

REGULATIONS AND PROCEDURES FOR DOCTORAL THESES

Approved by the Faculty of Canon Law Council
on 15 December 2020,
revised and updated on 17 June 2026

Saint Paul University
Faculty of Canon Law
Ottawa, Canada
2026

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FOREWORD

The present *Regulations and Procedures for Doctoral Theses* are a complement to the program directory of Saint Paul University and to the general academic regulations approved by the University of Ottawa and Saint Paul University, and should be read in conjunction with them. Should they contradict each other, the regulations of Saint Paul University prevail in what pertains to the ecclesiastical degree and the civil degree as well.

The following norms are intended for candidates for doctoral degrees to assist them in the preparation and material presentation of their theses.

For matters not treated in the present text, students should consult *Guidelines for Seminar Papers and Doctoral Theses*, 12th revised edition, Faculty of Canon Law, Saint Paul University, Ottawa, 2015.

Users are kindly asked to forward any suggestions for future revisions to the editor, Wojciech Kowal, OMI.

Ottawa, 20 November 2024

1. DOCTORAL PROGRAM (JCD and PhD)

The doctorate in canon law (JCD and PhD) is a research degree which consists of six units of course work, a comprehensive examination, a thesis proposal and the writing and defense of a doctoral thesis. Students pursuing the JCD will be concurrently enrolled and complete the PhD during their course of studies. The civil degree is conferred jointly by Saint Paul University and the University of Ottawa under the terms of the federation agreement between them.

1.1. Program Requirements

All students are to complete the obligatory course DCA 8981, Lecture de sources canoniques latines/Readings in Latin Canonical Sources (3 units) and the elective course (3 units). No equivalencies are granted.

The thesis proposal must be completed within the first four terms of registration in the doctoral program. Any exceptions need approval from the Dean of the Faculty of Canon Law.

Compulsory Courses

1. **DCA 8981** Lecture de sources canoniques latines/Readings in Latin Canonical Sources (3 units)
2. **DCA 9997** Projet de thèse de doctorat/Doctoral Thesis Proposal
3. **DCA 9998** Examen de synthèse de doctorat/Doctoral Comprehensive Examination
4. **DCA 9999** Thèse de doctorat/Doctoral Thesis

Elective Courses (3 units)

Students can select their elective course from among the graduate courses offered either by the Faculty of Canon Law, or with the approval of the Dean of the Faculty of Canon Law, by another faculty or university.

Routinely, the faculty provides elective course offerings for doctoral students. Students are strongly recommended to follow this course (DCA 8101) to satisfy the abovementioned program requirement.

The Academic Advisor will keep track of students fulfilling the requirements for compulsory and elective courses.

1.2. Duration of the Program

The maximum time allowed for fulfilling all requirements, including the submission of the final copy of the thesis, is six years from the time of initial registration in the doctoral program. Students who are granted medical or compassionate leave will be granted a corresponding extension, not exceeding one year. There is no minimal number

of semesters to be registered in the program; the fulfillment of all the requirements determines the actual duration of the program (no greater, however, than six years).

1.3. Registration

Students must register on a full-time basis for the duration of their program. A doctoral candidate may be permitted by the Dean of the Faculty to follow the doctoral program as a distance student (online).

1.4. Minimum Standards

If a student fails a compulsory course, it must be repeated. If a student fails an elective course, it may be repeated or, with the approval of the Dean of the Faculty of Canon Law, it may be replaced by another course.

The passing grade in all courses is C+. Students who ultimately fail either of those two courses, the thesis proposal, or the comprehensive exam, or whose theses have been ultimately rejected in accordance with the regulations, must withdraw from the program. Similarly, the student whose progress, especially during the first phase of writing the dissertation (the draft of the first chapter/part of the thesis) is judged unsatisfactory by the thesis supervisor, may, after a review of the matter by the Director of Graduate Studies and the Dean, be withdrawn from the program.

1.5. Admission to the Program

When deciding admission of a student to the program, the Admission Committee will consider the availability of supervisors for a given project. After registration in the doctoral program, the candidate is assigned a thesis supervisor by the Dean of the Faculty, in consultation with the student and the prospective supervisor. The assignment of the supervisor takes place within the first semester of the doctoral program.

Candidates who earned their JCL/MCL degrees elsewhere require three recommendations from professors/teachers of their home faculty. In particular cases, the Admission Committee can request that the Dean contact the school from which the candidate comes in order to gain more information.

Secular priests, members of institutes of consecrated life and societies of apostolic life must provide the permission to undertake canon law studies from their respective ecclesiastical superiors in order that their admission dossier be considered. This requirement honors the demands of the right Church order with regard to persons who are subject to the vow or promise of obedience to ecclesiastical superiors.

In case of candidates who earned their JCL/MCL degrees at Saint Paul, the director of their licentiate/master seminar/paper will always be consulted and his/her opinion considered in the process of admission.

Students enrolled at Saint Paul University are responsible for paying all tuition fees, less any scholarships received, and all expenses incurred for the duration of their program. Students are also responsible for finding accommodation and paying any associated costs.

1.6. Plan of Study

Each doctoral student is to present a detailed plan of study, in accordance with the template provided by the Faculty. The plan of study, approved by the thesis supervisor, must assure that (1) the student has access to a canonical library for the whole duration of his or her studies; (2) with the thesis supervisor, the student has developed a realistic, detailed timeline of the major steps in the process of completion of the program (3) the student is able to present himself/herself on campus for such events as the thesis proposal presentation, the comprehensive exam, meetings with the thesis supervisor, and the thesis defense. The plan of study is subject to approval by the Dean.

Should the plan of study, approved by the Dean at the commencement of the doctoral program, change in a significant way, the student is to present an amended plan of study on the occasion of filing his/her annual progress report.

1.7. Annual Research Report

All doctoral students should make systematic and consistent progress in their research. It is therefore useful, even essential, to complete an annual research progress report detailing the achievements of the previous year and the objectives for the next year.

The student will complete a report and submit it to the thesis supervisor. The thesis supervisor will then review the student's progress, especially in view of possible concerns. If the progress is deemed unsatisfactory, the thesis supervisor will make appropriate and detailed recommendations and review them with the student. The Director of Graduate Studies will review the report and offer his/her remarks. After two consecutive unsatisfactory progress reports, the executive of the Faculty will take a decision to withdraw the student from the doctoral program.

The completed report will be kept in the student's file at Saint Paul University.

1.8. Additional Activities

During the process of working on the dissertation, students are encouraged to participate in conferences, symposia, write articles or book reviews. Attending meetings of societies of canonists are especially encouraged as the best B if not the only practical way B of acquiring good continuing education and keeping abreast of developments in the field.

1.9. Consultation with Professors of the Faculty or Other Specialists

Consultations, either in doctrinal matters or simply at the level of information are welcome. This can be carried out by sharing ideas with other specialists (canonists, lawyers, psychiatrists, theologians, etc.), or by correspondence with persons having access to important information. However, the thesis supervisor is to be informed about any consultation potentially impacting on the research direction. The supervisor may voice objections, especially in cases when his/her work of directing the thesis might be compromised by the other expert's involvement. The habit of presenting particular chapters

of the thesis for correction by other Faculty members is not acceptable, also for the reason of these same professors being later asked to serve as the thesis examiners.

2. THE THESIS PROJECT

Before proceeding to the preparation of the thesis project, the doctoral student needs to review the current Regulations and Procedures for Doctoral Theses.

2.1. Thesis Proposal

Within the first four terms of doctoral studies, the student must submit a thesis proposal in writing (DCA 9997). However, before the thesis proposal is finalized for the purposes of the DCA 9997, the supervisor of the thesis will be involved in its preparation, including reviewing the draft(s), suggesting modifications, etc.

The proposal will be then examined by a special committee established and chaired by the Dean of the Faculty of Canon Law. A thesis project which does not seem to entail a veritable canonical question to solve will not be accepted. Also, projects differing from other already accomplished dissertations on the same canonical question/problem, but considered from a different cultural/geographical milieu will be discouraged.

2.2. Elements of the Thesis Proposal

The first page of the proposal indicates the proposed title of the thesis, the doctoral student and the thesis supervisor, followed by the presentation of the canonical problem to be solved in the thesis, previous work in the field B major recent studies in the area of the proposed topic, a description of the method (methods) used to solve the problem, the proposed outline, in a form of a properly developed table of contents, and the bibliography.

I. Title Page**THESIS PROPOSAL**

Name of the candidate:

Address:

Degree sought:

Ph.D. (Canon Law)

Thesis Supervisor:

Date submitted to the Faculty office:

Title:

II. Canonical question (*status quaestionis*)

A clear and complete account of the nature of the problem to be studied is to be provided for by the candidate. The purpose is informative B to introduce the members of the *parvus coetus* into the canonical problem chosen by the candidate and to invite responses in a form of constructive criticism.

Therefore, what is expected is a canonical presentation, respecting the usual rules of preparing papers and using the technical vocabulary. Among elements of the presentation, the question of canonical and other sources and literature are to be considered. This introduction can involve some personal aspects (the motives for choosing a particular topic, individual interests, expectations), but it should concentrate on precisely academic elements of the question. The length is not to exceed 3-4 pages.

III. Previous work in the field

The candidate needs to state which previously published works can be considered as the starting point of his/her research and how the proposed thesis will offer an original contribution to canonical science. This can be done in a following way:

T.T. AHN, *The Continuity and Dynamism of Religious Formation in the Consecrated Life in Relation to Christian Initiation*, JCD thesis, Rome, Pontificia Studiorum Universitas a S. Thoma Aq. in Urbe, 2001.

[a short description of the book follows, with an indication how it differs in the approach, extent and/or content from the proposed thesis].

IV. Method

The description of the method(s) employed in the research, an indication of the scope of the research and its limitations are indispensable elements of the thesis project. Therefore, the method(s) description is to present the structure of the process(es) of scientific inquiry, address their presuppositions and epistemological consequences, including their limitations and the verification of the results.

The best practical way is, therefore, to present the proposed structure of the thesis, with the division into chapters, with a description of the purpose and the way to build up a scientific argument in each logical part.

A note about access to relevant sources and documents should follow, with the necessary descriptions of the scope of research (for instance, limited to the canonical discipline of the Latin Church, with references to the Code of Canons of Eastern Churches only be made when necessary or relevant). If any empirical research is planned, its method is to be described (surveys, statistics, etc.).

V. Table of Contents

The table of contents follows the rules indicated in the *Guidelines for Seminar Papers and Doctoral Theses*. The Table of Contents is an important source of information about the proposed thesis for the professors forming the *parvus coetus*, and, therefore, should be complete, comprehensive and informative.

VI. Select Bibliography

In composing the bibliography, the candidate is to follow the *Guidelines for Seminar Papers and Doctoral Theses*. The bibliography is to be as exhaustive as possible at this stage of research, typically encompassing a minimum of some 20 pages.

2.3. Submitting the Thesis Proposal

Once approved by the thesis supervisor, the supervisor informs the Dean (with a copy to Academic Advisor) of his decision. Then the candidate submits to the Academic Advisor of the Faculty of Canon Law an electronic file (PDF) of the thesis proposal, together, if possible, with a Word file that would enable members of the *parvus coetus* to introduce their remarks directly in the text, especially those regarding its formal aspects (references, formatting, etc.). A printed copy of the proposal may be requested by a particular member of the panel of evaluators.

The Dean provides for the composition of the panel of professors reviewing the proposal. A date will be scheduled for the presentation of the proposal before the evaluation committee, the *parvus coetus*, usually composed of not fewer than four professors, including the thesis supervisor.

2.4. Presentation of the Project to the Evaluation Committee (*parvus coetus*)

The objective of the thesis proposal presentation is to help the candidate improve the handling of the topic. The presentation will be made according to the following procedure:

- ☐ the *coetus* is chaired by the Dean, or in his/her absence, by the Vice-Dean, Secretary of the Faculty or professor with the highest rank/teaching experience at SPU.
- ☐ in the absence of the candidate, the professors gather in the room to decide the order of interventions (customarily, the thesis supervisor speaks last) or any other issue.
- ☐ the candidate is invited into the room; he/she will be asked to offer a short prayer, followed by an oral presentation (about 5 minutes long) of the subject, explaining the reasons for choosing the subject, the research methodology, the anticipated problems, etc. This should not be a simple repetition of what has been provided in the written thesis proposal.
- ☐ comments, suggestions, and questions by the members of the *parvus coetus*.

- the candidate leaves the room, while the professors debate the outcome of the presentation of the thesis project, the admissibility of the proposal, necessary or useful modifications, etc. The chair of the committee prepares a written report, in accordance with a Faculty approved form. The report of the committee is filled in during the deliberation of professors after the presentation has been made, and will include the decision made by the *coetus*, specifying clearly the necessary corrections and modifications. The form is signed by all members of the panel, including the supervisor of the thesis.
- if the *parvus coetus* requests some necessary corrections and modifications, the candidate, in consultation with the thesis supervisor, amends the thesis proposal taking into account the remarks of the members of the *parvus coetus*. The revised thesis proposal is submitted by the thesis supervisor to the Dean of the Faculty for approval of its formal registration. The approved thesis proposal is placed in the candidate's file.
- if the proposal is not approved by the *coetus* (by the absolute majority of votes), a new proposal is worked out with the supervisor and a new presentation is arranged, with the same composition of the panel of professors, unless a necessity calls for substitution(s).
- if the second presentation of the thesis proposal is not accepted by the *coetus*, the student must withdraw from the program.

After the formal approval by the Dean, the student file is updated in uoCampus. This includes: (1) entering a grade (S/NS) for the thesis proposal course; and (2) updating the title of the thesis (if needed; a preliminary title is already entered when the thesis supervisor is assigned).

3. WORKING ON THE DISSERTATION

The candidate works under the guidance of his supervisor. Other professors are open to offer their expertise on particular aspects of the thesis subject matter, if needed.

The *Guidelines for Seminar Papers and Doctoral Theses*, together with the *UoResearch Guidelines*, are to be followed in the process of preparation of the thesis.

The student retains full responsibility for the content of the thesis, including the copyright and plagiarism issues.

The composition of a doctoral thesis conforms to the following pattern:

- 1) The **title page**, observing the template of the Faculty of Canon Law and including the copyright statement indicating the year of your online submission to uO Research. Example: © Maria Garcia, Ottawa, Canada, 2018.
- 2) **Abstract** (summary) of the thesis which may include the following: a statement of the problem or a thesis statement, a summary of the methodology (a description of the approach taken in the thesis, the research, and/or the methods of investigation), the main points made in the thesis or a summary of the main findings, and general conclusions. Abstracts should be provided both in English and in French (300 words).
- 3) The **table of contents**, which contains the complete list of chapters and other divisions.
- 4) The **acknowledgments**.
- 5) The list of **abbreviations**.
- 6) The **introduction** explaining the state of the question and indicating previous work on the subject. Other elements of the introduction include the description of the method(s) employed in the research, an indication of the scope of the research and its limitations.
- 7) The **body** of the thesis, of at least 200 pages in length, divided into parts, if necessary, and/or chapters.
- 8) The **conclusions**.
- 9) **Appendices**, if needed.
- 10) The **bibliography** listing the sources, books, and articles used in the development of the research.
- 11) **Indexes** are not required but may be helpful to the reader.
- 12) **Biographical note** of the candidate (one page maximum).

The dissertation must constitute a significant contribution to knowledge, embody the results of original research and analysis, and be of such quality as to merit publication.

(title page sample)

THESIS TITLE

NAME

Thesis submitted to Saint Paul University
in partial fulfillment of the requirements for
the Doctorate in Philosophy Canon Law

Faculty of Canon Law
Saint Paul University

© [complete name as it appears in uoCampus] **Ottawa, Canada, [year]**

4. PRESENTATION OF THE DOCTORAL THESIS AND ITS DEFENSE

Before the thesis is submitted, three conditions must be verified:

- G The candidate must have completed all other program requirements, including residence.
- G The candidate must pass a comprehensive examination.
- G The supervisor (and co-supervisor if there is one) must provide a statement (see Statement of Thesis Supervisor form) certifying that he/she has read the thesis and finds it acceptable for submission to the examining board.

4.1. Comprehensive Exam

Before the thesis is submitted, the student must pass a comprehensive examination on the 10 topics approved by the Dean of the Faculty of Canon Law; the list of topics will be prepared by the student in consultation with the dissertation supervisor.

The choice of topics for the exam is made by the student and forwarded to the thesis supervisor. The extent of questions should cover a sufficient breath of material to merit the term “comprehensive.” Preferably, questions would include a range of canons related to the thesis subject. Questions referring to a singular canon should be avoided, unless justified by the extent of the matter to be considered, and, normally, only one question may be allowed to refer specifically to the main subject matter/canon treated in the thesis. On the other hand, including too broad a matter for comprehensive exams risks a generality of student’s approach to his/her task of preparing a meaningful evaluation of the legislation.

A student who fails the comprehensive examination is permitted to repeat it once. A second failure leads to withdrawal from the program.

4.2. Submission of the Thesis

The thesis must be submitted through uoCampus to the Academic Advisor of the Faculty of Canon Law in the electronic form (PDF searchable), together, if possible, with a Word file that would enable examiners to introduce their remarks directly in the text, especially those regarding its formal aspects (references, formatting, etc.). The Academic Advisor will distribute the PDF and the Word copies of the thesis to the examiners and the presider. If a member of the jury or the presider requests a printed copy, the Academic Advisor will ensure that the candidate provides the suitable number of them; these printed copies will be collated in a coil binding or something similar. The thesis will bear the date of the year in which it is expected to be defended, not the date of submission.

4.3. Evaluation of the Thesis before the Defense

The thesis will be submitted to a board of no fewer than four and no more than seven examiners, one of these being chosen from outside of the University. The thesis supervisor shall not count as one of the minimum number and shall not have the right to

vote. The examining board is proposed by the Dean of the Faculty of Canon Law, and approved by the Vice-Rector Academic and Research.

All examiners of a doctoral thesis will submit the Thesis Examiner's Report by the deadline established, and according to the directives of Academic Advisor of the Faculty of Canon Law.¹ If an examiner's report does not contain sufficient detail, the Dean of the Faculty may ask that the report be rewritten. Examiners may write their reports in the official language of their choice.

All the reports, including the name of each examiner, will be sent to the student, to the thesis supervisor(s) and to the other examiners, including the chair of the jury, before the thesis defense. The examiners may also give in advance to the candidate or thesis supervisor lists of typographical and other errors to be corrected.

The Faculty has the right to require a minimum of three months from the date of formal submission for the reading and correction of the thesis, excluding the summer months (June through August).

4.4. The Oral Defense

Once favourable reports are received from the examiners, the Faculty of Canon Law schedules the oral defense at a time acceptable to the examiners and to the candidate.

Prior to the defense the Chair of the jury receives a file containing the examiners' reports and other documents pertaining to the defense.

4.4.1. The Procedure for the Defense

Immediately before the defense and in the absence of the candidate and other persons who are not members of the jury, the Chair of the jury meets briefly with the examiners and the thesis supervisor a) to discuss any difficulties arising from the examiners' reports, b) to explain the procedure to be adopted, and c) to determine the sequence in which the examiners will question the candidate and the time allocated to each examiner for questioning. The Dean (or his/her representative) may be present at this session.

All the examiners and the student must attend the defense in person. The Dean may allow an examiner or thesis supervisor to participate in the defense remotely.

The Chair begins the oral defense by inviting the candidate to present the subject of the thesis. The time allotted for this purpose is specified by the Chair; 10 to 15 minutes is usually sufficient.

The Chair then invites the examiners (in the sequence previously determined) to question the candidate on the thesis for 15 minutes each. A second optional round of questions is offered to each professor, lasting not more than five minutes each. The professor can decline it. Finally, the thesis supervisor is given the opportunity to comment or ask questions.

¹ One can consult the guide "Managing Thesis Evaluation: How to Use the Evaluation Worklist," https://uozone2.uottawa.ca/sites/default/files/Evaluation%20Worklist_EN-FINAL.pdf (12 March 2021).

At the end of the defense, the chair, the jury, and the thesis supervisor depart to discuss the verdict in a room reserved for this purpose. The Dean (or his/her representative) may be present, but he/she refrains from determination of the verdict.

The members of the jury then exchange their views to arrive at a decision in the general terms given below. The Chair indicates the decision on the Report of the Jury B Thesis Defense form under the appropriate category (verdict 1, 2, or 3) and, if appropriate, notes in the space for Acomments@ (or separately) the general nature of the corrections/revisions required and specifies the names of the persons responsible for ensuring that the corrections/revisions are made satisfactorily.

If appropriate, the Chair should enquire at this time whether the examiners are prepared to recommend the thesis for a prize. The supervisor must be asked to withdraw while this decision is being taken.

If possible, the examiners will render one of the following three unanimous verdicts:

Verdict 1. The thesis meets the requirements for the degree but minor corrections may be required. The thesis supervisor(s) or other individuals named by the jury will ensure that all the corrections required by the jury are made.

Verdict 2. The thesis meets the requirements for the degree, but major corrections/revisions are required. The jury, in consultation with the thesis supervisor(s) must decide whether these revisions and corrections must be verified by the thesis supervisor(s) alone or by the thesis supervisor(s) and one or more examiners.

Verdict 3. The thesis does not meet the requirements for the degree. The thesis must be amended and the evaluation process and defense before the same jury must be repeated. Verdict 3 is equivalent to a failure and will appear on the student's transcript as a grade of NS (unsatisfactory).

If the examiners cannot come to a unanimous decision, the following procedure shall be followed:

a) the chair of the jury will note each examiner's verdict or, if requested by an examiner, a secret vote will be held;

b) if two or more examiners render Verdict 3, the chair will record Verdict 3 as the final decision;

c) in any other case, the chair will record Verdict 2 as the final decision and the jury, in consultation with the thesis supervisor(s) will decide what changes must be made to the thesis and who will be responsible for approving these changes: the supervisor(s) and/or one or all examiners before the final submission to uOCampus.

4.4.2. The Procedure after the Defense

Deadlines to submit major revisions and corrections:

Verdict 1

The candidate is allowed 30 days for completion of all minor revisions and corrections required by the jury at defense.

In the case of a #1 verdict, a student must submit the final version of his thesis within thirty (30) days of the defense and is not required to register during that period. Beyond that period, he must register for the entire session. If the student does not submit the final version of his thesis within one hundred and twenty (120) days, this will be recorded on the student's transcript as EIN (Incomplete).

Verdict 2

The student must make the required revisions and corrections and submit the final version of the thesis within 120 days of the date of the thesis defense. The student must be enrolled for one term during this 120-day period.

If the student amends the thesis and these revisions are approved within 30 days, the student's tuition for this period will be reimbursed.

If the student does not submit the final version of the thesis within 120 days of the date of the thesis defense, the student's transcript will reflect a grade of EIN (incomplete).

The student may request an extension of the 120-day period from the Faculty of Canon Law. This request must be submitted at least twenty (20) days before the deadline. The maximum extension period will be three consecutive terms following the date of the thesis defense. A grade of EIN (incomplete) will appear on the student's transcript even if the extension is granted. The student must be enrolled in every term during the extension and must make satisfactory progress during each term. If the student fails to submit the thesis by the extended deadline, or the student fails to enroll, a second failing grade for the thesis (NS) will appear on the student's transcript and the file will be closed.

Verdict 3

In the case of Verdict 3, the student must submit an amended thesis for evaluation within three consecutive terms of the original thesis defense. The student must be enrolled during these terms and must make satisfactory progress during each term. If the student fails to submit the amended thesis by the deadline, or the student fails to enroll, a second failing grade for the thesis (NS) will appear on the student's transcript and the student's file will be closed.

In all cases, in correcting the thesis, the candidate will take into account:

- G the wishes of the jury as a whole as expressed through the chairperson at the end of the defense.
- G the various lists of typographical and other errors given by the jury.

4.4.3. Final Submission of the Thesis

Once the student has successfully defended the thesis and made any necessary corrections, the student must submit the final version of the thesis electronically to uOResearch, the University of Ottawa's institutional repository. It is important that the thesis follow the uOResearch guidelines for submission of a thesis.² No student may be recommended for graduation until the final version of the thesis, approved by the student's faculty, has been submitted electronically to uO Research and accepted there.

Once the thesis is submitted to uO Research, it becomes freely available online although the student retains the copyright to it. As an open repository, uO Research is continuously indexed by Google and other major search engines. Anyone with internet access and a web browser can search, view and download your thesis. The University of Ottawa participates in Library and Archives Canada's (LAC) Theses Canada program for electronic theses. A copy of the thesis will be made available through their online collection. If the student would wish, he/she can make the thesis available in the ProQuest Dissertation and Theses database. To do so, one must sign an agreement with ProQuest through their Thesis Portal.

In addition to the electronic submission, the student must also submit three printed copies of the final text of the thesis to the Faculty of Canon Law. These are not to be bound or perforated. The copies will be distributed as follows: one for the thesis supervisor, one for the Faculty, and one for the Congregation for Catholic Education. The supervisor's copy and Faculty's copy will be bound by the Faculty of Canon Law. At the time of submission, the Permission to Reproduce and Distribute the Thesis form must be completed and a letter requesting the ecclesiastical degree (JCD) attached.

N.B. According to the apostolic constitution of Pope Francis *Veritatis gaudium*, art. 49 ' 2 of General Norms, "a requisite for obtaining a doctorate, [...] is a doctoral dissertation that makes a real contribution to the progress of science, written under the direction of a teacher, publicly defended and collegially approved; the principal part, at least, must be published." However, article 36 of Norms of Application of the Congregation for Catholic Education for the Correct Implementation of the Apostolic Constitution *Veritatis gaudium* states that the statutes of a University "[' 1 ...] are to establish the necessary requisites for the preparation of the doctoral dissertation and the norms for its public defence and publication. ' 2. Publishing the dissertation electronically is admissible, if the plan of studies foresees it and determines its conditions, in such a way that the dissertation be permanently accessible."

It must be noted, however, that in order to receive the JCD degree (ecclesiastical degree), the student **must not place an embargo** on the publication of his or her thesis with uO Research at the time of submission (the time span of the embargo once placed is irreversible).

² Found on UO webpage, <https://ruor.uottawa.ca/submit-thesis.jsp> (12 March 2021).

After the required number of copies of the final text of the thesis are deposited with the Faculty of Canon Law, and electronic submission at uO Research has been confirmed, the name of the candidate to the civil Ph.D. (Canon Law) and the ecclesiastical JCD degrees will be submitted to the Faculty Council for recommendation to the Senates of Saint Paul University and University of Ottawa. It is the responsibility of the candidate to keep a current address on file at the Registrar of the University, so that the diploma can be received promptly.

4.4.4. Publication of the Thesis

After obtaining the doctorate, the author of the thesis may publish it in total or in part, whether by conventional or electronic means, under the condition that prior written permission has been obtained from the Dean of the Faculty of Canon Law and the text to be published is identical to the one in the final version of the thesis approved after the defence; the author must declare in writing that no substantial changes have been made. For any such changes, a specific permission of the Dean has to be obtained. Before granting this authorization, the Dean may consult with the thesis supervisor.

The Dean's approval is printed on the verso of the title page, with the various other bibliographical and technical details relating to the publication (copyright notice, ISBN, etc.). This approval is academic in nature and, therefore, has nothing to do with the ecclesiastical permission (imprimatur), which is the responsibility of the author to obtain, if need be. The text of the approval is as follows:

We have reviewed and approved this thesis for publication in accord with the norm of the statutes of Saint Paul University, Ottawa, ON, Canada.

It will be dated and signed by the Dean and Secretary of the Faculty.