on progress made toward these objectives. A student who fails to bring their progress to a satisfactory level is required to withdraw from the program.

These reports are confidential and are kept in the student's file. Reports are accessible to the FGPS, the Director of Graduate Studies, the academic advisor and also to the student, with 24 hour written notice.

More information on the thesis report can be found here:

<http://www.uottawa.ca/graduate-studies/students/theses/progress-report>

3.4. Absence of the Thesis Director

Supervisors expecting to be absent from the University for an extended period of time (that is one month or more) are responsible either for making suitable arrangements with the student and the School of Conflict Studies for the continued supervision of the student, or for requesting that the School appoint another supervisor. Such arrangements should be made in consultation with the Director of Graduate Studies.

For further suggested guidelines concerning communication and meetings between the thesis director and the student, please refer below to the appendices section ("Working Relationship").

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 by March 1st of the 2nd year. The steering committee of the PhD (see 3.5.) may express a second opinion on the topic selection.

When the request form is returned by the student, it is forwarded to the Director of Graduate Studies who appoints two Faculty members. Together with the research supervisor, they form the thesis committee, who accompanies the doctoral student throughout his program.

The thesis committee is comprised of three professors and is chaired by the thesis director. These professors:

- may constitute the comprehensive examination committee (see below section VI);
- respond to the thesis project at its formal presentation; and
- are readers and jury members at the thesis defense.

The thesis committee also accompanies the student:

- by being available for consultation during the phase of course work (years I and II);
- through regular meetings with him or her during the writing of the thesis.

After the candidate has successfully presented and revised (if necessary) her Thesis Project Proposal, the student's PhD supervisor will convoke the Thesis Committee in order to establish a protocol for the Committee during the period of the redaction of the student's thesis.

This protocol will include the following:

- A schedule of meetings of the committee
- The way in which drafts of the student's work will be submitted to the committee (e.g., will the student be free to contact the Director and other Committee members independently, or will the Director forward to other Committee members the student's work, etc.)
- An agreed time-frame for return to the student of the corrected drafts from committee members.
- Any other issues that need to be addressed, such as the exact responsibilities of the committee members vis-à-vis the student.)

3.6. Steering committee

There is a steering committee for the doctoral program, comprising of the director of the school, the Ph.D. Seminar instructor, and an elected member. The steering committee may offer a second opinion on the choice of the thesis topic and the composition of the exam and thesis committees. It thus ensures that the thesis is in line with the objectives of the conflict studies program. However, the committee will not have a veto right.

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 (9 credits)

ECS 8901 Doctoral Seminar I (3 cr.)

Seminar aimed at enabling students to gain expertise in the four themes of the PhD program (ethnic, religious, moral and social justice dimensions of conflict). Prerequisite: Active knowledge of English or French and passive knowledge of the other language. A two-year seminar which concludes with the presentation and approval of the final thesis project.

ECS 8902 Doctoral Seminar II (3cr.)

Seminar aimed at enabling students to gain expertise in the four themes of the PhD program (ethnic, religious, moral and social justice dimensions of conflict). Prerequisites: ECS8901; active knowledge of English or French and passive knowledge of the other language.

ECS 8903 Research Methodology (3cr.)

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 four themes (ethnic and religious dimensions of the conflict and moral dimensions of conflict and social justice); 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 semester.

Students will receive the reading lists for the four themes by June or July each year. This will also include policy issues for each theme.

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

4.3.3. Contents

The seminar is an opportunity to study the contents of the field of Conflict Studies. For a better understanding of the field, the students will discuss during the first two-weeks of the seminar the book written by Professors Rioux and Redekop, *Introduction to Conflict Studies. Empirical, Theoretical and Ethical Dimensions*. Don Mills, ON: Oxford University Press, 2013

The seminar prepares the students for their comprehensive exam and for their thesis proposal.

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

Regarding the thesis, students will be encouraged to elaborate their proposal from the beginning to the end of the seminar. Progress reports will provide first year students with a benchmark of the progress that they have made in the elaboration of their project. Progress reports usually provide an update of the student's work in defining the material in one of the categories of the thesis project (e.g., the statement of the problem, the formulation of a hypothesis, the choice of methods). Ordinarily, by the end of the first year of the seminar, the students will have defined the topic that they will address in her research project. Second year members of the seminar work toward the completion of their thesis project and the presentation these thesis projects in the context of the Doctoral Seminar. The student's participation in the Doctoral Seminar concludes with her thesis project presentation.

4.3.4. Workload

A critical essay will be written on each of the four themes. Two essays per year are required. The essays during the second year shall concentrate more on the thesis topic chosen by the student. 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 pass or a failure.

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 credits)

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 six meetings during the course);
- a course description, following the format used for the Faculty's graduate programs;
- the number of credits (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 credit 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 once 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. Information on the comprehensive exam can be found at the Faculty of Graduate Studies:

<https://www.uottawa.ca/graduate-studies/students/general-regulations>

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

This examination must be completed by during the sixth semester; that is, the end of may or june of the second year. It takes place before the presentation of the thesis proposal.

5.3. Procedure

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

The thesis director, in consultation with the Director of Graduate Studies of the Faculty of Human Sciences, is responsible for the formation of the Comprehensive Exam Committee. The committee is composed of a faculty member, the seminar instructor and the thesis supervisor. At least one of the two members of the Comprehensive Exam Committee should be a member of FHS.

The candidate prepares a major research paper (of minimum 40 pages) related to the topic of 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).

A candidate who fails this part of the examination may be allowed to repeat the exam once.

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. Then the candidate will receive the questions for the second part of the oral examination. 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 defence.

A first part 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.

The other part consists of an oral examination on the four aspects of conflict - ethnic, religious, moral and social justice - 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.

The assessment of oral examinations will be done on the basis of: unsatisfactory / 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 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

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.

The thesis topic must be submitted to the Faculty of Graduate and Postdoctoral Studies for registration after the successful completion of the comprehensive examination.

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 as one unbound printed copy along with an electronic copy. 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 concerning 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) Seminar Participants (including readers)

Participants should seek to highlight strengths within the proposal or raise questions about specific aspects of the proposal (Title, Statement of Problem, State of Question, Hypothesis, Method, Table of Contents, and References). They are encouraged to prepare at least one question to pose to the presenter.

The two readers from the Committee, who have already given the student comments on the Thesis Proposal, are expected to attend the presentation and are encouraged to contribute to the discussion in view of their prior in-depth reading of the proposal.

After the meeting, professors, and graduate students are invited to submit written feedback to the administration office. This feedback is then sent to the candidate, her thesis director, and thesis committee.

d) 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 thesis director and the other members of the thesis committee.

Once the revisions are completed and approved by the thesis committee, the student submits two copies of his revised proposal to the Faculty (one copy for the Director of Graduate Studies, the other for the student's file).

The thesis topic (proposed thesis title) and the thesis director's name are then officially registered with the Faculty of Graduate and Postdoctoral Studies (FGPS) at the University of Ottawa. 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 70.000 to 85.000 words (excluding bibliography and appendices), equivalent to a document of approximately 250 to 310 pages for text and notes (Times New Roman 12, double-spaced; 275 words per page).

Information on writing a thesis is available at:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1372>)

The thesis must conform to the methodological rules as approved by the Faculty of Graduate Studies. The methodology must be consistent throughout the thesis.

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 2.5cm 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.

The manuscript is presented in the following order:

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 include all 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:

- table number
- 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:

- Who funded your research?
- 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 reviewed your text? etc.

7.3. Submission

Along with the thesis, students submit a form signed by their thesis director attesting that the thesis has been examined and is recommended for submission to a jury. This form is available at the Academic Advisor office.

The original (unbound and non-perforated) and five copies of the thesis are submitted to the Academic Advisor. The five copies of the thesis (unbound - Acogrip) are presented in sealed, signed and dated envelopes.

Each copy of the thesis is presented with a four-page maximum abstract which normally includes:

- a statement of the problem or of the thesis;
- a summary of the methodology: a description of the approach taken, the research, and/or the methods of investigation;
- the main points made in the thesis or a summary of the main findings;
- general conclusions.

The Faculty distributes the copies to the examiners with the evaluation form.

7.4. Examiners

For a doctoral thesis, the examining board is chaired by the Dean of the FGPS or a representative. It shall consist of no fewer than four, and no more than seven members. Normally, the two members of the Thesis Committee are included.

At least one of the examiners must be from outside the University. The candidate and her thesis director can suggest potential external examiners.

The thesis director is not a jury member and does not have a right to vote.

The list of recommended examiners is sent to the Dean of the FGPS by the Director of Graduate Studies of the School of Conflict Studies, approximately one month before the thesis is submitted. The doctoral thesis examiners are appointed by the Dean of the FGPS.

The copies of the thesis will not be sent to the examiners until the School of Conflict Studies receives the FGPS's approval to do so.

7.5. Evaluation

The evaluation of a thesis manuscript includes:

- Reading and evaluation: The reading and evaluation of a thesis may be held at any time during the calendar year, subject to the availability of the examiners.

- Thesis defense

The defense takes place once the examiners have had sufficient time to evaluate the thesis.

In light of the established evaluation standards, each examiner will render one of the following verdicts:

- a) The thesis is accepted for the defense;
- b) The thesis fails to meet the standards required for the defense.

Anonymous copies of the evaluations are sent to the candidate and her thesis director. Originals are sent to the FGPS.

If one of the examiners has serious reservations concerning the thesis, the matter will be referred to the Dean of the FGPS.

A candidate whose thesis, following initial evaluation requires revision and re-evaluation by the examiners, must re-register. The time limit for submitting the revised thesis to the FGPS is of one term.

A candidate whose thesis is not recommended for the defense following a second reading must withdraw from the program.

A period of three (3) months is allowed for the correction of a thesis (excluding the period May through August).

7.6. Defence

7.6.1. Defence Procedure

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

- 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, if she wishes to do so;
- The audience is invited to remain in the room while the examiners and thesis director retire to deliberate.

7.6.2. Evaluation of the Defence

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

- a) 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.

- b) 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.
- c) 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).

If the examiners cannot agree on a verdict, the chair will report this to the Dean of the FGPS who will refer the matter to the executive committee of the FGPS.

A candidate who is not recommended for the degree after a second defense must withdraw from the program.

7.6.3. Conclusion

After agreeing on the verdict, the jury, thesis director, and presider return to the room where the defense took place. The Chair informs immediately the candidate of the verdict. The candidate is then offered the possibility to address the audience.

A successful doctoral thesis defense is followed by a reception.

The presider informs the candidate of any revisions that will be required, and who will oversee them, and invites the candidate to fill out the following forms prepared by the Faculty:

- Jury Report:
 - Saint Paul University
 - University of Ottawa
- Final Version of the Doctoral Thesis:
 - University of Ottawa
- Permission to reproduce and distribute the thesis:
 - Saint Paul University
 - National Library of Canada
- Registration for degree and request for diploma:
 - Saint Paul University (ecclesiastical degree)
 - University of Ottawa (civil degree)

7.7. Revisions and Corrections

The candidate has four weeks to provide the changes required by the jury.

Once the revisions are completed, the candidate submits three unbound, revised copies, (the original unbound copy can be claimed at the administration office), the Final Version of Doctoral Thesis Form signed by the thesis supervisor and three (3) four-page resumes, and the corrected pages, which are to be sent to the supervisor and examiners.

8. MISCELLANEOUS INFORMATION

8.1. Term Dates and Deadlines

The Saint Paul University calendar can be found at: http://ustpaul.ca/en/sessional-dates_37_706.htm

8.2. Administrative Information

8.2.1. Email

Submit your email address to the academic advisor (room G-161-A) for graduate studies at the beginning of the current session.

8.2.2. Intranet

Student information is available on the Saint Paul University Intranet site: <http://ustpaul.ca/intranet/login.php>

8.2.3. Online Service

You will be able to obtain your grade report through UOzone from the University of Ottawa's web site (<https://web3.uottawa.ca/infoweb/logonPage.do>). Your first step is to obtain an initial password through this web site. If you need assistance, please contact the University of Ottawa Computing Help Centre (Montpetit Hall, room 140): 562-5800, ext. 6555.

8.2.4. Student ID Card

Student identity cards are the property of the University and are required to borrow books from the University libraries, to gain access to sports facilities and to make use of a variety of student services. The card must also be presented for identification during examination sessions. Newly registered students can obtain their card at the Admissions and Recruitment Office. They must keep their card during the entire course of their studies at Saint Paul University.

8.2.5. SPU Business Cards

The students may indicate their status as doctoral students on SPU business cards, but are expected to pay for the cards.

8.3. Financial Aid

8.3.1. Scholarships

Candidates (Canadians, permanent residents and international students) with an average of at least 80.0% who are studying full-time will receive a scholarship worth \$1,500 per session for

the normal duration of their program (12 sessions). The total value of the scholarship is 18,000\$.

8.3.2. Bursaries

Students may be eligible to apply for bursaries based on financial need. For more information on financial aid, please contact: finance@ustpaul.ca.

Financial Aid and Scholarship Services

Room 172, Guigues Hall

Telephone: (613) 236-1393 ext. 2295;

http://ustpaul.ca/en/financial-aid-and-bursaries--admission-scholarships_433_152.htm

8.3.3. Travel Grants

The Scholarly Conference Program for Graduate Students: This program supports PhD students who present papers on their research at academic meetings and conferences.

The value of the travel grant is \$500. A PhD student may receive up to three grants during the course of his or her studies. Only one grant will be awarded to a student within the same academic year. Monies serve to defray travel, living and registration expenses.

- Guidelines are available at: http://ustpaul.ca/en/bursaries-travel-grants_437_736.htm
- Application form is available at: http://ustpaul.ca/en/research-research-programmes-spu-programmes_657_609.htm
- For more information, contact Mohamed Kouachi, Research Services, mkouachi@ustpaul.ca (Telephone: 613 236-1393, ext. 2323)

8.4. Part-Time Work

8.4.1. General Rule

Doctoral students can work for a maximum of 10 hours a week, unless they have restrictions imposed on them by funding agencies. Permission of the Director of the School must be obtained for working more hours.

8.4.2. Internal Employment

PhD candidates are invited to apply for part-time employment in the university, notably as teaching and research assistants.

They are guaranteed at least one assistantship per year but they have to follow the normal processes to apply for those assignments. Teaching, research, and marking assistantships are open to them, as long as they have the competencies to fulfill them.

Assistantships are offered at the beginning of each term.

The Director of the School names the teaching and marking assistants. Students are invited to inform as soon as possible the Director of the School of their intention to apply for assistantships.

Research assistants are selected by the professors in charge of the research project, in consultation with the Director of the School.

8.4.3. Part-Time Teaching

Doctoral candidates may teach courses. For this, they must follow the official process of determination of part-time professors.

In general, only students who have completed their comprehensive examination are eligible for part-time teaching.

Students who would consider teaching in another university should declare this to the Director of the program.

8.5. Special Accommodation

The University is committed to assisting students with disabilities as long as they meet its admission requirements and those of the program of studies they have selected. In accordance with University admission policies, the admission committee selects academically qualified candidates for admission to all programs by examining each applicant's academic record and the impact of any extenuating circumstance. Candidates with disabilities may volunteer special information and identify circumstances that may have affected past academic performance. This information is confidential to the admissions committee.

The University is committed to removing barriers that result in discrimination on the basis of disability, to the greatest extent possible, while ensuring that academic integrity is maintained. The Student Academic Success Service (SASS) offers an Access Service that acts as intermediary between students, their faculty and other University offices to ensure that the special needs of these students are addressed and that the best possible learning conditions are being offered. Student, and Faculty and Staff Guides are available online on the SASS website: <http://www.sass.uottawa.ca/access/>

Students with special needs requiring help should contact the Access Service in accordance with established policies and inform the administration office of the School of Conflict Studies. Those students requiring special accommodations for exams or tests based on a professional recommendation must submit the appropriate form to the Access Service no later than 10 working days before the scheduled date of the test or exam.

APPENDICES

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

The following are suggested guidelines prepared by Professor Heather Eaton

Preliminary Contact

Before beginning the research, the thesis director 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 / time lines and any concerns (e.g. sabbatical, absences, etc.);

Plan regular meetings: Student and thesis director 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 director 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 director. If you have not met with your director for a month or more, it is strongly suggested to send an e-mail or drop by her office to inform her of your progress. If a student does not succeed in meeting with her thesis director after repeated requests, she should speak with the Director of Graduate Studies.

APPENDIX II: RESEARCH ETHICS

Policy

According to its mission statement, Saint Paul University intends, within the local, national and international academic community, to promote excellence in teaching, research and professional formation. It also seeks to promote, within a context of academic freedom and interdisciplinary exchange, a climate enhancing university activity which takes seriously contemporary developments in the sciences and other fields of knowledge, while encouraging critical awareness of present ethical concerns, with full respect for each person. The present policy is in harmony with the spirit of the mission and the goals set by Saint Paul University.

To this end, Saint Paul University endorses the principles, standards and regulations established by the three federal granting councils, i.e., the Social Sciences and Humanities Research Council of Canada (SSHRC), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the document entitled Tri-council Policy Statement: Ethical Conduct for Research Involving Humans, published in August 1998, as well as any subsequent versions.

Evaluation of Research Proposals – Procedure

The Research Ethics Board (REB) of Saint Paul University meets every second Wednesday of the month. When required, other additional meetings can be held. During the spring and summer months, applications which represents a minimal risk can be reviewed by the Chairman and one committee member.

The due date to submit an application to the REB is the 28 of each month. Where the deadline falls on a weekend or a holiday, applications will be accepted on the following business day, normally the Monday. Please consult the various forms when making an application: https://ustpaul.ca/en/research-research-ethics-at-spu_674_599.htm

In order to avoid delays in evaluating research, two substitute members shall be named to compensate for the absence of 1) the person who is knowledgeable in ethics, and 2) the person representing the population served by Saint Paul University.

The Board shall adopt a proportionate approach of ethical evaluation based on the general principle that the more invasive the research, the greater should be the care in its review.

All research involving University professors, students or staff or any research conducted within its facilities shall be subject to a complete evaluation.