The Department of Classics and Religious Studies is divided into two sectors, each with its own programmes. This guide describes the common elements between the two sectors, and briefly covers the programmes of each sector.
Welcome to the Department of Classics and Religious Studies in the University of Ottawa. The department is unique in combining expertise in the world of Late Antiquity and in religion in the contemporary world. In the Classics sector, the professors and programs deal primarily with the ancient languages, archaeology, history and literature, as well as the religion and mythology, of the Graeco-Roman world. In the Religious Studies sector, the professors and programs deal primarily with religion as a category of analysis, disciplinary and multi-disciplinary methods of study, Indigenous-colonial interactions in Canada, religion and globalization, human/non-human boundaries across cultures, and religion in antiquity. The department is also home to the Canada Research Chair in Religious Diversity and Social Change, held by Professor Lori Beaman. The department offers a master’s program in Classical Studies, a master’s program in Religious Studies, and a doctoral program in Religious Studies.

Theodore de Bruyn
Chair of the Department (Dir.Etud.anc.Religions-Classics.Religion.Dir@uottawa.ca)
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The Department

Figure 2 - Photo courtesy of Sandra Clark
ADMINISTRATION

MANAGEMENT

Theodore de Bruyn
Chair and Director of Undergraduate Studies – Religious Studies
DMS 10101-B
613-562-5800, ext. 1334
Dir.Etud.anc.Religions.Classics.Religion.Dir@uottawa.ca

Geoffrey Greatrex
Associate Chair and Director of Undergraduate Studies – Classics
DMS 10101-D
613-562-5800, ext. 1176

Jitse Dijkstra
Director of Graduate Studies – Classics and Religious Studies
DMS 10110
613-562-5800, ext. 1325

ADMINISTRATIVE STAFF

Sandra Clark
Administrative Assistant
DMS 10101-C
613-562-5800 ext.1163

Catherine Bernard
Academic Assistant – Graduate studies
DMS 8152
613-562-5800, ext. 1324
artsgrad@uOttawa.ca

Fanny Beaulieu
Secretary
DMS 10101
613-562-5800 ext. 5714
Secretaire.Etud.anc.Religions-Classics.Religion.Secretary@uottawa.ca

Antonia Holden
Curator, Museum of Classical Antiquities
DMS 10101-A
613-562-5800 ext. 1329 and ext. 1650
aholden@uOttawa.ca
# Teaching Staff

## Full-Time Professors – Classics

<table>
<thead>
<tr>
<th>Professor</th>
<th>Institution</th>
<th>Specialties</th>
</tr>
</thead>
</table>
| Burgess, Richard W.     | DPhil, Oxford University                         | - Late Roman chronicles  
- Editing texts  
- Late Roman history and historiography  
- Late Roman coinage, especially fifth century Western |
| Bussières, Marie-Pierre | PhD, Université de Paris IV Sorbonne             | - Late Antique and Christian Latin literature                              |
| Côté, Dominique         | PhD, Université Laval                             | - Christian apocryphal literature  
- Second Sophistic  
- Greek mythology  
- Magic in the Graeco-Roman world |
| Dijkstra, Jitse H.F.    | PhD, University of Groningen                      | - Egypt in Late Antiquity  
- Coptic  
- Papyrology and epigraphy  
- Archaeology |
| Greatrex, Geoffrey B.   | DPhil, Exeter College, Oxford                    | - Late Antiquity  
- Romano-Persian relations  
- The reign of the Emperor Justinian |

## Full-Time Professors – Religious Studies

<table>
<thead>
<tr>
<th>Professor</th>
<th>Institution</th>
<th>Specialties</th>
</tr>
</thead>
</table>
| Anderson, Emma          | PhD, Harvard University                          | - European-Aboriginal religious contact in colonial Canada  
- North American religious history  
- Aboriginal religions  
- Post-Tridentine French Catholicism  
- Conversion and de-conversion  
- Miracles, healings, and Marian apparitions  
- Material culture and religion, popular religion  
- Religion in contemporary Canada  
- Religion and violence in colonial North America |
| Beaman, Lori            | PhD, University of New Brunswick                 | - Religion in Canadian society  
- Social and cultural theory  
- Critical legal studies |
| Beyer, Peter            | PhD, University of Toronto                       | - Sociology of religion  
- Religion and globalization  
- Religion in contemporary Canada  
- Religion and immigration |
| de Bruyn, Theodore      | PhD, University of St. Michael’s College         | - Christianity in Late Antiquity  
- Ritual and religious identity  
- Religion and health |
Gardaz, Michel  
*PhD, University of Ottawa*  
- History of the study of religion  
- Method and theory

Goldenberg, Naomi  
*PhD, Yale University*  
- Psychoanalysis  
- Women and religion  
- Cultural studies

Piovaneli, Pierluigi  
*PhD, Universities of Turin, Pisa, Rome “La Sapienza,” and Venice*  
- Jewish and Christian apocryphal texts  
- Jewish apocalypticism  
- Historical Jesus  
- Ethiopian Christianity

Valley, Anne  
*PhD, University of Toronto*  
- Anthropology of religion

CROSS-APPOINTED PROFESSORS

Collobert, Catherine  
*PhD, Université Paris I Panthéon-Sorbonne*  
- Ancient Philosophy (Plato, Aristotle, Presocratics)  
- Philosophy of Literature  
- Philosophy of Art  
- Philosophy of History of Philosophy  
- Ethics

ADJUNCT PROFESSORS

Clark, Raymond J.  
*PhD, Exeter University*  
- Vergil and his influence in Late Antiquity  
- Local traditions and history of Campania in southern Italy  
- Mythology, literature esp. epic and Greek philosophy

Guédon, Marie-Françoise  
*PhD, Bryn Mawr College*  
- Anthropology of religion - shamanism  
- Aboriginal peoples  
- Intercultural studies

Serrati, John  
*PhD, University of St Andrews*  
- Roman Imperialism  
- Warfare and State Economies  
- Ancient Sicily

Sioui, Georges  
*PhD, Université Laval*  
- Metahistory and history of Aboriginal peoples  
- Aboriginal philosophy and spirituality  
- Aboriginal/indigenous education  
- Canadian studies
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>University</th>
<th>Areas of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pummer, Reinhard</td>
<td>PhD</td>
<td>University of Vienna</td>
<td>History of religions, Samaritanism, Judaism, Methodology of history of religions</td>
</tr>
<tr>
<td>Yardley, John</td>
<td>PhD</td>
<td>University of St. Andrews</td>
<td>Greek and Roman Literature, Justin and Pompeius Trogus, Livy, Tacitus, Curtius Rufus</td>
</tr>
</tbody>
</table>
Graduate Programs
(General Info)

Figure 3 - Photo courtesy of Alyshea Cummins
PROGRAM STRUCTURE

MASTER’S - GENERAL

DURATION OF PROGRAM

- Students are expected to complete all requirements within two years. The thesis must be submitted within four years of the date of initial registration in the program.

MINIMUM STANDARDS

- The passing grade in all courses is C+. Students who fail two courses (equivalent to 6 credits) must withdraw from the program.

MASTER’S IN CLASSICAL STUDIES

MA WITH THESIS – CLASSICAL STUDIES

The master’s program with thesis consists of 18 credits in courses and directed studies, and the writing and defense of a thesis.

Students are allowed to register for a maximum of 15 credits per session in courses or seminar work and/or directed studies at the master’s level.

Graduate students are allowed to take undergraduate courses for no more than one third of their course work, provided they complete additional work to the satisfaction of the professor.

Compulsory courses (6cr.)

- CLA 5901 Scholarly Research and Methodology I 1 3 Units
- CLA 5902 Scholarly Research and Methodology II 1 3 Units

Option courses (12cr. from the following list)

- CLA 5120 The Latin Chronicle Tradition
- CLA 5121 Late Roman Historiography
- CLA 5122 Topics in Latin Palaeography
- CLA 5520 L’armée romaine de l’empire tardif
- CLA 5521 Justinien et l’empire du VIe siècle
- CLA 5920 The City in Late Antiquity
- CLA 5921 Rome and the East
- CLA 5922 Pagans and Christians in the Later Roman Empire
- CLA 5923 Topics in Late Antique Literature
- CLA 5924 Topics in Late Antique History
- CLA 5925 Introduction to an Ancient Language
- CLA 5926 Directed Readings in Ancient Language

In exceptional cases students can, with permission of the Director of Graduate Studies, replace optional CLA courses by a maximum of 2 relevant graduate courses (6cr.) in religious studies, in history, in philosophy, in medieval and renaissance studies or other disciplines depending on the availability of spaces. Students are responsible for checking that they have any prerequisites for the courses selected.
Classical language courses (6cr.)

- This requirement applies only to students who have not completed 18 credits of classical language courses before admission. The exact number of credits is indicated at the time of admission.

Thesis - CLA7999

For additional information on deadlines and on the writing, submission, examination, and revision of the thesis, please consult both the general regulations and the Thesis and Research Paper section of the FGPS website.

MA WITH RESEARCH PAPER – CLASSICAL STUDIES

Compulsory courses (6cr.)

- CLA 5901 Scholarly Research and Methodology I 1 3 Units
- CLA 5902 Scholarly Research and Methodology II 1 3 Units

Optional courses (12 cr. from the following list)

- CLA 5120 The Latin Chronicle Tradition
- CLA 5121 Late Roman Historiography
- CLA 5122 Topics in Latin Palaeography
- CLA 5520 L’armée romaine de l’empire tardif
- CLA 5521 Justinien et l’empire du VIe siècle
- CLA 5920 The City in Late Antiquity
- CLA 5921 Rome and the East
- CLA 5922 Pagans and Christians in the Later Roman Empire
- CLA 5923 Topics in Late Antique Literature
- CLA 5924 Topics in Late Antique History
- CLA 5925 Introduction to an Ancient Language
- CLA 5926 Directed Readings in Ancient Language

Elective courses (6 cr.)

- Students will also be able to choose, with the permission of the Director of Graduate Studies, relevant graduate courses in religious studies, in history, in philosophy or other disciplines, where available. Students are responsible for checking that they have any prerequisites for the courses selected.

Classical language courses (6cr.)

- This requirement applies only to students who have not completed 18 credits of classical language courses before admission. The exact number of credits is indicated at the time of admission.

Research paper (6cr.)

- CLA 5999 Research Paper 6 Units

COLLABORATIVE PROGRAM IN MEDIEVAL AND RENAISSANCE STUDIES

Students in the program must complete the requirements of their primary program and those of the collaborative program. The course MDV 5100 (3 units) in Medieval and Renaissance Studies will be counted towards the requirements of the primary program. Consequently, students in the specialization will have only one extra course to take.

The requirements of the collaborative program are as follows:

Two compulsory courses:
Students must complete the two compulsory courses before they register to the major research paper or thesis.

A thesis or major research paper on a topic related to Medieval and Renaissance studies: The proposed topic must be approved by the program committee of the participating unit and the committee of the collaborative program. The supervision of the major research paper or thesis must be carried out by a professor approved by the collaborative program committee. At least one of the two thesis examiners (or one examiner of the major research paper) must be a member of the collaborative program.

In both cases, the title of the degree will indicate the discipline of the participating unit with the specification "specialization in Medieval and Renaissance Studies."

### MASTER'S IN RELIGIOUS STUDIES

#### MA WITH THESIS - RELIGIOUS STUDIES

The master’s program with thesis consists of 18 credits in courses and directed studies, and the writing and defense of a thesis.

**Compulsory courses (3 Units) from:**

- SRS 5115 Seminar in Religious Studies 3 Units
- SRS 5915 Seminar in Religious Studies 3 Units

**Compulsory courses from:**

- 6 elective course units in religious studies at the graduate level 6 Units
- 3 additional course units or a directed study in religious studies at the graduate level 3 Units

**Thesis Proposal**

- SRS 5928 Thesis Proposal 3 Units

**Literature Review**

- SRS 7988 Literature Review 3 Units

**Thesis**

- SRS 7989 MA Thesis 0 Unit

Students are allowed to enroll for a maximum of 15 units per term in courses or seminar work and/or directed studies at the master's level.

Graduate students are allowed to take undergraduate courses for no more than one third of their course work, provided they complete additional work to the satisfaction of the professor.

**Literature Review**

Students must complete a directed study (SRS 7988) on the scholarly literature in the field of their research project. This literature review should be broader than, and does not replace, the more specific review of literature that normally forms part of a thesis or research paper. Students survey and discuss the literature in a paper approximately 25 pages in length. The reading list must be approved in advance by the student’s thesis supervisor. The paper is evaluated S/NS by the professor directing the study and one other professor. Instructions regarding the literature review can be obtained from the Director of Graduate Studies in the department.

**Colloquium**

Participation in the department’s regular research colloquia is compulsory for all registered graduate students.
**Thesis**
After consultation with the research supervisor and **not later than the second term of studies**, the student must present a thesis topic to the Graduate Studies Committee for approval.

Before the end of the first year of studies, the thesis project must be presented for examination and discussion at a colloquium attended by professors and students of the department. After the colloquium, the project must be submitted to the Graduate Studies Committee for approval. Instructions regarding the colloquium and the thesis project can be obtained from the Director of Graduate Studies in the department.

For additional information on deadlines and on the writing, submission, examination, and revision of the thesis, please consult the general regulations in effect for graduate studies and other information at [http://www.uottawa.ca/graduate-studies/students/theses](http://www.uottawa.ca/graduate-studies/students/theses)

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**MA WITH RESEARCH PAPER – RELIGIOUS STUDIES**

The master’s program with research paper consists of 24 units in courses and directed studies, and a research paper (6 units).

**Compulsory courses (3 Units) from:**
- SRS 5115 Seminar in Religious Studies 3 Units
- SRS 5915 Seminar in Religious Studies 3 Units

**Compulsory courses from:**
- 12 elective course units in religious studies at the graduate level 12 Units
- 6 additional course units or a directed study in religious studies at the graduate level 6 Units

**Literature Review**
- SRS 7988 Literature Review 3 Units

**Research Paper**
- SRS 5999 Research Paper 6 Units

Students are allowed to enroll for a maximum of 15 units per term in courses or seminar work and/or directed studies at the master's level.

Graduate students are allowed to take undergraduate courses for no more than one third of their course work, provided they complete additional work to the satisfaction of the professor.

**Literature review**
Students must complete a directed study (SRS 7988) on the scholarly literature in the field of their research project. This literature review should be broader than, and does not replace, the more specific review of literature that normally forms part of a thesis or research paper. Students survey and discuss the literature in a paper approximately 25 pages in length. The reading list must be approved in advance by the student’s thesis supervisor. The paper is evaluated S/NS by the professor directing the study and one other professor. Instructions regarding the literature review can be obtained from the Director of Graduate Studies in the department.

**Colloquium**
Participation in the department's regular research colloquia is compulsory for all enrolled graduate students.

**Research paper**
The research paper, which is worth six units, is a critical study of approximately 40 pages directed by a full-time professor of religious studies chosen by the student. Enrollment for this research paper (SRS 5999) should be done following approval by the professor selected. The paper will be evaluated by the professor who directed it and by another professor appointed by the department. This paper should demonstrate the student's research potential and ability to investigate a problem in depth.

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**COLLABORATIVE PROGRAM IN WOMEN'S STUDIES**

Students admitted to the collaborative program in women's studies at the master's level must meet the requirements for a master's degree in their primary program as well as the requirements of the women's studies program.
program. Normally, the women's studies courses are recognized as partial fulfillment of the requirements of the student's primary program, in which case the passing grade in the relevant FEM course or courses is the same as that specified for the primary program.

**Compulsory Courses:**

- FEM 5103 Feminist Methodologies 3 Units
- FEM 5300 Feminist Theories 3 Units

Students must complete the two compulsory courses before their first registration for the major research paper or thesis.

**Thesis or Major Research Paper Proposal**

The thesis or major research paper proposal must be approved by the Women's Studies Graduate Committee as well as by the primary program. Usually the thesis or major research paper proposal is submitted to women's studies by the end of the third term of the first year of studies. For the primary programs that do not require a proposal, students must still submit a proposal to the Women's Studies Graduate Committee.

**Thesis or Major Research Paper**

A thesis or major research paper on a topic related to women, gender, feminism or sexualities. The proposed topic must be approved by the Women's Studies Graduate Committee as well as by the student's primary program. The thesis or major research paper must demonstrate knowledge of feminist scholarship in the field or fields appropriate to the topic, and of feminist methodologies where applicable.

**Thesis Supervisor**

The thesis supervisor must possess Women's Studies and/or feminist expertise. In the case of a major research paper, the supervisor should, ideally, possess Women's Studies and/or feminist expertise. If not, one of the readers must possess such expertise. Joint supervision by a professor from the participating unit and a professor chosen by the WSGC may be appropriate in some cases.

**Examiner or Reader**

One of the examiners (for the thesis) or reader (for the major research paper) must be a professor approved by the Women's Studies Graduate Committee.

**TRANSFER FROM MASTER’S TO PHD**

Students enrolled in the MA program in Religious Studies at the University of Ottawa may be allowed to transfer to the PhD program. For additional information, please consult the “Admission” section of the PhD program.

The transfer to the PhD must be completed by the end of the fourth term following initial enrollment in the MA program. The total number of units to be completed for the Master's and PhD combined is 30 units.

**DOCTORATE - GENERAL**

**MINIMUM STANDARDS**

The passing grade in all courses is C+. Students who fail two courses (equivalent to 6 units), the thesis proposal, or whose research progress is deemed unsatisfactory are required to withdraw.

**DURATION OF PROGRAM**

Students are expected to fulfill all requirements within four years. The maximum time permitted is six years from the date of initial enrollment in the program, or seven years in the case of the students transferring from the master’s to the doctorate.
COURSES TAKEN OUTSIDE THE DEPARTMENT

Subject to the approval of the director of graduate studies, students enrolled in a graduate program may receive units for two graduate courses (equivalent to six units) taken outside the department. PhD - Religious Studies

DOCTORATE IN RELIGIOUS STUDIES

PHD - RELIGIOUS STUDIES

The doctoral program consists of 18 units in courses and directed studies, a comprehensive examination, and the writing and defence of a thesis.

Compulsory courses (3 Units) from:
- SRS 8115  Seminar in Religious Studies  3 Units
- SRS 8915  Seminar in Religious Studies  3 Units

Compulsory courses from:
- 12 elective course units or directed studies in religious studies at the graduate level  12 Units

Thesis Proposal
- SRS 5928  Thesis Proposal  3 Units
  (Students who have completed a master’s degree with thesis or the equivalent in terms of research and writing may substitute a three-unit course or directed study for SRS 5928.)

Comprehensive Examination
- SRS 9998  Comprehensive Examination (PhD)  0 Unit

Thesis
- SRS 9989  PhD Thesis  0 Unit

The Graduate Studies Committee may require additional courses from the student depending on the nature of the research.

See section entitled Colloquium, Comprehensive Exam and Thesis for more information on these topics.

PHD - RELIGIOUS STUDIES SPECIALIZATION IN CANADIAN STUDIES

The doctoral program consists of 18 units in courses and directed studies, a comprehensive examination, and the writing and defence of a thesis. For students in the collaborative program in Canadian Studies, the 18 units in courses comprise of the following.

Compulsory SRS courses (3 Units) from:
- SRS 8115  Seminar in Religious Studies  3 Units
- SRS 8915  Seminar in Religious Studies  3 Units

Compulsory courses from:
- 9 elective course units or directed studies in religious studies at the graduate level  9 Units

Compulsory CDN courses (3 Units) from:
- CDN 6520  Séminaire sur la francophonie canadienne
- CDN 6910  Seminar in Canadian Studies

Thesis Proposal
- SRS 5928  Thesis Proposal  3 Units
  (Students who have completed a master’s degree with thesis or the equivalent in terms of research and writing may substitute a three-unit course or directed study for SRS 5928.)
**Comprehensive Examination**

- SRS 9998  Comprehensive Examination (PhD) 0 Unit

**Thesis**

- SRS 9989  PhD Thesis 0 Unit

The Graduate Studies Committee may require additional courses from the student depending on the nature of the research.

See section entitled *Colloquium, Comprehensive Exam and Thesis* for more information on these topics.

**COMPREHENSIVE EXAM, THESIS AND COLLOQUIUM**

**Comprehensive examination**

Students must successfully complete a comprehensive examination in which they demonstrate their knowledge of the general and the specific fields of research to which the doctoral thesis is related. Instructions regarding the examination can be obtained from the Director of Graduate Studies in the department.

After consulting with the research supervisor, the student shall submit a comprehensive examination proposal to the Committee of Studies for approval at least two months before the proposed examination date. After approving the plan, the Committee shall designate two examiners in addition to the research supervisor, taking into account the suggestions of the student, and set the examination date. The department shall forward a written confirmation of the examination date to the student one month in advance. Any student who decides to withdraw must advise the department in writing at least two weeks prior to the date scheduled for the examination.

**Thesis**

After consultation with their research supervisor, students must submit their thesis topic to the Committee of Studies for approval.

Before the end of the second year of studies, the thesis project must be presented for examination and discussion at a colloquium attended by professors and students of the department. After the colloquium, the project must be submitted to the Committee of Studies for approval. Instructions regarding the colloquium and the thesis project can be obtained from the Director of Graduate Studies in the department.

For additional information on deadlines and on the writing, submission, examination, and revision of the thesis, please consult the general regulations and other information at [http://www.uottawa.ca/graduate-studies/students/theses](http://www.uottawa.ca/graduate-studies/students/theses).

**Colloquium**

Participation in the department’s regular research colloquia is compulsory for all enrolled graduate students. The colloquium is normally done within SRS5928.

After the thesis director has approved the preliminary proposal and obtained the agreement of two faculty members from the Department of Classics and Religious Studies to attend the colloquium and review the final proposal, the student will submit the proposal, including the cover page, to the Director of Graduate Studies, who will schedule a colloquium. (One or more “colloquium days” will be scheduled at the end of the spring session, but individual colloquia may be scheduled at other times during the year, if required.) The colloquium is open to all faculty members and graduate students in the department. The two faculty members who have agreed to review the final proposal must attend in person or by an electronic means. The proposal will be circulated to faculty and graduate students before the colloquium. The student is expected to give an overview of the thesis project (no more than 20 minutes), to be followed by a question period.
MA AND PHD THESIS PROPOSALS

PURPOSE

The thesis proposal outlines the expected contribution of the thesis and the method by which the research is expected to achieve that contribution. The purpose of the presentation, review, and approval of the thesis proposal is to ensure that the thesis project is methodologically sound and practically feasible. For research involving human subjects, departmental approval of the thesis proposal is required as a condition of approval by the University’s Research Ethics Board. (See section entitled Tips for Ethics Applications in this handbook.)

PRELIMINARY PROPOSAL

The preliminary proposal is to be completed no later than the second session for MA students and the fifth session for PhD students. All MA students and, unless exempted because they have completed an MA thesis, all PhD students will prepare the preliminary proposal as part of the requirements of SRS5928. The length of the proposal should be approximately 8-10 pages double-spaced, 12-point font, excluding bibliography.

The cover page of the preliminary proposal should indicate:

- Name of student
- Degree sought
- Proposed title of the thesis
- Name of thesis supervisor(s)
- Names of two faculty members who have agreed to review the final proposal
- Signatures of the student and the thesis director
- Date signed

The body of the preliminary proposal should describe the thesis project under the following categories:

- Research Question and Tentative Hypothesis
- Literature Review
- Conceptual Framework and Method
- Tentative Table of Contents
- Bibliography

These categories may be modified or expanded at the discretion of the thesis director, though all of them should be included in the proposal in some form.

FINAL PROPOSAL

After the colloquium, the student will prepare the final version of the thesis proposal, structured as above. Suggestions received at the colloquium are to be incorporated into the proposal, in consultation with the thesis director. The student will then submit this document to the academic assistant and will be added in the student’s file in the departmental office.

After the colloquium, the student will prepare the final version of the thesis proposal, structured as above. Suggestions received at the colloquium are to be incorporated into the proposal, in consultation with the thesis director. Prior to being submitted to the Director of Graduate Studies, the final proposal must be read and approved by the two faculty members who agreed to do so. Normally these faculty members would also be internal examiners of the thesis, though there may be instances where this may not be the case. (MA theses are evaluated by two internal examiners, i.e., examiners who normally come from the Department; PhD theses are evaluated by three internal examiners, i.e., examiners who normally come from the department or the university, and one external examiner.) If the two reviewers have major concerns or criticisms of the proposal, the student, thesis director, and reviewers should come to agreement as to how these concerns or criticisms will be addressed.
The final proposal is to be signed and dated by the student, the thesis director, and the two reviewers, and submitted to the Director of Graduate Studies. This document will be deposited in the student’s file in the departmental office.
PHD COMPREHENSIVE EXAMINATION – SRS9998

PURPOSE

The purpose of the comprehensive examination is to test the student’s knowledge of significant literature in two fields: the general field of study to which the student has applied (Religion and Culture; Religions in Canada; Religions in the Graeco-Roman World) and the specific field of study to which the student’s thesis will contribute.

READING LISTS

a. General field of study

Option 1:
The department will maintain reading lists for each of the general fields of study: Religion and Culture; Religions in Canada; Religions in the Graeco-Roman World. The student, in consultation with the thesis director, will select 30 to 50 titles from the list of one of these fields. The student may substitute 10 titles with books or major articles of the student’s choice, subject to the approval of the thesis director. After approving the list, the thesis director will obtain the agreement of two faculty members to be examiners of the field. Both examiners must be members of the Faculty of Graduate and Postdoctoral Studies and at least one examiner must be a member of the Department of Classics and Religious Studies.

Option 2:
Students whose field of research is pluridisciplinary may propose a pluridisciplinary reading list of 30 to 50 significant scholarly works (books, articles) for their general field examination. The reading list must be accompanied by an explanation, no more than one page single-spaced, 12-point font, of the proposed field and reading list. The reading list must be approved by the thesis director and two faculty members who have agreed to be examiners of the field. It is the responsibility of the thesis director to obtain the agreement of these two faculty members. Both examiners must be members of the Faculty of Graduate and Postdoctoral Studies and at least one examiner must be a member of the Department of Classics and Religious Studies.

After the reading list (Option 1 or Option 2) has been approved, it is submitted to the Director of Graduate Studies, along with a cover page that indicates:

- Name of student
- Degree sought
- Name(s) of the thesis director(s)
- Name of the general field of study
- Names of two faculty members who have agreed to be examiners
- Signatures of the student and the thesis director
- Date signed

This document will be deposited in the student’s file in the departmental office.

b. Specific field of study

The student, in consultation with the thesis director, will prepare a reading list of 30 to 50 significant scholarly works (books, articles) in the field of study to which their thesis will contribute. The reading list must be accompanied by an explanation, no more than one page single-spaced, 12-point font, of the proposed field and reading list. The reading list must be approved by the thesis director and two faculty members who have agreed to be examiners of the field. It is the responsibility of the thesis director to obtain the agreement of these two faculty members. Both examiners must be members of the Faculty of Graduate and Postdoctoral Studies and at least one examiner must be a member of the Department of Classics and Religious Studies. The examiners of the specific field of study need not be the same persons as the examiners of the general field of study.

After the reading list has been approved, it is submitted to the Director of Graduate Studies, along with a cover page that indicates:
• Name of student
• Degree sought
• Name(s) of the thesis director(s)
• Name of the specific field of study
• Names of two faculty members who have approved the reading list and agreed to be examiners
• Signatures of the student and the thesis director
• Date signed

This document will be deposited in the student’s file in the departmental office.

EXAMINATION

Prior to the oral examination, the student will prepare an analytical discussion, approximately five pages single-spaced, 12-point font, of each of the two reading lists. The purpose of this paper is to allow the student to demonstrate her or his understanding of the literature and to provide the examiners with a point of departure for the oral examination.

The student will submit these papers to the thesis director and the Director of Graduate Studies, along with title pages indicating the name of the student, the name of the field, the thesis director, the names of the two examiners, and the date of submission. The Director of Graduate studies will then schedule oral examinations for each field. In each case, the purpose of the oral examination is to evaluate the student’s knowledge of the field as delimited by the reading list and the student’s ability to discuss salient points, developments, or debates in the literature.

The examination will be evaluated Satisfactory or Not Satisfactory. A student may attempt an examination of a field a second time if the result of the first examination is Not Satisfactory. The examiners may request a supplemental written examination if they deem this necessary.
**THESIS SUPERVISION**

For more information on Thesis Supervision, visit [http://www.uottawa.ca/graduate-studies/students/theses/supervision](http://www.uottawa.ca/graduate-studies/students/theses/supervision)

**FINDING A THESIS SUPERVISOR**

Before thinking about a supervisor, students should make sure they are committing to the area of study that most interests them. They should ask themselves whether they are enthusiastic enough about a topic area to sustain this enthusiasm over the period of time it will take to prepare the thesis. Speaking to students and professors who do research in the proposed area of study will help clarify the student’s thoughts. The students should make sure they are well-informed before they approach any potential supervisors.

**PRELIMINARY MEETINGS**

Before a student begins researching and writing a thesis, the supervisor and the student should have a detailed discussion of expectations and requirements.

**REGULAR MEETINGS**

The student and the supervisor should plan to meet regularly whether or not the student has any finished work to show to the supervisor.

**FEEDBACK AND REVISION**

All along during the thesis preparation process, a student will receive feedback and should expect to do revisions. Revising a thesis based on feedback from the thesis supervisor, advisory committee and from the examiners is an important part of the thesis preparation process.

Part of the advancement of knowledge that preparing a thesis fosters involves engaging in dialogue and learning from these discussions, learning how to communicate clearly, and responding appropriately to suggestions for improvement.

[http://www.uottawa.ca/graduate-studies/students/theses/topic-registration](http://www.uottawa.ca/graduate-studies/students/theses/topic-registration)

**TOPIC REGISTRATION**

The topic of the thesis is to be determined in consultation with the student’s research supervisor. For master’s students, the topic must be determined by the end of the second term (session). For doctoral students, the topic must be determined by the end of the third term of studies.

From the uoZone Application tab, click Candidate Center to create a service request and register your thesis topic.

**PROGRESS REPORT**

All students registered in a thesis program must submit an annual progress report. We recommend that the thesis report be done together with the supervisor. Students who receive scholarships from the Social Sciences and Humanities Research Council of Canada (SSHRC) or from the Natural Sciences and Engineering Research Council of Canada (NSERC) must also submit progress reports.

The student must submit the progress report to the thesis supervisor. The supervisor will then assess the student’s progress. He or she will decide if the report is satisfactory or not, by comparing the objectives achieved by the student with the objectives established in the previous progress report. If deemed unsatisfactory, the supervisor
will make appropriate recommendations. The professor in charge of graduate studies in the discipline will do likewise.

Once reviewed and approved by the thesis supervisor, the report will be submitted to the administration for verification and final approval. The progress report will then be noted in the student’s file.

**Progress Report Deadlines**

First report: During the second year of the program, specifically during the 4th term.

Following reports: One report per year until the submission of the thesis. If the progress is unsatisfactory, a report may be required more frequently.

Please note:

- If the student has been granted an extension to complete the program, he or she will have to submit a progress report each term.
- If the student is requesting a leave of absence, he or she must submit a progress report at the same time in order for the request to be approved.

If the student fails to submit a progress report, the access to registration will be blocked until the student remedies the situation. Not registering could have major financial impact and may eventually lead to the student’s academic file being closed without further notice. Any scholarship may be suspended or cancelled.

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**THESIS – NEW REGULATION (AS OF OCTOBER 1ST, 2016)**

[https://www.uottawa.ca/graduate-studies/students/theses/new-thesis-regulation](https://www.uottawa.ca/graduate-studies/students/theses/new-thesis-regulation)

See section on website: G. Thesis – New Regulation 2. Standards (copied below)

**2. Standards**

A thesis is an original body of work produced by the student during his current course of study at the University of Ottawa.

It is the student’s responsibility to ensure that the thesis adheres to the University of Ottawa’s standards.

**2.1 Master's Thesis**

The master's thesis demonstrates that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of his thesis. Insofar as possible, the thesis must be an original contribution to the field of research.

**2.2 Doctoral Thesis**

A doctoral thesis must constitute a contribution to the advancement of knowledge and the field of study. It also must embody the results of extensive and original research on the part of the student and its quality must be such as to merit publication.

**2.3 Thesis Defence**

To meet the requirements of the master’s or doctoral degree, the thesis must not only meet the standards specified in sections 2.1. or 2.2. above, it must also be successfully defended in person in the presence of the jury.

Please see all the rules and regulations about the thesis here [https://www.uottawa.ca/graduate-studies/students/theses/new-thesis-regulation](https://www.uottawa.ca/graduate-studies/students/theses/new-thesis-regulation)

You can also see the information here to help you with the different steps to the thesis writing and submission. [https://www.uottawa.ca/graduate-studies/students/theses](https://www.uottawa.ca/graduate-studies/students/theses)
Important General and Academic Regulations
OFFICES AND OFFICERS – ROLES AND RESPONSIBILITIES

DIRECTOR OF GRADUATE STUDIES
The Director of Graduate Studies is Dr. Jitse Dijkstra. For questions about the graduate programs, Dr. Dijkstra can be contacted as below:

📞 613-562-5800, ext. 1325  📧 jdijkstr@uottawa.ca

GRADUATE OFFICE – FACULTY OF ARTS
The Graduate Office of the Faculty of Arts oversees all the processes for students within its Faculty.

📚 Desmarais Building, Room 8159  📞 613-562-5934  📧 artsgrad@uottawa.ca

CATHERINE BERNARD – ACADEMIC ASSISTANT
Your academic assistant – in this case Catherine Bernard – is responsible to help you navigate the rules and regulations and to help you with academic issues throughout your studies. When you present a request for admission she will be the first to look at your file and determine if all the required documents have been received and that it can be looked at by the admission committee. When you present a request for scholarship she will be the first one to look at your file to make sure it is complete and will prepare the file for the graduate studies committee to look at and evaluate. When you submit a form she makes sure that it is put in your file and that it is sent to the person who will lift the condition on your file.

She is also the go to person in case you have problems with your registration; if the registration tool is not working for you then you would first contact your academic assistant to see what the problem is. If you want to register courses that are not part of your program requirement you would contact her to find out the procedure and to see which forms need to be filled out. If you need to request a leave of absence or if you are having any type of academic issue be sure to contact her to discuss it. Your academic assistant is here to help guide you through the academic rules and regulations and is a good person to be in touch with when considering your academic path.

✉️ artsgrad@uottawa.ca

RESPONSIBILITIES OF THE STUDENT
The University of Ottawa is committed to assisting students achieve their goals in regards to academic success. To this end, the University has put into place a support network to help throughout a student’s studies. However, students must assume certain responsibilities. They must:

- choose a program of study best suited to their personal goals and plan course selections that will satisfy the requirements of their chosen program
- register, re-register, or withdraw prior to the published closing dates
- pay, within the prescribed deadlines, any fees associated with their program of study. The fees accruing from registration remain due unless the student withdraws in writing by the deadline
- attend classes
- understand what constitutes academic fraud and plagiarism
- consult academic advisors, whose role is to help students reach their academic goals and to provide guidance in the interpretation of academic regulations and program requirements
- become familiar with, and respect sessional dates, academic regulations, and procedures
- be familiar with the regulations of their program and of the applicable regulations of the Faculty of Graduate and Postdoctoral Studies
- be aware of and meet deadlines for assignments, scholarship applications, and all other important deadlines
- maintain clear lines of communication with the administration of the program and keep frequently in touch with the thesis supervisor(s)
- convey any change of status (e.g. illness, withdrawal, etc) to the proper authority (e.g. chair or program director) as soon as possible
- adhere to the 10-hour rule concerning employment (see section entitled Finance in this handbook)
- apply for all T.A. positions; they are not automatically considered for them
- comply with instructions from individuals of the University concerning safety and security in certain classes and laboratories
- regularly consult InfoWeb to confirm registration, final grades and grade reports produced at the end of each session
- respect the policy on computer and network use
- regularly consult their e-mail at the address assigned (@uOttawa.ca), which the University will use in all communications with students
- consult with Access Services in order to make any necessary accommodations for special needs based on established policies
- conduct themselves in a manner that respects the rights of other members of the University community, the regulations and protocol of the University, and the laws of Canada

RESIDENCE

Residence is defined as the period in which the student is registered full-time at the University of Ottawa. All exceptions must be approved by the FGPS. Students should consult the academic unit offering the program for complete details as to residence requirements.

MASTER’S PROGRAM

The residence requirements for the master’s program are three sessions. Some master’s programs are, however, offered on a part-time basis; where this is the case, it will be stipulated in the offer of admission and no residence requirements will apply.

Students holding awards or scholarships for the purpose of pursuing full-time master’s studies must remain registered full-time for the duration of the award.

DOCTORAL PROGRAM

Candidates who hold a master’s degree when admitted to a doctoral program must spend at least six sessions in residence.

Candidates who have transferred from a master’s to a doctoral program without completing the requirements of the master’s degree must spend a minimum of nine sessions in residence, of which at least six must be at the doctoral level.

Candidates admitted directly to a doctoral program from an honours baccalaureate degree must spend at least nine sessions in residence.

Students holding awards or scholarships for the purpose of pursuing full-time doctoral studies must remain registered full-time for the duration of the award.
REGISTRATION

DATES AND DEADLINES

In order to find out registration deadline, students should visit the ‘Important academic dates and deadlines’ webpage

http://www.uottawa.ca/important-academic-dates-and-deadlines/

CONDITIONS

Some students may have conditions which will prevent them from registering, such as need to provide proof of required degree, financial conditions, TOEFL. Any conditions are listed on the bottom of the student’s Offer of Admission. Conditions must be met prior to registration.

COURSE OFFERINGS

Course offerings are available on uOttawa’s ‘Course and exam timetables’ webpage. Students should check the information on this page prior to the beginning of classes as the information is subject to change.


DIRECTED READINGS

In addition to the courses listed in the course offerings, students may register for Directed Readings provided that proper approval is granted. In order to request a Directed Reading course, these steps must be followed:

- Obtain permission from the professor supervising the Directed Reading, the student’s thesis supervisor and the Department’s Graduate Director.
- If they approve:
  - Inform the Academic Assistant, Catherine Bernard, by email to obtain the form
  - Fill out the form
  - Obtain signatures of the Directed Reading professor, the thesis supervisor and the Graduate Director
  - Submit the form to the Academic Assistant, Catherine Bernard

The request will be submitted to the Dean of the Faculty of Arts. The Academic Assistant will contact the student to let him/her know whether or not the Directed Reading course was approved by the Dean.

✉️ artsgrad@uottawa.ca

PAYMENT OF FEES

PAYMENT AND RATES

Tuition and incidental fees are subject to annual adjustment by the Board of Governors of the University. An explanation of the various University fees can be found at:

http://www.uottawa.ca/university-fees/

Rates are posted on the Web. If a student has been granted an Admission Scholarship, the student’s account will be credited accordingly once the student has registered. Graduate students may pay their tuition by semester. Students are responsible for paying their tuition fees within the prescribed delays regardless of whether or not they have received an invoice.

Students may be eligible to apply to pay their fees via a Promissory Note. See the Financial section of this handbook for more details.
INTERNATIONAL STUDENTS

UHIP (health coverage) charges will be added to international students’ accounts and tuition which must be paid by the date set in the university calendar (see section entitled ‘Dates and Deadlines’ for information on the calendar). The UHIP condition will be lifted as soon as the student accepts his/her Offer of Admission. Students who have recently become permanent residents have a three-month waiting period to get their provincial health coverage. They should also register with UHIP for the waiting period.

International students are strongly encouraged to visit the International Office or consult the following website:

Tabaret Hall, Room M386 - 550 Cumberland  
http://international.uottawa.ca/en

DATES AND DEADLINES

Dates and deadlines for the payment of fees are found on the ‘Important academic dates and deadlines’ webpage

http://www.uottawa.ca/important-academic-dates-and-deadlines/

SUBMISSION OF ASSIGNMENTS IN GRADUATE COURSES

Students are expected to complete their course requirements on time, that is, by the end of the session in which the course is offered. The final grade must be submitted to the FGPS by the date specified by the Office of the Registrar. Only if there are reasons clearly beyond the control of the student (for instance, illness confirmed by a medical certificate that has been validated by the University Health Services*) can submission of a final grade be deferred, and then for a maximum of one session. During the period when the grade is not yet submitted, the notation DFR appears on the transcript. To obtain an extension for submission of a final grade, explicit permission from the professor, the academic unit and the FGPS must be granted. If the final grade is not submitted by the end of the extension period, the DFR grade is changed to an EIN. An EIN is considered a failing grade.

Requests to maintain a grade of DFR on a record beyond the above-mentioned 40-day period must reach the FGPS through the academic unit, before the end of the period, with appropriate supporting documentation.

* The student must have a form signed by his or her physician and sent directly to the University Health Services. The relevant form can be downloaded from the FGPS website.

OUT OF PROGRAM COURSES AND ADDITIONAL COURSES

In any given session, 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 their academic unit and the Faculty of Graduate and Postdoctoral Studies. These courses are identified as "out-of-program" at registration and cannot subsequently be credited towards the program. Additional fees apply.

LANGUAGE RIGHTS OF STUDENTS

- 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 or school in which they are registered.
- All students have the right to require that a course in which they are registered shall be given in the language used to describe the course in the current calendar.
- Except in language courses, all students have the 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 some of their course material in French in a course given in English, and vice-versa.
• Except in cases justified by the nature of the course, students must produce their work and answer examination questions either in English or in French, this being an essential component of education at the University of Ottawa.

ACADEMIC FRAUD

Students are responsible for respecting the University’s integrity standards in all their academic and research activities. Breaches of integrity standards will be reported to the Dean of the FGPS. Details on academic fraud are found under Academic Regulation 14 – Academic fraud and other information on the University of Ottawa’s policies webpage

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

APPEAL PROCEDURE

General regulations regarding the appeal deadline dates and procedure are found in Academic Regulation 10 – Grading System, Article 10.3 Revision of grades and appeal on the University of Ottawa’s policies webpage

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

Students may contact the Graduate Students’ Association (GSAED) and/or the Student Rights Centre for assistance with appeals

🌟 http://gsaed.ca/ 🌟 http://sfuo.ca/rights/

CLASSIFICATION OF STUDENTS

FULL-TIME STUDENTS

Full-time students must:

• have been admitted to a graduate program as full-time students;
• be pursuing their studies on a full-time basis;
• be designated by the University as full-time graduate students;
• be considered full-time graduate students by their program and their thesis supervisor (if applicable);
• be registered and pay full-time fees; and
• be geographically proximate to and regularly present on campus.

Nota bene: Full-time students are not permitted to engage in paid employment that is not directly related to their studies for more than 10 hours per week (be it on campus or off campus).

More details may be found in the Finance section of this handbook as well as on the University of Ottawa’s website under Academic Regulation II-3 Graduate Enrolment, 3.3 Enrolment requirements applicable to particular categories of students

🌟 www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Inscription

PART-TIME STUDENTS

All registered graduate students who do not meet the requirements of full-time status as defined above are part-time graduate students. Part-time students cannot be registered in more than six credits per session. The following are the equivalent of two three-credit courses: thesis, major paper, research activity, comprehensive examination or full (six-credit) course.
INTERNATIONAL STUDENTS

International students should contact the University’s International Office for information concerning admissions, permits and visas, the University Health Insurance Plan (U-HIP), financial aid, and other details. For more information about the International Office, see the section entitled International Office in this handbook.

538 King Edward  613-562-5847  http://international.uottawa.ca/en

CO-TUTELLE (PHD ONLY)

Thesis students may enroll in a co-tutelle program, which involves full-time registration in two different institutions, usually in two different countries. Details may be obtained by contacting the Associate Dean, Interdisciplinary Studies.

interdis@uOttawa.ca
Finance

Figure 5 - Photo courtesy of the University of Ottawa
FINANCE

This section provides brief descriptions of some of the most common sources of funding. However, an important way to find scholarships and sources of funding for which you may be eligible is to build a personalized scholarship portfolio with the Financial Aid and Awards Office.


The Financial Aid and Awards Office also provides information on Travel Grants, Promissory Notes, Grace Periods for Financial Aid students and more.

Students may also find funding through various scholarship search engines. These include:

- StudentAwards - https://yconic.com/
- Scholarship Canada – http://www.scholarshipscanada.com/
- School Finder - http://www.schoolfinder.com/
- FastWeb (U.S. search engine) - http://www.fastweb.com/

THE 10-HOUR RULE

Students are required to respect the ‘10-hour rule’, namely when a full-time graduate student is hired for a teaching or research assistantship, or for any other paid work not related to the thesis be it on or off campus, the total number of contracted hours of work cannot exceed an average of ten hours per week over the academic session or a maximum of 170 hours per semester. This is an agreement with the OCGS official policy on employment for full-time graduate students.

However, if the work is directly or indirectly related to the thesis and compensated in the form of a Soft Funded Research Bursaries, the 10-hour rule does not apply. See Policy 110a on the University of Ottawa policies webpage.

The 10-hour rule also applies to those cases where a promise for a TA or RA position was made to a student as part of the admission package. If the student already has a part-time job outside the university, the academic unit cannot give a RA or TA position that would lead to violation of the 10-hour rule; if the student chooses to keep his/her part-time external job, the academic unit promises are considered satisfied since the external revenues of the student become de facto the matching contribution. See Academic Regulation II-3 Graduate Enrolment, 3.3 Enrolment requirements applicable to particular categories of students

http://www.uottawa.ca/administration-and-governance/policies-and-regulations

ADMISSION SCHOLARSHIPS

Students registered as full-time in the Master’s with Thesis or PhD programs, and whose admission average is 8.0/10 or more, may be eligible for an Admissions Scholarship. The scholarship consists of financial assistance paid annually by the University for the regular duration of the program together with a matching component offered by the Faculty of Arts in the form of assistantships or soft-funded scholarships. The matching component in our department is most often offered in the form of Teaching Assistantships. See the section on Teaching Assistantships for more details.

Students registered full-time in a Master’s with Research Paper program and whose admission average is 8.0/10 or more may be eligible for an Admissions Scholarship for one year of the program.

Please note that students cannot hold an Admissions Scholarship at the same time as a major external scholarship such as SSHRC or OGS. Most often, if a student had an Admissions Scholarship at the time the student is awarded a major external scholarship, the Admissions Scholarship becomes an Excellence Scholarship. See section on Excellence Scholarships for more details.
EXCELLENCE SCHOLARSHIPS

Excellence Scholarships may be awarded to recipients of a major external award, such as SSHRC or OGS. Excellence Scholarships cover tuition fees and are valid for each session during which the external scholarship is held. Excellence Scholarships replace Admissions Scholarships when a student with an Admissions Scholarship receives a SSHRC or OGS.

www.grad.uOttawa.ca/Default.aspx?tabid=3585

STUDENT MOBILITY BURSARIES

New PhD students may receive a $4,000 Student Mobility Bursary if they have received the University of Ottawa Admission Scholarship, and will spend at least one session in a foreign institution in either year 3 or year 4 of their programs.


CONFERENCE TRAVEL GRANTS – GRADUATE AND POSTDOCTORAL STUDIES

Students who are planning on presenting a paper directly related to their thesis at a conference may be eligible for a travel grant through Graduate and Postdoctoral Studies. The grant is a ‘travel’ grant and thus covers the cost of travel only. The maximum amount of the grant is determined by the location of the conference – to find out the maximum amounts, view the maps attached to the application form on the Graduate and Postdoctoral website.

To be eligible, students must:

- be registered full time in a thesis program at the time of the conference;
- have completed less than six sessions if doing a Master’s or have completed more than two sessions and less than fifteen if doing a doctorate;
- be presenting a paper dealing with research results obtained during the program and related to the thesis;
- be the first author and presenter;
- obtain a minimum of a $100 contribution from their ‘academic unit’. See note below.

Note re academic unit contribution: In the case of the Faculty of Arts, the $100 contribution will come from the Faculty rather than the academic unit. In order to obtain the contribution, once you and your supervisor have completed the form, you should give a copy of it with the supporting documents to Sandra Clark. She will then get it approved by the Faculty of Arts. Once the form has been approved, the form can then be submitted to Graduate and Postdoctoral Studies.

Please note that the application must be submitted BEFORE the conference. For details on eligibility, application procedures and to access the application forms, visit the Graduate and Postdoctoral Studies’ website.

http://www.uottawa.ca/graduate-studies/students/awards

INDIVIDUAL ACADEMIC PROJECT FUND - GSAED

Students who are planning on presenting at a conference may be eligible for an Individual Academic Project grant from the Graduate Students’ Association des étudiant(e)s diplômés (GSAED). This grant covers mainly accommodation and may cover meal expenses. It does not cover travel. In order to be eligible for the fund, students must have applied for a Conference Travel Grant (see above) from Graduate and Postdoctoral Studies. For details on eligibility and applications procedures, and to access the application form, view:

http://gsaed.ca/individual-academic-project-fund/
EMERGENCY GRANTS – GSAED

The GSAED’s emergency grants are meant to assist graduate students registered in a graduate studies program at the University of Ottawa who are in dire financial need due to unforeseen circumstances (i.e. illness, fire, theft, family emergency). The maximum amount one can receive through the e-grant program is $250. For application details, visit the GSAED website.

http://gsaed.ca/en/emergency-grants/

PROMISSORY NOTES

Full-time graduate students holding assistantships at the University of Ottawa may get their tuition fees and other University of Ottawa expenses completely or partially deducted from their salaries, interest-free. Students are encouraged not to wait for an invoice from the University to make this financial arrangement, but rather to complete a promissory note available at the Graduate Awards Office (HGN 104) 24 hours after registration, and to bring all current, duly completed contracts with them.

CUPE 2626

Teaching assistants, certain types of research assistants, and soft-funded research bursary holders come under the CUPE 2626 Collective Agreement and may be eligible for financial assistance. The Collective Agreement can be accessed via the University of Ottawa’s website.

http://hrdocrh.uottawa.ca/info/en-ca/cupe/policies.html

TEACHING AND RESEARCH ASSISTANTSHIPS

Although priority is given to University of Ottawa Admission Scholarship holders, there are some occasions when assistantships may be awarded to other full-time students based on the availability of funds. Students who are employed as teaching assistants, research assistants, markers, proctors, lab monitors, and demonstrators are represented by CUPE (Canadian Union of Public Employees, Local 2626) and are governed by the regulations set out in their Collective Agreement. For more details, see section entitled Teaching Assistantships in this handbook.

PART-TIME TEACHING

Students who have applied and received a contract to teach part-time come under the Association of Part-Time Professors of the University of Ottawa (APTPUO) Collective Agreement. The APTPUO offers their members awards, bursaries, conference travel grants and publication grants. The details are outlined in the Collective Agreement at

http://hrdocrh.uottawa.ca/info/en-ca/aptpuo/policies.html

UOTTAWA SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

Each faculty is allocated a budget for international students and holds their own competition with their own criteria; scholarships are awarded in accordance to the faculties priorities until the funds are depleted.

In order to be eligible for a uOttawa scholarship, the international student must have a minimum CGPA of 8.0/10 and his/her file must be recommended by the faculty with which the student has submitted an admission’s application.

The University of Ottawa has three types of Scholarships for International Students:

- Full Scholarship – covers tuition fees and guarantees a Teaching Assistantship or Research Assistantship per year the student is eligible for the scholarship
• Differential Scholarship – waives international fees so student pays Canadian fees and guarantees a Teaching Assistantship or Research Assistantship per year the student is eligible for the scholarship
• Bourse internationale de la francophonie – for students with an active knowledge of French – students pay $2500 of tuition fees per year and are guaranteed one Teaching Assistantship or Research Assistantship per year that the student is eligible for the scholarship

**ONTARIO GRADUATE SCHOLARSHIP (OGS)**

The OGS program is jointly funded by the Province of Ontario and Ontario universities. OGS awards are merit-based scholarships available to students in all disciplines of academic study. An OGS is valued at a maximum of $15,000 annually ($5,000 per term) and must be held for a minimum of two consecutive terms with a full-time student status. Awards can be taken up either in May, September or January.

The OGS is not transferrable between Ontario universities. It must be held at the university that awarded it. Students must apply for the OGS at the institution where they will be registered. **Both Canadian and foreign students can apply for an OGS.**

Information sessions on how to apply to external grant agencies are offered by the Faculty of Graduate and Postdoctoral Studies. Dates and locations can be found on the Information Sessions webpage of the FGPS website.


The Department of Classics and Religious Studies offers a workshop specific to its graduate students at the beginning of each academic year. Students will receive an invitation email in September letting them know the date and location of the workshop.

**SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL**

The Social Sciences and Humanities Research Council of Canada (SSHRC) is the federal research funding agency that promotes and supports postsecondary-based research and research training in the humanities and social sciences.

Students who are either a Canadian citizen or a permanent resident of Canada may be eligible to apply for a Joseph-Armand Bombardier CGS scholarship or Doctoral Fellowship. The Master’s CGS is valued at $17,500 per year for 2 years, the Doctorate CGS at $35,000 per year for 3 years and the Doctoral Fellowship at $20,000 per year for up to 4 years. More details can be found on SSHRC’s website.

Information sessions on how to apply to external grant agencies are offered by the Faculty of Graduate and Postdoctoral Studies and dates and locations are posted on their website.

The Department of Classics and Religious Studies offers a workshop specific to its graduate students at the beginning of each academic year. Students will receive an invitation email in September letting them know the date and location of the workshop.


**VANIER CANADA GRADUATE SCHOLARSHIP**

The Government of Canada launched the Vanier Canada Graduate Scholarships (Vanier CGS) program in 2008 to strengthen Canada's ability to attract and retain world-class doctoral students and establish Canada as a global centre of excellence in research and higher learning.

The scholarship is valued at $50,000 per year for 3 years. The scholarships are available to both Canadian and international doctorate students but hey must be nominated by the university with which they intend to pursue their doctoral students.

www.vanier.gc.ca
The Fonds de recherche du Québec was created to promote and financially support research, knowledge dissemination and researcher training in Québec. Eligibility, applications procedure and supported research areas, as well as to access the forms, are available on their website.

Teaching Assistantships
**OBTAINING A TEACHING ASSISTANTSHIP**

For priority of Teaching Assistant appointments, see *Teaching and Research Assistantship* in the *Finance* section of the handbook.

Although priority is given to Admission Scholarship holders, there are occasions when assistantships may be awarded to other full-time students. Therefore, it is always worth applying for a TA, just in case a position is available.

Teaching Assistant positions are posted online about one month before the beginning of each semester on the *Jobs* webpage.

http://www.uottawa.ca/human-resources/jobs

To apply for Teaching Assistantship positions, students must:

- Click on the link *Browse the list of positions* in the Student Assistantships (Teaching and Research) box halfway down the *Jobs* webpage
- Select the session in the *Session* dropdown menu; select ‘Faculty of Arts’ in the *Faculty* dropdown menu; and, select ‘Department of Classical Studies and Religion Sciences’ *(sic)* in the ‘Academic Unit’ dropdown menu.
- Click on one of the positions to which the student wishes to apply
- Click on the ‘Apply to Posting’ button at the very bottom of the *Posting* webpage
- Enter student number in the *Username* field
- Enter password in the *Password* field – if you have forgotten your password, call 613-562-5800 x.6555
- If you have not yet received a student number (for example, because you have a condition to fulfil before your registration is complete), you can submit your application as a guest by clicking on the ‘As a Guest’ button
- The application page will open. From there you can apply to as many teaching assistant positions as you like.

**Important Notes:**

- If you have a preference as to the course for which you wish to be a teaching assistantship, please specify your preference in the comments section. (Even though there is a preference rating system, please also enter your preference in the comments.)
- If you have a preference as to the professor for whom you wish to be a teaching assistantship, please specify your preference in the comments section.
- Please note that we do our very best to accommodate students’ preferences. However, due to the volume of applicants and scheduling conflicts between students’ courses and undergraduate courses, we are not always able to offer the preferred choice.
- The first time you are offered a teaching assistantship, the offer will go to your student uottawa email address (or to the email you entered in your application if you applied as a guest).
- Once you have had one teaching assistantship, you are considered an employee of the University as per the CUPE Collective Agreement. At this point, you will received an employee uottawa email address. All subsequent offers and contracts will be sent to your employee email address automatically by the University of Ottawa’s hiring system. There is no way to change this. It is very important therefore that you check your employee email address once you submit your application.
- Once have offered has been emailed, the student has 5 working days in which to accept (or reject) the offer. After 5 working days, the offer will expire. For students who are guaranteed a teaching assistantship, once the offer has expired, it will be understood that the student forfeited the guaranteed teaching assistantship for the semester.
INTRODUCTION TO THE PROFESSOR OF THE COURSE AND NUMBER OF HOURS

Once the student has accepted an offer, an email will be sent to the professor of the appropriate course introducing the student to the professor and also specifying the number of hours of the student’s contract. For details on number of hours, see the 10-Hour Rule section of this handbook.

It is important to note that teaching assistants are only permitted to work the number of hours assigned to them in their contract. Under no circumstances should a teaching assistant be requested, or accept, to work more hours than outlined in their contract.

TEACHING

As a teaching assistant, students are not permitted to teach courses and are not permitted to replace professors – under any circumstances. If a professor will not be able to attend a course, the professor must contact the Chair of the Department and make alternate arrangements.

ALLOCATION OF DUTIES

At the beginning of the session, the professor should meet with the TA to assign the duties and allocate the number of hours required for each duty as per CUPE’s Article 31: Assignment and Workload. In order to assist with this process, the professor will be provided by email by the Administrative Assistant, Sandra Clark, with a copy of CUPE’s Job Description Guidelines and the Description of Duties and Allocation of Hours form (copies can also be found in this handbook’s Appendix).

TO ALLOCATE DUTIES AND HOURS:

1. The professor should fill out the Description of Duties and Allocation of Hours form at the beginning of the session and meet with the teaching assistant to discuss the duties and expectations
2. All duties shall be included in the calculation of time – including meetings held between the professor and the TA
3. All TAs must complete the Government of Ontario’s online training sessions – these are to be completed only once per lifetime. If the TA has not completed the training sessions, the TA must let the professor know so that 3 hours from the total contract hours can be allocated to these online training sessions. This must be indicated on the Description of Duties and Allocation of Hours form
4. For information on duties, the professor can refer to Job Description Guidelines emailed to the professor – a copy is included in the Appendix of this manual and is also found in CUPE’s Collective Agreement
5. Once the form has been completed, the professor and the TA must sign and date it
6. The form must be given to Sandra Clark to be placed in the TA’s personal file
7. Sandra Clark will scan the form and email a copy to the professor and the TA for their records

Notes regarding Allocation of Hours

1. The total number of appointed TA hours must not exceed an average of ten hours per week. Except in exceptional circumstances, no TA shall be required to work more than 25 hours in a single week and no more than a total of 40 hours in any period of two consecutive weeks
2. If the TA has not completed the mandatory online training sessions required by the Government of Ontario, 3 hours from the total appointment hours should be allocated for this purpose on the Description of Duties and Allocation of Hours form
3. The professor should meet at least once individually with the TA at approximately the mid-point of their appointment to conduct a review of the job description and to ensure that the hours of work set out continue to be appropriate, as well as to discuss the Informal Evaluation – see Student Evaluation section below
If the *Description of Duties and Allocation Hours* form needs to be revised as per the meeting held at approximately mid-point of the appointment, the following should be completed after the meeting:

1. The professor or teaching assistant should obtain another *Description of Duties and Allocation Hours* form from Sandra Clark
2. Indicate the revised duties and hours on the form
3. Submit the form to Sandra Clark who will submit it to the Chair for approval
4. If approved, the professor and the TA should sign and date the form
5. Give the form to Sandra Clark
6. Sandra Clark will scan the form and email a copy to the professor and the TA for their records

If a TA believes s/he is unable to perform the duties specified in the job description with the specified hours:

1. The TA must fill out the *Workload Review* form (obtain form from Sandra Clark)
2. The TA must give the form to the professor without delay as soon as s/he becomes aware of the problem
3. The professor must meet with the TA within 4 working days of receiving the form to discuss the problem and to determine how the remaining work will be completed within the remaining hours of the appointment
4. The professor must confirm the agreed modified workload in writing (by completing the *Workload Review* form) within 4 working days of the meeting
5. The form must be given to Sandra Clark
6. Sandra Clark will scan the form and email a copy to the professor and the TA for their records

**TEACHING ASSISTANT EVALUATION**

As per CUPE’s Article 16.5 *Informal Evaluation*, the professor should conduct an evaluation of the TA(s) before the end of the TA(s)’ appointment but not before one third of the hours have been completed. A copy of the form will be placed in the professor’s department mailbox at the beginning of term for this purpose. (A copy can also be found in this manual’s Appendix.)

**In order to complete the evaluation, the professor must:**

1. Fill out the *TA Evaluation* form
2. Ask the TA to read it, and to sign and date it
3. Sign and date the form
4. Give a copy to Sandra Clark as CUPE requires that a copy be kept in the student’s personal file
5. Sandra Clark will email both the professor and the TA a copy of the completed form for their records

**If a Teaching Assistant disagrees with the comments in the evaluation, the teaching assistant should:**

1. Request from the Administrative Assistant Sandra Clark a *Teaching Assistant Informal Evaluation Response* form.
2. Fill out the form and sign and date it
3. Give the form to Sandra Clark
4. Sandra Clark will scan the form and email a copy to the professor and the TA for their records
5. The form will be placed with the original *Informal Evaluation* form in the TA personal file
Notes on Informal Evaluation

1. The TA must receive the *Informal Evaluation* form at least two days prior to the day on which the professor will meet him/her to discuss it.
2. The goal of the Informal Evaluation is to ensure that the workload duties are being performed satisfactorily and to improve the quality of teaching assistantship by assisting the TA to develop his/her skills.
3. If a TA has an appointment of 65 hours or more, s/he is entitled to a second informal evaluation prior to the completion of his/her appointment, if s/he so requests. There should be enough time between the two evaluations so that the TA can address any concerns expressed in the first one.
4. If two evaluations are conducted, the second evaluation takes precedence over the first one.
Tips for Ethics Applications

Figure 7 - Photo courtesy of the University of Ottawa
ETHICS APPLICATIONS

All those engaged in research, whether as professors, students or postdoctoral fellows or trainees, should know the regulations governing the ethical conduct of research. Where research involves human subjects, whether it be as direct experimental subjects, through the use of human tissues or fluids, or through interviews, surveys or secondary use of data, the research proposals and protocols must be evaluated and approved by the appropriate Research Ethics Board prior to initiating the research.

TIPS FOR SUBMITTING APPLICATIONS

All research projects involving human subjects (be the research funded or not) must receive the approval of one the University of Ottawa’s Research Ethics Boards (REB) prior to the start of the project. Below are a few tips related to the sections on the application form that pose the most problems.

* The following tips were verified with Ethics at the time of printing but forms and regulations can change.

SECTION 2: RESEARCH PROJECT DESCRIPTION

- This section should answer all the questions raised throughout the rest of the application
- The methodology and phases of the research should be explained in a step-by-step manner.
- If you are using online survey creators, care must be taken if they are housed outside Canada as they will be subject to different privacy laws.
- If the project will take place over several years, the Ethics application should focus on the activities and research phases occurring in the present year as you will have to apply for an extension at the end of each year of the project.

SECTION 3: RECRUITMENT OF PARTICIPANTS

- When recruiting participants from a company or institution, the REB prefers that the researcher, and not the manager (or other person of supervisory authority) of the company, be responsible for the recruitment. The reason for this is that if a manager were to carry out the recruitment on behalf of the researcher, there could be a risk that the employees would feel compelled to participate.
  - An REB approved method for seeking participants from a company is to ask the company to let its employees know about the research project and to advise the employees to pass their contact information directly to the researcher if they are interested in participating.
  - Another REB approved method is for the researcher to contact the employees directly if the employees’ contact information is in the public domain. While in this case the researcher is not required to obtain permission from the company to contact the employees, the Ethics Board recommends that the researcher obtain it nevertheless.
  - When describing the recruitment process, be it by mail, email, phone, in person or a combination of the above, outline the process in details.
- When describing the interview process you will use, provide detailed information. For example, will you phone from your office to the participant’s office? Will your meeting person at the participant’s place of business? In a coffee shop? A neutral place is preferred over others.
- Any exclusion criteria regarding participants should be explained. However the REB prefers that all participants meeting the provided criteria be invited to participate.
- If the sample size is to be small, an explanation will be required as to how the participants will be chosen.

SECTION 5: ASSESSMENT OF RISKS

It is very rare that the research has ‘no risks’ since it is assumed that there will always be some element of risk, even for research qualifying for a Minimal Review. Examples of common risks are:

- Divulging confidential information over the course of the interview;
• A participant losing his/her job due to comments made in the interview;
• Exposing identification of participants based on, for example, their position even though the results remain anonymous.

SECTION 6: PRIVACY OF PARTICIPANTS

• If anonymity cannot be guaranteed completely, this should be stated in the consent form.
• If participants will not be anonymous, this must be clearly stated in the recruitment material and the consent forms.
• If participants will be given the opportunity to review transcripts, the methods for doing so much be clearly outlined in the application form.

SECTION 8: CONFIDENTIALITY OF DATA

Detailed explanation of the storage of the material is required for the complete life-cycle of the project. The type of information required here is:

• The manner in which the data will be identified. For example, if codes are used to replace names, the REB will want to know that the document containing the names and codes will be kept separately from the data with the codes;
• The protection of computers – expected to have password protection, firewall and anti-virus;
• The protection of servers – minimum of firewall protected;
• The security of gateways – minimum of firewall protected;
• The manner in which the data will be protected during travel (e.g. if traveling for interview);
• The location in which the data will be stored – expected to be in locked cabinets;
• The location of the locked cabinets – expired to be in locked offices of the researchers on the University of Ottawa campus

Materials should be kept for a minimum of 5 years – the Office of research Ethics and Integrity or a participant has the right to ask to view the data during that period.

SECTION 9: FREE AND INFORMED CONSENT

• Consent forms, recruitment letters and/or emails should be on University letterhead.
• Unless the reason for having the consent form in only one of Canada’s official languages can be clearly justified, the consent form should always be available to the participants in both official languages - even if the research will be conducted entirely in one of the languages.
• Consent forms can be found on the Office of Research Ethics and Integrity website at:
• Minimal risk associated with a participation should be explained as participation having no foreseeable risk other than that encountered in everyday life
• Guaranteed anonymity – if guarantee is limited, this should be stated clearly (for example, there may be the risk that colleagues may know about individuals’ participation or may recognize responses despite the anonymity of the data).

TIPS FOR SECONDARY USE OF DATA

• No evaluation is necessary if the data is public and anonymous.
• Evaluation will be necessary if data banks will be created or used.
• The REB follows the current privacy law (provincial and federal) when dealing with identifying data.
• If identifying information is involved, the REB may request that consent be obtained from those who contributed data or from the authorized third party, and thus an appropriate strategy for informing the subjects may be required as well as consultation with representatives of those who contributed data.
• When using secondary data, the following should be considered:
  o Who collected the original data and how;
Whether free and informed consent as obtained;
Whether there are any risks associated with the identification of participants’
Whether permission need be obtained from the owner of the data.

- If previous research did not obtain consent from participants for data used in the original research or for its use in future research, consent may need to be obtained.

REQUEST FOR THE RELEASE OF RESEARCH FUNDS

- You may request for the release of a portion of your research funds if:
  - Your research project has no progressed to the point where an ethics application can be submitted to the REB yet interim funding is needed for the grant funds in order to conduct preparatory work; and,
  - The preparatory work involves, for instance, the development of research instruments and/or methodology prior to the involvement of human subjects in the research.
- To request the release of a portion of your funds, fill out the ‘Release of Funds (1B)’ form and mail it with the required number of copies to the address stated at the end of the form.
- The forms and guidelines can be found on the Office of Research Ethics and Integrity’s website.

GENERAL TIPS REGARDING ETHICS AND THE APPLICATION FORM

- The new form is now online. Old forms are no longer accepted.
- Do not use N/A in any of the answers.
- Use full sentences providing complete answers.
- Avoid technical jargon. If necessary, define the terms.
- Ethic certificates are valid for one year, at the end of which an annual report must be submitted to extend the certificate (maximum of 3 renewals permitted) or to close the file. (The annual report form can be found on the Office of research Ethics and Integrity’s website).
- Request for renewals should be submitted by Expedited Review.
- Consent forms must be printed on University letterhead (Margins: top 1.6; left: 2.45; right: 0.7; bottom: 0.5”).
- Paginate documents.
- Do not staple or bind the pages.
- Use single-spaced Times New Roman point 12 or Arial point 10.
Tips on Presenting at Conferences

Figure 8 - Photo courtesy of Amélie Alrifaee
BE BRIEF, BE WITTY, BE SEATED

by Mary E. Hunt

Women’s Alliance for Theology, Ethics and Ritual (WATER), Silver Spring, MD

https://www.aarweb.org/annual-meeting/be-brief-be-witty-be-seated

The following is a set of presentation tips the Women and Religion Section has circulated to its presenters.

1. Be Brief. It takes about 20 minutes to read 10-12 double spaced pages. Allow a little time for introductory remarks and to repeat for emphasis what you really want to get across. Err on the side of too little material rather than too much. Your audience will thank you. Studies show that the average attention span for spoken words is slightly over 10 seconds. A few good ideas with a clear introduction and concise conclusion will stay with your listeners longer than a convoluted argument. Allow time for questions as it is another opportunity, usually more listener friendly than being read to, to communicate your ideas.

2. Be Witty. Every religious studies scholar is not Whoopie Goldberg or Lily Tomlin, but it is important to think of an academic audience as people first and foremost. A touch of humor is always appreciated. It keeps the audience alert. Think of the presentation as needing the clarity of a picture, the precision of an article, the flow of a conversation and the satisfaction of a good meal. Humor adds levity and makes your remarks memorable. Anecdotes and examples will give you a chance to lighten what might otherwise be a deadly dull performance.

3. Be Seated. Honor the time constraints because they assure that everyone will have an equal opportunity to speak. It is boorish not to, a sure sign of inexperience. Practice speakers finish up with a bang on or a little ahead of the time. Novices start out strong but end up fumbling because they try to speed read a 30-page paper in twenty minutes. When they realize that their time is rapidly coming to a close they often exclaim, "Oh, heavens, I am just going to skip the next ten pages and read you the conclusion," or desperate words to that effect as if the content they are leaving aside has no bearing on the argument. To avoid this faux pas, keep your presentation to the time allowed. But if you do not manage that:
   - acknowledge the time keeper with a nod so as not to distract your audience
   - summarize your remaining material without reference to the time problem
   - move smoothly to your conclusion like a practiced speaker and nobody will be any the wiser … except you, the next time.

Delivering a paper is learned behavior. It is like preaching a sermon, teaching a class or giving a lecture anywhere else. You can get it right with practice. Bad things can happen—the microphone can go dead, your PowerPoint presentation can freeze, you might even have an attack of nerves that will cause you enormous stress. But for the most part it will be a good, even an enjoyable experience. You can enhance it by offering a warm thank you to your introducer and by thanking your audience at the end, Miss Manners would suggest. A quick e-mail thank you to the presider and/or the person who chairs the section is a nicety that increases graciousness among us.
STUDENT GUIDE TO PRESENTING AT THE AAR

by Julie J. Kilmer
Chicago Theological Seminary

https://www.aarweb.org/annual-meeting/student-guide-presenting-aar

With hopeful confidence and reasonable fear students regularly present professional papers at the American Academy of Religion Annual Meeting. While Jerry Seinfeld claims, "Studies show that fear of public speaking ranks higher than the fear of dying," I suggest that by following a few basic principles of public speaking, the experience of presenting a paper at the Annual Meeting can be rewarding and fun! In preparing to present a paper at the Annual Meeting it is important to consider the following areas: content, preparation, presentation, the question and answer period, and the final evaluation of the experience.

CONTENT

The key to any good presentation is its content. Make sure you have something new and interesting to add to the conversation in your field. Here, colleagues and friends can offer important critique that can assist one in developing ideas that further the academic discussion in your area of interest. Whatever you include in your paper presentation must support your central argument without inviting the listeners to join you on a tangential trail of irrelevant information. Communicate your arguments and ideas clearly and concisely.

PREPARATION

Remember, this is an oral presentation, not a written one. Thus, it is necessary to make changes and alterations within your paper. Remove technical jargon and complicated details. Add structure to the paper by repeating your thesis statement at the beginning and end of the paper. Re-emphasize important points as necessary. You might consider preparing two versions of your paper. The first is yours to read in the actual presentation and utilizes large fonts, boldfaced type, red slashes at the end of sentences reminding you to pause, etc. However, have a second version of your paper available to hand out to interested parties after the presentation. Don't forget to include your contact information on each copy. Practice presenting your paper in front of friends and colleagues. This will reduce anxiety and provide valuable feedback. Time your presentation. While 20-30 minutes may seem like a long period of time, it is not. Within this time period you cannot present your entire dissertation. However, you can focus on one theme or chapter of your work. If you are unsure about the time limit for your presentation, it is acceptable to contact the person presiding for your session to acquire this information.

PRESENTATION

Although writing and public speaking are very different arts, it has become acceptable to treat public speaking as a mere reading of a written text. However, even though the written word is dominant in the academy, the presentation of a paper can be professional and interesting to both the speaker and members of the audience. Speaking in a soft monotone, in long, complex, jargon-filled sentences as you read your paper will not lead to success. Instead, use the microphone - even if you do not think it necessary. In addition, for many it is helpful to pause and take a deep breath before speaking the first sentence. This enables any speaker to claim the space at the podium as one's own. Taking a deep breath also forces one to relax even under the most stressful situations. Speak loudly, clearly, and confidently. Smile often (even if you don't feel like smiling). Remember, your ideas are valuable. The audience members are there because they found the topic and abstract of your paper interesting. The presentation of your paper also offers an opportunity to network with others in your field. Talk with the other presenters both before and after the session. It is likely you will have similar interests. This enables others in your field to become acquainted with you and your academic work.

THE QUESTION AND ANSWER PERIOD

For some, this is the most dreaded of times and the worst of times. What if someone asks a question I don't know how to answer? Your audience will expect you to have mastered the material you are referencing, so do your homework. Make sure you have reviewed the relevant literature in the field. You are likely able to anticipate most
of the questions that others will ask. Prepare answers in advance of your presentation. Don’t forget that you are the expert in this field. If someone asks a question that you really cannot respond to with integrity, consider turning to others on the panel or in the audience for additional comments on the topic.

EVALUATION OF THE EXPERIENCE

We learn from our experiences. Thus, within a week of your presentation at the Annual Meeting, evaluate your performance. Did you enjoy your experience? What did you do well? What did you learn? Did others model successful ways to present a paper? If so, identify a few of the particular techniques that might work for you in the future. And finally, make a few notes for yourself to review the next time you present a paper at the Annual Meeting.

Of course, none of the above principles and suggestions can substitute for excellent content. Yet, preparation, practice, good time-management, and a professional presentation ensure a positive experience in the presentation of a paper. And with the support of friends and colleagues, one can be confident and successful every time there is an opportunity to present at the American Academy of Religion Annual Meeting.
Student Life

Figure 9 - Photo courtesy of the Robert Lacombe
IN THE DEPARTMENT

OFFICE SPACE

The Department of Classics and Religious Studies is located on the 10th floor of the new state-of-the-art Desmarais Building. Three spacious offices are reserved for the use of graduate students only. The offices are bright with large windows overlooking the downtown area of Ottawa.

LOUNGE

The Department’s lounge is a great place for students to meet for lunch or for a chat. It is equipped with a small kitchen as well as comfortable couches and chairs. During the day it is sometimes used for workshops organized by the Graduate Students’ Association or for self-led courses organized by the graduate students themselves.

DEPARTMENTAL READING ROOM AND LIBRARY

The Classics section of the Department has an extensive library of classical literature on the same floor as the Department in the Desmarais Building. All students of the Department have access to the books and are welcome to work in this quiet environment.

DEPARTMENTAL SPECIAL EVENTS AND ACTIVITIES

DEPARTMENT’S GUEST SPEAKER SERIES

The Department has a number of guest speakers present to students and faculty throughout the academic year. The guest speakers are scholars from Canada and abroad. In addition, the Religion and Diversity Project led by Dr. Lori Beaman, Canada Research Chair, also invite guest speakers to the department.

ORIENTATION DAY

In the first week of each autumn semester, the Department holds an Orientation Day for new students. Professors and administrators from the Department attend as well as current graduate students. The goal of the Orientation is to welcome new students and to introduce the current students, professors and some administrative staff. The day includes a welcome from the Director of Graduate Studies and an informal word by the President of the Department’s Graduate Students’
Association (RSGSA), as well as presentations that cover the most common questions asked by new students as well as an explanation to applying for teaching assistantships, availability of finance, services offered on campus and much more.

**SCHOLARSHIP INFORMATION AND WRITING WORKSHOP**

The Department’s Director of Graduate Studies organizes a workshop for the department’s graduate students on how to write and apply for scholarships. The workshop focuses on the application of scholarships by the Tri-Council and OGS. However, the information acquired at the workshop is transferrable to the various scholarship and grant applications that are available through the University.

**MUSEUM OF CLASSICAL ANTIQUITIES**

Established in 1975 as a teaching collection, the Museum of Classical Antiquities at the Department of classical and religious studies aims to inspire interest in classical studies in students of all ages.

Comprised of artefacts that reflect daily life during the period from the 7th century B.C. to the 7th century A.D., the permanent collection is enhanced by touring exhibitions and artefacts belonging to Canadian and foreign collectors.


**WORD FROM THE CURATOR**

The Museum of Classical Antiquities was established in 1975 by the Department of Classics primarily for teaching purposes. Over the years our permanent collections has grown to include an excellent and representative ceramics collection, several sculptures and reliefs in stone and terracotta, an important Roman numismatics collection, and essentially a wide ranges of artefacts dealing with virtually all aspects of daily life in Classical antiquity.

Our programs offer several opportunities for undergraduates to participate in hands-on learning through a variety of workshops, activities and exercises which are normally incorporated into the courses offered by the Classics sector. In addition interested students may submit applications to work as volunteers in several capacities, in the Museum during the academic year. Many of our volunteers have gone on to pursue graduate work in museum studies, or have found various venues for museum employment in several contexts. We encourage students who are interested to seek us out at the beginning of term to find out about how they can be involved!

- Dr. Antonia Holden
DEPARTMENT’S GRADUATE STUDENTS’ ASSOCIATION

ABOUT RSGSA

The association (RSGSA) represents students from the Classics and the Religious Studies sectors at the department and faculty levels. One member represents the department’s graduate students at the Departmental Assembly. Members are elected by students annually.


ROLE OF RSGSA

The RSGSA also organizes social events, such as pub nights and parties, to foster a community spirit within the Department, and it also keeps the Department’s students informed of important issues. RSGSA has created a Facebook page as a way to stay connected with fellow students and Department members.

CRITICAL INQUIRIES IN CLASSICS AND RELIGIOUS STUDIES CONFERENCE (CICRS)

The RSGSA hosts a discussion series once or twice a semester, referred to as CICRS (pronounced ‘kickers’). All students and professors are invited to participate in these sessions. CICRS is an ideal forum for students to present their work to their peers in an informal and supportive academic setting. To participate, contact the President of the RSGSA.

DEPARTMENT’S STUDENT PUBLICATIONS

This journal consists of ethnographies produced by undergraduate students and cover topics as diverse as the role of a Celtic football club in the lives of Irish Catholics, to the phenomenology of the Eucharist celebration. The goal of the journal is to provoke curiosity and stimulate interest in the field of the Anthropology of Religion – a field which seeks greater understanding of religious phenomena in its cultural diversity and in its universal expression.

In 2009, the Department launched the Ottawa Journal of Religion, a refereed journal that showcases some of our graduate students’ best work.


THROUGH GSAÉD

GRADUATE STUDENTS ASSOCIATION/ASSOCIATION DES ÉTUDIANT(E)S DIPLÔME(E)S (GSAÉD)

The Graduate Students Association/ Association des étudiant(e)s diplômé(e) s (GSAÉD) is the student union for all graduate students and post-doctoral fellows at the University of Ottawa and is situated in the Grad House at 601 Cumberland. GSAÉD’s role is to protect students in both academic and non-academic issues. The Association also organizes social events and academic projects, oversees the grad house, deals with campaigns and bylaws and so on.
Elections for representatives to fill various positions take place in March each year. Submissions for election are done in February. Information on the structure and roles of the Committees, Council and Board of Directors can be found on the GSAÉD website.

Even if a student doesn’t represent a departmental association, the Council welcomes students to attend their meetings held on the fourth Tuesday of every month.

GSAÉD also provides a variety of services. These include:

- official uOttawa business cards to graduate students
- discounts on the attendance at some local sporting events
- partnership with a number of equity service centres
- financial aid – see section entitled Finance for more details
- access to GreenShield health and dental plan – more details in Health Services section of this handbook
- International Student Identity Card (ISIC) – identifies student worldwide and offers discounts in Canada and abroad
- Mental health resources – partial reimbursement for visits to Psychologist, access to a number of counselling services and workshops. See GSAÉD webpage for more details
- access to renting study rooms and multi-purpose rooms in the Grad House
- free access to UFile.ca – online tax filing service
- U-Pass – provides saving on public transit of OC Transpo and Société de transport de l’Outaouais (STO)
- opportunity to volunteer for campaigns and services supported by GSAÉD
- access to the Writing Consultation Program – peer-to-peer mentoring service to help with the writing process
- invitation to a variety of events, such as the Grad Ball, the Interdisciplinary Conference, Trivia Nights, Academic Retreats etc.

601 Cumberland  613-562-5935
info@gsaed.ca  http://gsaed.ca/

THROUGH THE UNIVERSITY

HOUSING SERVICES

The Housing Services webpages provide information on obtaining on-campus and off-campus housing. On the Off Campus Housing web page, the University provides information about the various areas of Ottawa and Gatineau, information on Ottawa’s By-Laws, legal information and much more. The Housing Services also has an online billboard where students can search for available accommodation.

http://www.uottawa.ca/housing/

Housing Services provides an online housing billboard where available apartments can be readily searched. Students with families have first priority:

https://web5.uottawa.ca/rezweb/search.php

HEALTH SERVICES

HEALTH CLINIC

The University of Ottawa Health Services Clinic includes full-time physicians and nurses; laboratory, x-ray, physiotherapy and pharmacy service are offered. Nutrition, stress and dietary counselling are also available. Specialized services include clinics for allergies, sport injuries and gynaecology.

100 Marie Curie, Suite 300  613-564-3950  http://www.uottawa.ca/health/
PHARMACY

The University also has its own Campus Pharmacy located on the main floor of the same building as the Health Clinic.

100 Marie Curie, Suite 300  613-563-4000

HEALTH AND DENTAL INSURANCE PLAN THROUGH GSAÉD

GSAÉD provides health and dental insurance plan through Greenshield that includes coverage for professional health services, prescription drugs, dental care, eye examinations and glasses and travel insurance. This plan is provided to the GSAÉD’s membership through the Canadian Federation of Students’ National Student Health Network.

All full-time students starting in September are automatically covered under the plan, while part-time students and those starting in January can opt-in. Students can also pay a supplemental premium to cover their spouse or family.

Please note that the provincially administered health plans (OHIP, QHIP, and UHIP) do not constitute comparable coverage for the purposes of deregistration from the Greenshield group insurance offered by the GSAÉD.

For more details on coverage and making claims, contact GSAÉD.

601 Cumberland  613-562-5935
info@gsaed.ca  http://gsaed.ca/insurance/

HEALTH AND FITNESS

The University of Ottawa’s Sports services has three gymnasiums, a 50-meter Olympic size swimming pool, fitness centre, a Tae E. Lee Martial Arts room, three American size squash court, a dance studio and saunas. A variety of drop-in activities and registered programs are offered. For more information, visit the GeesGees website.

http://www.geegees.ca/en/rec/home

COUNSELLING AND COACHING SERVICE

Students sometimes experience setbacks or face roadblocks to their personal or academic success. The Counselling and Coaching Service helps students handle problems and also provides a safe place to talk.

For students who need emergency help, the Counselling and Coaching Service makes every effort to provide same-day service. However, if this is not possible they will provide the student with the contact details of an emergency service.

To make an appointment, students can telephone or go to the Counselling and Coaching Service in person.

100 Marie-Curie, 4th floor  613-562-5200
http://sass.uottawa.ca/en/personal

UNIVERSITY OF OTTAWA BOOKSTORE

The University of Ottawa Bookstore sells textbooks and course materials as well as supplies, gifts, University of Ottawa apparel and accessories. They also have bins of books of all topics at huge discounts. The Bookstore also sells computers, computer accessories and software. Items can be obtained from the Bookstore itself and many items can be ordered through their online shopping cart.

85 University  613-562-5353  613-569-1657  uottawa@bkstr.com
http://www.bkstr.com/ottawastore/home  Weekdays: 9h00-17h00  Saturdays: 10h00-16h00
**LIBRARY RESOURCES – MORISSET LIBRARY (ARTS AND SCIENCE)**

The University of Ottawa Library is composed of 3 main libraries - the Morisset Library (Arts and Science), the Brian Dickson Law Library and the Health Sciences Library - in addition to a number of specialized research collections. It has 161 employees, including 48 librarians, serving the students, faculty and employees of the University.

- 🏠 Morisset Hall, 65 University Private
- 📧 referenc@uOttawa.ca
- 📞 Information desk 613-562-5213

**ROOMS FOR GRADUATE STUDENTS**

The Morisset Library provides dedicated spaces for graduate students on the 6th floor, including study carrels, group study rooms, conference rooms and a reading room.

**RESEARCH ASSISTANCE**

A team of graduate student library assistants provides peer-to-peer research support on site. For research assistance, students should contact the librarian.

**LIBRARY CARD**

The University of Ottawa student card serves as a library card. To activate it for library use, students should bring it to the circulation desk. Once activated, the card permits students to:

- Borrow and renew materials
- Check the status of requested items
- Print, scan and photocopy

**LIBRARY ACCOUNT**

The student account gives students access to the library electronic resources (databases, e-books, articles, etc.) and workstations. To use the workstations, a username and password need to be entered. They are as follows:

- **Username:** The part before the @ in your uOttawa.ca email address.
- **Password:** The same password as used for your uOttawa email address. To create or reset your password, use the Password Management Tool or call the IT Service Desk at 613-562-5800 ext. 6555.

**BORROWING IPADS AND LAPTOPS**

IPads are available for loan at the Morisset Library, the Brian Dickson Law Library and the Health Sciences Library. The loan period is 3 days (72 hours) with no renewals. Laptops (Dell Latitude E5430 / Windows 7) are also available for loan in selected locations. The loan period is 1 day (24 hours). Laptops may be renewed depending on availability. In order to borrow these, students must have a valid library account in good standing.

**PRINTING, SCANNING AND PHOTOCOPYING**

Printers and photocopiers are available at each library. To pay, students should add money to their student card or buy and add money to a visitor card using the machine located in the library.

Scanning to e-mail or USB is free of charge on photocopy machines at each library. A self-serve book scanner is available at the Morisset Library, 1st floor photocopier room.
Specialized scanners are available at the GSG Centre (for maps) and the Media Centre (for images, microforms and slides).

TEACHING AND LEARNING SUPPORT SERVICE – TLSS

With a team of professionals in various areas of expertise related to higher education, the Teaching and Learning Support Service (TLSS) support faculty members and graduate students in their commitment to offer quality education.

The TLSS website is a one-stop-shop where students will find many educational and techno-pedagogical services.

Vanier Hall - Room 1015, 136 Jean-Jacques Lussier  
☎ 613-562-5333  
✉️ http://tlss.uottawa.ca/site/en/

TEACHING ASSISTANT RESOURCES

The TLSS offers several different services to help graduate students develop their skills and make their function easier. For those who intend to become a professor, TLSS also offer a program of specialized courses in university teaching for which a certificate of completion is available (see section entitled in this handbook).

In the ‘Tools box’ and ‘Training and Support’ section of the TLSS website, many resources can be found for teaching assistants. These include, for example, a collection of tips in pdf format on building a good relationship between the professor and teaching assistant, how to evaluate student work, ethical issues that teaching assistants may come across, how to deal with challenging situations in the classroom and so much more.

https://tlss.uottawa.ca/site/en/toolbox-tlss

ORIENTATION DAY FOR TEACHING ASSISTANTS

TLSS organize annually in September and January a Teaching Assistants Orientation Day to help graduate students perfect their skills in pedagogy and to enable them to learn more about university teaching by participating in various training workshops. To find out the dates and agenda of the Orientation Day, students should visit the TLSS website.

EXCELLENCE AWARD FOR TEACHING ASSISTANTS

The TLSS recognizes the achievement of exceptional teaching assistants by offering three excellence awards annually - one for a TA in science and engineering, one for a TA in the humanities and one for a TA whose assistantship occurs in the context of an online course. Each of the three recipients of the award receives a $500 prize.

The TLSS presents the awards during a special event held at the end of April. Recipients have the opportunity to make a brief presentation (maximum of 15 minutes each) on their work as teaching assistants and how this work plays an important role in student learning. If they wish, recipients are also invited to participate in the Teaching Assistant Orientation Day held by the TLSS in September and January of each year. Participation may take different forms (facilitator or co-facilitator of a workshop, a panelist, a guest speaker, etc.) depending on the interests of the individual.

For eligibility criteria, nomination deadlines, application procedure, students should visit the TLSS website or contact the TLSS by phone.

https://tlss.uottawa.ca/site/awards-for-ta  
☎ 613-562-5800, extension 5300
The Centre for University Teaching (CUT) is one of three centres operated under the Teaching and Learning Support Service (TLSS). The Centre supports regular and part-time professors, instructional staff, teaching assistants, post-doctoral fellows along with many other members of the University of Ottawa community in the context of course design, program development, and facilitation of learning.

The CUT team’s expert specialists offer personalized and confidential support to help academic programs and individuals at all career stages enhance their teaching and learning practices and foster a culture of sustained scholarly inquiry in all aspects of instructional innovation.

In collaboration with the other Teaching and Learning Support Services’ (TLSS) centres, University departments and faculties, the CUT participates in the development of numerous workshops, lectures, courses, specialized certificates and programs.

To view the calendar of events and for details on the various workshops, programs, consultations provided by the CUT, students can contact them electronically, visit their office in person or visit their website.

- Vanier Hall, Room 1001, 136 Jean Jacques Lussier
- 613-562-5333
- cpu-cut@uOttawa.ca

The Certificate in University Teaching for graduate students aims to help graduate students develop the professional skills required to hold a faculty position at the university level, to offer training and practice, to facilitate discussion and collaboration, and to implement the use of various learning methods, including information and communication technologies.

The training program includes:

- **ESG 5300 - Theory and Practice of Undergraduate Teaching.**
  
  This course is specifically designed for postdoctoral fellows and graduate students that have teaching responsibilities or are interested in pursuing an academic teaching career. It provides an opportunity to examine and put into practice theory, research and strategies relating to teaching and learning in universities.

- **ESG 6100 - Technology and University Teaching**
  
  This course will familiarize students with the knowledge, skills and practices, related to the use of technology in higher education. Using a critical lens, the course examines a variety of technological applications and their use in the teaching and learning environment.

- **ESG 8300 - Practicum in University Teaching.**
  
  This practicum provides the opportunity for further experience in university teaching. Under the supervision of a mentor, you will strengthen your knowledge about teaching in an authentic context. You will also participate in workshops and complete a teaching dossier.

The program is free for full-time graduate students. There is a registration limit of 30 people per course. For more information, students should call or email the Centre. To register, students should email the Centre.

- 613-562-5333
- cpu-cut@uOttawa.ca

**INDIVIDUAL AND PRIVATE CONSULTATIONS**

The CUT offers consultation services for University of Ottawa instructors who are interested in discussing topics related to teaching and learning. Two types of consultations are available: confidential individual consultation or group consultation.
Individual Consultation

Graduate students can request a meeting to discuss issues related to teaching and learning. The frequency and length of consultations vary according to instructor needs. Confidentiality is assured.

Group Consultations

Members of the CUT staff can meet with a group of graduate students or, in some cases, with a graduate student representing a group of colleagues. This service is also available to a department or faculty wishing to discuss matters related to teaching and learning or to work on specific projects related to teaching and learning. The frequency and the length of the consultation can vary according to needs.

Online Consultations

Consultations can also be done online via Adobe Connect or Skype. For details on how to connect for an appointment, students should visit the website. Online consultations also remain highly confidential.


PROGRAM DEVELOPMENT SERVICE

The program development service teaches the use of clear and well-defined techniques, tools and procedures adapted to each person’s circumstances. Depending on the person’s context, the first step may be the development or revision of a program learning outcomes or the analysis of strengths and weaknesses of a program. The last step is the curriculum analysis.

For more information and to access the tools used in this service, visit the website.

http://tlss.uottawa.ca/site/en/program-development-service

INTERNATIONAL OFFICE

The International Office offers advice and support to students, faculty and staff, from both uOttawa and international institutions, on all aspects of international engagement, including coordinating student mobility, establishing exchange agreements, building international partnerships, and hosting international delegations. The International Office also provides useful information on what to do before travelling to the University of Ottawa, as well as information concerning permits and visas, the University Health Insurance Plan (U-HIP), financial aid, and other details.

Some of the most important links for international students wishing to study at the University of Ottawa include:

- Admissions information http://international.uottawa.ca/en/study-at-uottawa/international-admissions
- Document information, such as Revenue Canada, permits, visas, health services and so on http://international.uottawa.ca/en/study-at-uottawa/current-students/obtain-permits-visas and http://international.uottawa.ca/en/study-at-uottawa/current-students/uhip

For University of Ottawa students wishing to study abroad, numerous scholarships and funding can be found on the International Office`s website.

http://international.uottawa.ca/en/study-abroad/funding-opportunities

Tabaret Hall, Room M386, 550 Cumberland
uointl@uOttawa.ca

+1 613 562 5847  
+1 613 562 5100

http://international.uottawa.ca/en
**FOOD SERVICES**

The University of Ottawa has a variety of coffee shops, restaurants and pubs on campus. Below is a description of the ones closest to the Department of Classics and Religious Studies. Food Services offer students a variety of meals plans. Meal plans are not required to use the Food Services but if students are interested, the meal plan information is available on the Food Service’s website.

Meal plan options

🌟 [https://www.uottawa.ca/uottawacard/meal-plans/costs](https://www.uottawa.ca/uottawacard/meal-plans/costs)

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**24/7 DINING HALL**

The 24/7 Dining Hall is situated in the students’ University Centre and offers 24/7 service during the fall and winter semesters. During the spring and summer semesters, it is open for breakfast and lunch only. The Dining Hall includes a wide variety of food options, including vegetarian, vegan, halal and much more. Clients pay at the entrance (or with their meal plan) and then have access to the various all-you-can-eat style stations offering a variety of culinary dishes, including a dish of the theme of the day.

懋 University Centre – Floor 1, 85 University

🌟 [http://foodservices.uottawa.ca/dininghall](http://foodservices.uottawa.ca/dininghall)

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**PREMIÈRE MOISSON (FSS)**

Première Moisson offers an array of delectable specialty items, fresh breads, pastries, desserts, fresh coffee, salads, hot dishes, and sandwiches of all kinds.

懋 Faculty of Social Sciences Building – Level 1, 120 University

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**STARBUCKS IN DESMARAISS BUILDING**

Starbucks offers a selection of premium Tazo® teas, fine pastries and other delectable treats to please the taste buds. It’s not unusual to see people coming to Starbucks to chat, meet up or even work with a comfortable seating area.

懋 Desmarais Building – Level 1, 55 Laurier East

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**CAFÉ NOSTALGICA**

With a new building, an exterior terrace, and a new restaurant menu, this location offers eclectic choices great for lunch or dinner. And they serve brunch on Sundays! They offer daily specials through Monday to Friday; graduate student discounts of 15% on food, juice and coffee; catering services for private parties; and, hold free weekly events – from deck spinning DJs to Jazz nights, poetic slam jams and more. The kitchen closes at 21h00 daily but pizza options are available until 2h00.

懋 GSAED Grad House - level 1, 601 Cumberland Ottawa  ❌ nostalgica@gsaed.ca

🌟 [http://cafenostalgica.ca/](http://cafenostalgica.ca/)

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**PARKING**

The Parking and Sustainable Transportation Office provides parking permits for those wishing to park in a campus parking lot. Both above-ground and under-ground parking lots are available. To apply for a parking permit, the application form must be filled out online.


For further information regarding campus parking, students should contact the Parking and Sustainable Transportation Office or visit their website.
FOOT PATROL

Foot Patrol is a student-run volunteer-based safe walk service offered to all students and members of the university community. It’s a service, within the Student Federation of the University of Ottawa (SFUO), that works with Protection Services to ensure a safe environment for all. Foot Patrol volunteers walk students from anywhere to anywhere within a 45-minute walking radius around main and RGN campuses and also accompany students on several bus routes. View the website to check out our boundaries.

Foot Patrol is always looking for new volunteers. Students interested in volunteering should contact them.

Bus Rider

Foot Patrol volunteers can accompany students on several bus routes, namely on OCTranspo routes 1, 2, 4, 5, 7, 8, 9, 12, 14, 16, 18, 85, 86, 87, and 106 and STO routes 21, 31, 33, 35, 37, 39, 59, 67, and 77 within their regular walking boundaries and in expanded boundaries for OCTranspo routes 94, 95, and 96 (between Westboro and Blair) and 97 and 98 (between Westboro and South Keys). Volunteers can also walk within a 15-minute radius around any of the bus stops between the aforementioned stations.

Casual Walks

Some students prefer walking home unnoticed. For these students, volunteers will remove their bright yellow jackets and carry them in a backpack when asked.

To Get a Walk

- Call at 613–562–5800 x 7433
- Call from campus payphones for free by pressing the yellow Foot Patrol button
- Go to Foot Patrol Office in the University Centre across from the bookstore
- Ask a Foot Patrol team that’s patrolling the campus
- Pre-register to have patrollers set up walk at the same time and place every week

University Centre, Room 08A, 85 University Pvt 613-562-5800 x7433
foot.patrol@sfuo.ca

STUDENT RIGHTS CENTRE (SRC)

The Student Rights Centre (SRC) is a service of the Student Federation of the University of Ottawa (SFUO) offered to all undergraduate and graduate students of the University of Ottawa. Created on May 1, 2014, the SRC brings together two prior services of the SFUO, the Student Appeal Centre and the Centre for Equity and Human Rights.

They offer guidance and support to students who require information on University of Ottawa regulations and practices or who wish to appeal decisions made by the university administration. They also help students who wish to receive more information regarding their human rights on campus or to make a formal or informal complaint in that regard.

http://sfuo.ca/rights/about-us/

SASS - STUDENT ACADEMIC SUCCESS SERVICE

SASS is a free network of services and programs designed to give students the tools and information they need to succeed from their first day on campus until they receive their diploma and go out into the world to pursue their dreams. Delivered by professionals and fellow students who care about students’ success and well-being, the programs and services of SASS complement classroom learning and support students in achieving their academic and professional goals.
The programs and services offered through SASS include:

**Aboriginal Resource Centre**

- Develops initiatives that support and benefit First Nations, Inuit and Métis students
  - 1 Stewart Street - 1st Floor - Room 130  
  - 613-562-5800 ext. 4566
  - arc-cra@uOttawa.ca  

**Academic Writing Help Centre**

- Helps students develop strategies and skills through individual writing appointments, classroom presentations and workshops, and online writing resources
  - 110 University  
  - 613-562-5601  
  - 613-562-5229
  - awhc@uOttawa.ca  

**Access Service**

- Works collaboratively with our university community to facilitate the academic accommodation process
  - Desmarais Building, 55 Laurier E – 3rd floor – Room 3172  
  - 613-562-5976
  - 613-562-5159  
  - adapt@uOttawa.ca  
  - http://sass.uottawa.ca/en/access

**Counselling and Coaching service**

- Helps students who are facing roadblocks or who need to talk to someone in a safe place (see section entitled Health Services in this handbook for more details)
  - 100 Marie-Curie Private – 4th Floor  
  - 6613-562-5200  
  - 613-562-5964
  - couns@uOttawa.ca  
Appendix
City Transit System
Many buses stop at the Laurier Station on Waller St. (See pencil icon on map). The entrance to the Desmarais Building is right at the bus stop.

Desmarais Building – 55 Laurier Av - Classics and Religious Studies Dept. – 10th floor
Blue arrow icons show entrances to the Desmarais Building (DMS)

ARTS Building – 70 Laurier Av
Green icon shows entrance to ARTS building (ART)
ARTS - Room 509 – on the 5th floor

Underground Parking
Entrance to underground parking shown by red arrow on map. Parking is accessible from Nicholas Street or by driving westward on Laurier E and turning right onto Nicholas St. (There is no left turn onto Nicholas St when driving eastward on Laurier Ave W.)
### Teaching Assistant Informal Evaluation Form

**Département d'études anciennes et de sciences des religions**  
**Department of Classics and Religious Studies**

#### Teaching Assistant Informal Evaluation

<table>
<thead>
<tr>
<th>Assistant Name</th>
<th>Student No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
<td>Date</td>
</tr>
<tr>
<td>Course Code &amp; Title</td>
<td>Session</td>
</tr>
</tbody>
</table>

#### Ratings according to CUPE Article 16.5.2

**Article 16.5.2** "The results of the informal evaluation … shall conclude in one of the following findings:"

- **a.** The performance is excellent, that is, all the requirements are met and the quality of the performance exceeds expectations
- **b.** The performance is satisfactory, that is, all the requirements are met and the quality of the performance meets expectations
- **c.** The performance is satisfactory, but one or more minor deficiencies exist and should be corrected
- **d.** The performance is seriously deficient and a formal evaluation is therefore requested

#### Formal Evaluation

**Article 10.0** "A formal evaluation can take place only if it is requested pursuant to 16.5.2 (d)"

#### Comments and Suggestions

**COMMENTS**

Article 16.5.3 "The informal evaluation shall include both an explanation supporting the results of the evaluation…"

**SUGGESTIONS**

Article 16.5.3 "… and suggestions to improve the [Teaching Assistant’s] performance."

#### Verification of Evaluation

**Teaching Assistant:**

1. By signing this form, you (the Teaching Assistant) confirm that you have discussed the results of this evaluation with the person conducting the evaluation before the evaluation is placed in your Personal File.
2. Any written comments you (the Teaching Assistant) may wish to make about this evaluation shall be attached to this copy. Please ask the Administrative Assistant for a Response form.

<table>
<thead>
<tr>
<th>Teaching Assistant Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

*A copy of this evaluation must be submitted to the Administrative Assistant of the Department of Classics and Religious Studies to be placed in the Personal File of the Teaching Assistant.*
<table>
<thead>
<tr>
<th>Assistant Name</th>
<th>Student No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
<td>Date</td>
</tr>
<tr>
<td>Course Code &amp; Title</td>
<td>Session</td>
</tr>
</tbody>
</table>

**Response**

Article 16.5.3

*Any written comments the [Teaching Assistant] may wish to make about the evaluation shall be attached to the copy of the evaluation that is placed in the [Teaching Assistant’s] Personal File, provided the [Teaching Assistant] delivers a copy of the comments … and requests that her [his] comments be attached to the copy of the informal evaluation.*

Article 16.5.4

*“A Teaching Assistant in receipt of an informal evaluation and who has an appointment of sixty-five (65) hours or more, is entitled to an additional informal evaluation prior to the completion of her [his] appointment, if she [he] so requests. It is understood that, where possible, enough time should elapse between the first and the second informal evaluation to permit the [Teaching Assistant] to address the concerns expressed in the first informal evaluation. The results of the second informal evaluation will take precedence over the first informal evaluation.”*

**RESPONSE**

| Signature |
|----------------|-------------|
| Teaching Assistant Signature | Date |

*If you wish your response to be attached to the Informal Evaluation in your Personal File, please submit this copy to the Administrative Assistant of the Department of Classics and Religious Studies.*