

MASTERS IN CONFLICT STUDIES

HANDBOOK 2018-2019

September 2018



**UNIVERSITÉ
SAINT·PAUL
UNIVERSITY**

Saint Paul University

223 Main, Ottawa
ON CANADA K1S 1C4
613-236-1393

www.ustpaul.ca

A word from the Director

Dear students,

Welcome to the School of Conflict Studies at Saint Paul University. Our Masters in Conflict Studies was the foundational program of our school, and every year we are proud to work with intelligent, engaged and diverse students. We hope that you will enjoy your studies.

We know that it can be difficult to get acquainted with the various people, systems and regulations in a new learning environment, and so we have prepared this handbook to help guide you as you embark on your MA. This document contains academic and administrative information. It does not replace the list of regulations which can be found on the Administration and Governance web pages, which I invite you to read: ustpaul.ca/academicregulations

If you need further information, do not hesitate to contact Ms. Francine Quesnel, the academic advisor for graduate programs at Saint Paul University.

I wish you a productive, enlightening and stimulating year.

Sincerely,

Anna Sheftel
Director
School of Conflict Studies
Faculties of Human Sciences and Philosophy

Program: Masters in Conflict Studies

Saint Paul University offers a Masters in Conflict Studies, which is conferred jointly by the senates of Saint Paul University and the University of Ottawa. The program is applicable to students from both academic and professional backgrounds, and is offered in either English or French. The program requires two full-time years of study, or can be taken part time over several years.

Program Objectives

The focus of the program is on theoretical approaches to analyzing the multiple factors involved in confrontations among groups. The program engages students in the analysis of political, religious, ethnic, social, and moral aspects of conflicts at local, national, and international levels. This involves studying the sources, dynamics and theories of conflict by gaining competence to analyze and understand many aspects and dynamics of conflicts from multidisciplinary perspectives. At times this includes considering appropriate conflict transformation strategies as well as violent, nonviolent, humanitarian, and diplomatic responses, including peace-building and reconciliation. It is an interdisciplinary program that combines social sciences, philosophical, ethnographic and ethical approaches to conflict studies.

General Information

Saint Paul University applies the same academic regulations as the University of Ottawa, and specifically those of the Faculty of Arts and the Faculty of Social Sciences. Details can be found at https://ustpaul.ca/en/registrar-s-services-academic-regulations-undergraduate-studies_469_741.htm

Intranet Portal Information for Saint Paul Students provides helpful information on academics and university resources: <http://ustpaul.ca/current-students.php>

Information and a glossary of terms for current studies are available at: http://ustpaul.ca/en/current-students-glossary_1134_716.htm

Student Identity Cards

Students may obtain their student I.D. card, free of charge, upon presentation of a piece of identification as well as their Student I.D. 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 produced at the Office of Admission, Registrar and Students Services, room 165 Guigues Hall. https://ustpaul.ca/en/current-students-student-identity-cards_400_262.htm

The MA Program in Conflict Studies is detailed at: <http://ustpaul.ca/program-new/conflict-studies-300.htm>

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

Academic Calendar 2018-2019:

Fall 2018: https://ustpaul.ca/en/sessional-dates-fall-2018_6482_38.htm
Winter 2019: https://ustpaul.ca/en/sessional-dates-winter-2019_6483_38.htm

Administration

The Director of Conflict Studies is:

Anna Sheftel
 Office: GIG 326
 Phone: 613- 236-1393, ext.2249
 Email: asheftel@ustpaul.ca

The Coordinator of the MA in Conflict Studies is:

Heather Eaton
 Office: GIG 327B
 Phone: 613-236-1393, ext. 2276
 Email: heaton@ustpaul.ca

The Dean of the Faculty of Human Sciences is:

Manal Guirguis-Younger
 Office: GIG 236
 Phone: 613-236-1393, ext. 2273
 Email: doyenfsh@ustpaul.ca

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

Lorraine St. Marie
 Office: GIG 255
 Phone: 613-236-1393, ext.: 2494
 Email: Lste-marie@ustpaul.ca

The Graduate Academic Advisor for the Faculty of Human Sciences is:

Francine Quesnel
 Office: GIC161A
 Phone: 613-236-1393, ext.2247
 Email: fquesnel@ustpaul.ca

Professors in Conflict Studies

DIENG, Moda	Assistant Professor
EATON, Heather	Full Professor
MORISSETTE, Anny	Assistant Professor
ONGUNY, Philip O.	Assistant Professor
PANDIMAKIL, Peter	Associate Professor
PARENT, Geneviève	Associate Professor
RIOUX, Jean-François	Associate Professor
SHEFTEL, Anna,	Associate Professor

SULA RAXHIMI, Enkeledja Assistant Professor
 TESSIER, H  l  ne Full Professor

Professor's expertise can be found at: https://ustpaul.ca/en/faculty-of-human-sciences-teaching-personnel_269_93.htm

Who you should see for -

Admission to the program

Room GIG-154
 613-136-1393, ext. 2521

Transcripts and Forms

Forms: Registration for Degree
 and Request for Diploma

Chantal Gagn  

Room GIG-165
 613-236-1393, ext. 2318

Course Registration

Course Equivalences
 Changes in your Course Registration
 Withdrawal
 Changes in your status
 Schedules

Francine Quesnel

Academic advisor
 Room GIG-161 C
 613-236-1393, ext. 2247

Finances

Financial Aid
 Tuition Fees
 Payment Schedules
 Reimbursement

Financial Services

Room GIG 172
 613-236-1393 ext. 2295, 2512

http://ustpaul.ca/en/financial-services-tuition-fees_472_268.htm
finance@ustpaul.ca

Bursaries and Scholarships

Loans and grants

Office of Research and Ethics Services

https://ustpaul.ca/en/research-office-of-research-and-ethics_650_13.htm

Telephone: 613-236-1393
 1-800-637-6859

Technical Assistance

General information

Computer and Distance Education Services

campus@ustpaul.ca
 Telephone: 613-236-1393, ext. 2234, 1-800-637-6859
 Room GIG 20

Activate email accounts

If you need a password

Tech Assistance, Intranet, Bright Space

uoAccess login page at www.uottawa.ca/en/students

Call 613.562.5800 ext.6555

http://ustpaul.ca/en/computer-and-distance-education-services-students_421_208.htm

International Services

International Office

Telephone: 613-236-1393, ext. 2200

https://ustpaul.ca/en/international_6336_1002.htm

Regulations and Procedures of the MA Program in Conflict Studies

Admission Requirements can be reviewed by downloading the Program Description at: <http://ustpaul.ca/program-new/conflict-studies-300.htm>. In accordance with the University of Ottawa regulation, assignments, examinations, research papers and theses can be completed in either English or French. Students whose first language is neither English nor French are required to attain a working knowledge of one of the two languages before admission. See https://ustpaul.ca/en/international-services-foreign-student-study-in-both-languages_1013_676.htm

Advance Standing and Equivalencies

Students who transfer to Saint Paul University from another institution may receive up to a total of 6 credits for past work. Courses taken at other universities may be accepted, if the content and level are equivalent to that covered by courses included in the program. Students must apply to have these recognized for the degree at the time of admission.

Course Selection

Students admitted to the MA program in Conflict Studies will make the selection of courses 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 may register for additional courses, with the approval of the Director of the School. Courses can be registered for online at: http://ustpaul.ca/intranet/login_e.php. Students are responsible to see that their registration is done correctly, and to know the regulations and procedures that govern their program of study. Courses are scheduled from Monday to Friday, and are subject to changes. Students are responsible to check if changes have occurred.

Changes in registration

The Director of the School of Conflict Studies must approve all changes in the student's original registration. It is the responsibility of the student to register in courses before the deadlines, to request in writing the needed authorization (e.g. deferrals, withdrawals), to remit all documents.

Students are expected to enrol 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.

Out of Program Courses

Saint Paul and Ottawa Universities are federated. In certain cases, students admitted to the MA program may follow courses at other programs at Saint Paul University or at the University of Ottawa and have these courses counted as part of their program of studies or as "out of program" courses. Registration for such courses requires approval from the director of the School. Students are not permitted to replace required courses. 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.

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 to a fail.

Full-time Status

Full-time students must normally register each session for a minimum of six credits.

Part-time Status

Part-time students cannot be registered in more than six credits per session. All graduate students registered in a degree who do not meet the requirements of full-time status are part-time graduate students.

Students are expected to complete all requirements within two years of full-time study. The maximum time permitted, whether full- or part-time, is four years from the date of initial registration in the program.

Other Students

Special Students and Auditors may be accepted in some courses. The request to apply for one of these statuses must be submitted to the Director of Conflict Studies who will confer with the instructor of the course before deciding on the request.

International students

The International Office of Saint Paul University offers information and assistance to international students. See http://ustpaul.ca/en/international-services-home_368_163.htm.

Please note that Study Permits or Visas may be required: http://ustpaul.ca/en/internationalservicesforeignstudentnewlyadmittedstudypermitvisa_1018_681.htm

Subscription into the university health insurance plan is required: https://ustpaul.ca/en/current-students-university-health-insurance-plans_399_180.htm

Degree Requirements

The program will be restructured to include the Spring/summer session: May to August, as explained below.

Structure ECS MA

Current		
	Fall – Year 1	Winter – Year 1
	ECS5101 IDENTITY-BASED CONFLICT	ECS5103 RESEARCH METHODS
	ECS5302 THEORIES OF CONFLICT	ECS5110 HISTORY OF CONFLICT RESOLUTION
	<i>Elective 1</i>	<i>Elective 2</i>
Spring/Summer – Year 2	Fall – Year 2	Winter – Year 2
	ECS5131 DESIGN AND EVALUATION OF CONFLICT RESOLUTION	ECS6140 RESEARCH SEMINAR

	INTERVENTIONS	
	ECS5304 ETHICAL DIMENSIONS OF CONFLICT	
	<i>Elective 3</i>	

TRANSITION YEAR (For students beginning in Fall 2018 only)

	Fall 2018 – Year 1	Winter 2019 – Year 1
	ECS5101 IDENTITY-BASED CONFLICT	ECS5103 RESEARCH METHODS
	ECS5501 CONFLITS IDENTITAIRES	ECS5503 MÉTHODES DE RECHERCHE
	ECS5302 THEORIES OF CONFLICT	ECS5110 HISTORY OF CONFLICT RESOLUTION
	ECS5702 THÉORIES DES CONFLITS	ECS5510 HISTOIRE DE LA RÉOLUTION DE CONFLITS
	<i>Elective 1 (ECS5118, ECS5120A, ECS5715)</i>	<i>Elective 2 (ECS5315, ECS5120B, ECS5716, ECS5512)</i>

Spring/Summer 2019 – Year 2	Fall 2019 – Year 2	
ECS5131 DESIGN AND EVALUATION OF CONFLICT RESOLUTION INTERVENTIONS	ECS6140 RESEARCH SEMINAR	
ECS 5531 ÉLABORATION ET ÉVALUATION DES INTERVENTIONS EN RÉOLUTION DE CONFLITS	ECS6540 SÉMINAIRE DE RECHERCHE	
<i>Elective 3</i>	ECS5304 ETHICAL DIMENSIONS OF CONFLICT	
<i>Elective 4</i>	ECS5704 DIMENSIONS ÉTHIQUES DES CONFLITS	
	<i>Elective 5</i>	

Beginning Fall 2019

	Fall – Year 1	Winter – Year 1
	ECS5302 THEORIES OF	ECS5131 DESIGN AND

	CONFLICT	EVALUATION OF CONFLICT RESOLUTION INTERVENTIONS
	ECS5702 THÉORIES DES CONFLITS	ECS5501 CONFLITS IDENTITAIRES
	ECS5110 HISTORY OF CONFLICT RESOLUTION	ECS5503 MÉTHODES DE RECHERCHE
	ECS5510 HISTOIRE DE LA RÉOLUTION DE CONFLITS	ECS5103 RESEARCH METHODS
	ECS5304 ETHICAL DIMENSIONS OF CONFLICT	<i>Elective 1</i>
	ECS5704 DIMENSIONS ÉTHIQUES DES CONFLITS	

Spring/Summer – Year 2	Fall – Year 2	
ECS5101 IDENTITY-BASED CONFLICT	ECS6140 RESEARCH SEMINAR	
ECS 5531 ÉLABORATION ET ÉVALUATION DES INTERVENTIONS EN RÉOLUTION DE CONFLITS	ECS6540 SÉMINAIRE DE RECHERCHE	
<i>Elective 2</i>	<i>Elective 4</i>	
<i>Elective 3</i>	<i>Elective 5</i>	

FUTURE YEARS – YEAR B (begins Fall 2020)

	Fall – Year 1	Winter – Year 1
	ECS5302 THEORIES OF CONFLICT	ECS 5531 ÉLABORATION ET ÉVALUATION DES INTERVENTIONS EN RÉOLUTION DE CONFLITS
	ECS5702 THÉORIES DES CONFLITS	ECS5101 IDENTITY-BASED CONFLICT
	ECS5110 HISTORY OF CONFLICT RESOLUTION	ECS5503 MÉTHODES DE RECHERCHE
	ECS5510 HISTOIRE DE LA RÉOLUTION DE CONFLITS	ECS5103 RESEARCH METHODS
	ECS5304 ETHICAL DIMENSIONS OF CONFLICT	<i>Elective 1</i>

	ECS5704 DIMENSIONS ÉTHIQUES DES CONFLITS	
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Spring/Summer – Year 2	Fall – Year 2	
ECS5131 DESIGN AND EVALUATION OF CONFLICT RESOLUTION INTERVENTIONS	ECS6140 RESEARCH SEMINAR	
ECS5501 CONFLITS IDENTITAIRES	ECS6540 SÉMINAIRE DE RECHERCHE	
<i>Elective 2</i>	<i>Elective 4</i>	
<i>Elective 3</i>	<i>Elective 5</i>	

Future Year A and B schedule*										
Calendar Year Schedule Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Year A	Year B	Year A	Year B	Year A	Year B	Year A	Year B	Year A	Year B

***The only difference between Year A and Year B schedule is between ECS5501/5101 and ECS5531/5131 offered in Winter of Year 1 and Spring/Summer of Year 2.**

In Year A:

- ECS5501 and ECS5131 are offered in Winter and ECS5101 and ECS5531 are offered in Spring

In Year B

- ECS5101 and ECS5531 are offered in Winter and ECS5501 and ECS5131 are offered in Spring

Full course descriptions are available at: <http://ustpaul.ca/program-new/conflict-studies-300.htm>.
Click on the tab for **Courses**.

For course registrations you can enrol via Student Centre of uoCampus accessible via the intranet https://ustpaul.ca/intranet/login_e.php

Compulsory Courses

ECS5101 Identity based conflict (3cr.)

ECS5302 Theories of Conflict (3cr)

ECS5103 Research Methods (3cr.)

ECS5110 History of Conflict Resolution (3cr.)

ECS5131 Design and Evaluation of Conflict Resolution Interventions (3cr.)

ECS5304 Ethical Dimensions of Conflict (3cr.)

Optional courses: Vary each year. Use the timetable search to see courses offered. <http://ustpaul.ca/timetablesNewEn.php> A maximum of two optional graduate courses (6 credits) may be taken from other programs and universities with prior authorization from the Director of the program.

The MA provides two program options: Research Paper or Thesis

Most students will write a **research paper** to complete their Master's degree, in the second year of the program. This is an academic paper of 45-50 pages (double-space) in length which is written within the research seminar course, and which will be graded by the instructor responsible for the seminar.

Major Research Paper option	(36 credits)
Six compulsory courses	(18cr.)
Five optional courses	(15 cr.)
ECS6140 Research Seminar	(3cr.)

A **thesis** is an extensive research project of 100 to 150 pages in length prepared by a student working under the supervision of a thesis director, and with a committee. A student doing a thesis must have a minimum average of A-, and have at least nine credits in the program. She or he will present a research project of two or three pages containing the title, overview of the literature, research question, and a proposed methodology. It is the responsibility of the student to find a thesis supervisor in Conflict Studies. A Master's thesis should reveal that the candidate is able to work in a scholarly manner, is acquainted with the principal works published on the subject of the thesis, and should include an original contribution to knowledge.

Thesis option	(36 credits)
Six compulsory courses	(18cr.)
Three optional courses	(9cr.)
ECS6999 Thesis	(9cr.)

Internships

The MA in Conflict Studies provides the opportunity for Internships in place of an optional course. The code and title are ECS 5921 Stage de Recherche / Research Internship. This is an internship of 150 hours in conflict analysis and/or resolution, involving advanced and sustained research and analysis work. The internship is supervised and the work evaluated by a professor. Prerequisites: Completion of 9 credits in the MA program with an average of at least B+.

If admissible, the process is as follows:

- The student contacts the Internship Office for information and forms;
- The student finds an internship placement and an onsite supervisor. Together they will agree on learning objectives, specific tasks and a detailed work plan;
- The student meets the MA coordinator of Conflict Studies to discuss and receive approval of her/his learning objectives and work plan;
- The student and organization supervisor sign an internship agreement;
- During the internship, the student and supervisor produce a short interim report;
- At the end, the supervisor fills a detailed final report and the student writes a comprehensive final report;
- The MA coordinator grades the internship as a pass or a fail.

General information and forms are available by emailing at: https://ustpaul.ca/fr/bureau-des-stages-etudiants-stage-de-l-usp_2101_884.htm and at: https://ustpaul.ca/en/internship-office-students-spu-internships_2101_884.htm.

Course Attendance

Attendance policies vary for each professor, who will indicate their attendance requirements.

Bilingualism

All students have the right to use French or English with the administration and the general services of the University. 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.

Religious accommodations

Saint Paul University applies the [regulation](#) of the University of Ottawa.

University Evaluation Procedures

Grading System: https://ustpaul.ca/en/registrar-s-services-grading-system_470_266.htm

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

Passing Grades: MA Conflict Studies

The passing grade in all courses is C+. All grades below "C+" (65%) are failing grades. 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 incurred two failures is withdrawn from the program.

Grade Reports

An electronic grade report is issued after each term. This report lists all courses and activities of the term.

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. 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.

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

Deferments

Students are expected to complete their course requirements by the end of classes of the session in which the course is offered. Deferments are subject to the approval of the Director of Graduate Studies, a grade of DFR (deferred evaluation). Requests for deferment must be submitted in writing to the Academic Advisor, before the 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). Requests to maintain a grade of DFR on a record beyond the above mentioned 40-day period must reach 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.

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.

Extensions

Additional time to complete the requirements of a graduate program is granted for medical issues, with documentation, or other serious unexpected issues. Requests for extensions must be addressed in writing to the Academic Advisor, preferably at least one month before the end of the allotted time to complete the program. Students who are or have been pregnant during her program (medical certificate provided) an extension of up to three terms to complete her program requirements. The student shall submit the request to the Academic Advisor.

Leave of absence

Graduate students registered in a degree program may require a temporary interruption of their studies. Students need to submit a request for a leave of absence to the Academic Advisor before the closing date for registration of a given term. A non-refundable administration fee is charged for each request.

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 totalling 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;

Policy on Academic Fraud:

Academic integrity is a fundamental value at the core of all academic activities. Saint Paul University applies the regulation of the University of Ottawa. Please read it carefully.

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

Précis: Academic fraud includes but is not limited to activities such as:

- 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.

Further information on academic integrity is available in the University of Ottawa's Academic Integrity Student Guide. <http://www.uottawa.ca/vice-president-academic/academic-integrity>

Sanctions and Procedures

Students who commit such frauds in Conflict Studies will face serious consequences. Please review the procedures and sanctions at: <http://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>. Professors submit allegations of frauds to the Dean of the Faculty of Human Sciences. If the Dean finds substance to the allegation he/she ask the Academic Integrity committee to evaluate the accusation, meet with the student, and decide the sanctions. 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.

The Jean Léon Allie library at Saint Paul University offers a student guide on how to avoid plagiarism. <http://ustpaul.libguides.com/plagiarism>

Saint Paul University Library Services

The Jean Léon Allie library university library is a reference library with books and journals on all research areas of the university, including Conflict Studies. It provides a range of services, events and research assistance throughout the academic year. See http://ustpaul.ca/en/jean-leon-allie-omi-library-services_474_273.htm Saint Paul students also have access to the University of Ottawa library systems and services upon presentation of their student card. A shuttle bus free of charge goes to the main University of Ottawa campus at every hour. Check the exact schedule with the Saint Paul University reception desk.