

**Graduate Student Handbook**

**UNIVERSITY OF OTTAWA  
DEPARTMENT OF THEATRE**

**Master of Arts in Theatre (MA)  
(Theatre Theory and Dramaturgy)**

**2014-2015**

**[www.theatre.uOttawa.ca](http://www.theatre.uOttawa.ca)  
135 Séraphin Marion  
Ottawa, Ontario K1N 6N5**

**Daniel Mroz, Director of Graduate Studies  
613-562-5800 ext. 1259  
[dmroz@uottawa.ca](mailto:dmroz@uottawa.ca)**

## Table of contents

1. Administrative staff
2. Faculty of Graduate and Postdoctoral Studies
3. Professorial staff and their areas of expertise
4. Introduction to the program
5. Programs offered
6. General regulations
7. Registration procedures
8. Program requirements
9. Registration and regulation governing the classification of students
10. Transfers from other programs and universities
11. Out of program courses and additional courses
12. Language rights of students
13. Payment of fees
14. Submission of assignments in graduate courses
15. Academic fraud and research ethics
16. Appeal procedure
17. Progress reports
18. Withdrawal
19. Office space, student lounge, and mailboxes
20. The thesis
21. Awards, scholarships, and financial aid for Canadian Citizens and Permanent Residents of Canada
22. Awards, scholarships, and financial aid for International Students
23. Teaching and research assistants, markers, proctors
24. Graduate student associations
25. Student services
26. Libraries
27. Graduate courses and policies governing courses
28. Responsibilities of the students
29. List of forms.
30. Varia

**1. Administrative staff*****GRADUATE STUDIES COMMITTEE***

- **Daniel Mroz, Director of Graduate Studies Committee**

Associate Professor, Department of Theatre  
Office: 211  
Telephone: 613-562-5800, ext. 1259  
E-mail: dmroz@uottawa.ca

- **Joël Beddows**

Associate Professor and Chair of the Department of Theatre

Office: SMN 208  
Telephone: 613-562-5762  
E-mail: jbeddows@uOttawa.ca

- **Louise Frappier**

Assistant Professor, Department of Theatre

Office: SMN 126  
Telephone: 613-562-5800, ext. 1265  
E-mail: [lfrappi2@uOttawa.ca](mailto:lfrappi2@uOttawa.ca)

- **Yana Meerzon**

Associate Professor, Department of Theatre

Office: SMN 304-B  
Telephone: 613 562-5800, ext. 2243  
E-mail: ymeerzon@uOttawa.ca

***ADMINISTRATIVE PERSONNEL******ACADEMIC ASSISTANT FOR GRADUATE PROGRAMS IN THEATRE*****Marie Angeline Béland**

Desmarais Building,  
55 Laurier Av. East (8162)  
Tel.: 613-562-5800 ext. 3825  
Email: [gradthe@uottawa.ca](mailto:gradthe@uottawa.ca)

**Angela Haché**

Administrative Assistant  
Room 209  
Telephone: 613-562-5800, ext. 1257  
Email: [angela.hache@uOttawa.ca](mailto:angela.hache@uOttawa.ca)

**Jeannine Cameron**

Secretary  
Room 207  
Telephone: 613-562-5761  
Email: [jcameron@uOttawa.ca](mailto:jcameron@uOttawa.ca)

***TECHNICAL DIRECTOR*****Jonathan Lockhart**

Room 109  
Telephone: 613-562-5800, ext. 1001  
Email: [jlockhar@uOttawa.ca](mailto:jlockhar@uOttawa.ca)

***PRODUCTION MANAGER*****Tina Goralski**

Room 108  
Telephone: 613-562-5800, ext. 3794  
Email: [tgoralsk@uottawa.ca](mailto:tgoralsk@uottawa.ca)

***FACULTY OF ARTS*****Rachel Fontaine-Azzi**

Administrator, Graduate Studies  
Telephone: 613-562-5800, ext. 1056  
Email; [rachel.fontaine-azzi@uottawa.ca](mailto:rachel.fontaine-azzi@uottawa.ca)

## 2. Faculty of Graduate and Postdoctoral Studies

Under the authority of the Senate, the Faculty of Graduate and Postdoctoral Studies (FGPS) is responsible for overseeing and coordinating the administration of all graduate and postdoctoral programs.

The FGPS is governed by a council which determines the general policies and plans for the development of the faculty, establishes the general regulations of the faculty, and defines the functions of its ancillary commissions and committees. [www.grad.uottawa.ca](http://www.grad.uottawa.ca)

The FGPS is located at 115 Séraphin-Marion (Hagen Hall).

Tel: (613) 562-5742

Fax: (613) 562-5992

### Officers of the FGPS and their responsibilities:

#### Dean

Timothy Stanley ([grad.dean@uOttawa.ca](mailto:grad.dean@uOttawa.ca))

#### Vice-Dean

Lynn Bowker ([vdgrad@uottawa.ca](mailto:vdgrad@uottawa.ca))

Evaluation of graduate programs; graduate student conference travel grants; on-campus conference grants for graduate students; administration of Policy 110 (treatment of graduate students on non-academic and non-employment issues, excluding sexual harassment) [http://web5.uottawa.ca/admingov/policy\\_110.html](http://web5.uottawa.ca/admingov/policy_110.html)

#### Associate Dean

Pierre Payeur ([adgrad@uottawa.ca](mailto:adgrad@uottawa.ca))

International matters; interdisciplinary programs; postdoctoral fellows; research associates

#### Assistant Dean and Secretary General

Margaret Moriarty ([moriarty@uottawa.ca](mailto:moriarty@uottawa.ca))

General regulations of the FGPS and requests for major exceptions; FGPS calendar; academic integrity breaches

#### Associate Registrar

Anne Donovan ([adonovan@uottawa.ca](mailto:adonovan@uottawa.ca))

All matters pertaining to admissions, registrations, scholarships, systems and management of thesis evaluations and defenses

#### Scholarships

Paulette Arsenault ([parsenau@uottawa.ca](mailto:parsenau@uottawa.ca))

Humanities Awards Officer

Daniel Melanson ([dmelanso@uottawa.ca](mailto:dmelanso@uottawa.ca))

Sciences Awards Officer

**Thesis Office**

Geneviève Breton-Harper (genevieve.breton-harper@uottawa.ca)

**Admissions**

Mélanie Boisvert (melanieb@uottawa.ca)

**Registration, Records of Academic Performance**

Sylvie Chénier (fespins@uottawa.ca)

**Chief Administrative Officer**

Denis Bouchard (denis.bouchard@uottawa.ca)

### **3. Professorial staff**

#### **Joël Beddows**

Associate Professor and Chair of the Department of Theatre  
Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 208

Telephone: 613-562-5800 ext.5762

E-mail: [jbeddows@uOttawa.ca](mailto:jbeddows@uOttawa.ca)

Website: <http://www.theatre.uottawa.ca/eng/faculty/beddows.html>

Fields of interest:

Practical: Directing and other art forms; Directing plays in translation

Theoretical: Franco-Ontarian theatre; Québécois theatre; Irish theatre

#### **Margaret Coderre-Williams**

Associate Professor

Office: SMN 306

Telephone: 613-562-5800 ext. 1267

E-mail: [mcoderre@uOttawa.ca](mailto:mcoderre@uOttawa.ca)

Website: <http://www.theatre.uottawa.ca/eng/faculty/coderre.html>

Fields of interest:

Set; Costume and Lighting Design

#### **Louise Frappier**

Assistant Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 304-C

Telephone: 613-562-5800, ext. 1265

E-mail: [lfrappi2@uOttawa.ca](mailto:lfrappi2@uOttawa.ca)

Website: <http://www.theatre.uottawa.ca/eng/faculty/frappier.html>

Fields of interest:

History of theatrical genres (especially tragedy)  
 Early modern French theatre (sixteenth and seventeenth centuries)  
 Urban ceremonies (especially royal entries)  
 Nineteenth-century Québécois theatre

### **Yana Meerzon**

Associate Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 304-B

Telephone: 613 562-5800, ext. 2243

E-mail: ymeerzon@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/meerzon.html>

Fields of interest:

Theory of drama and performance; Cultural and interdisciplinary studies; Russian drama and theatre

### **Daniel Mroz**

Associate Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 211

Telephone: 613-562-5800, ext. 1259

E-mail: dmroz@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/mroz.html>

Website, Artistic: [www.dancingword.org](http://www.dancingword.org)

Fields of interest:

#### Practical :

Acting and Performance (Movement, Voice, Composition and Interpretation)

Directing (Devising original performance)

Traditional Chinese Martial Arts and Physical Culture (*wushu* and *qigong*)

World Music Singing and Contemporary Vocal Music

#### Theoretical :

Theatre Anthropology, Performance Studies and Ethnoscenology



Contemporary approaches to performance aesthetics and actor training

**Kevin Orr**

Associate Professor, Department of Theatre

Office: SMN 210

Telephone: 613-562-5800, ext. 1258

E-mail: [korr@uOttawa.ca](mailto:korr@uOttawa.ca)

Website: <http://www.theatre.uottawa.ca/eng/faculty/orr.html>

Fields of interest:

Directing; Actor and Director training

**Kathryn Prince**

Assistant Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 213

Telephone: 613-562-5800 ext. 1260

E-mail: [kprince@uOttawa.ca](mailto:kprince@uOttawa.ca)

Website: <http://www.theatre.uottawa.ca/eng/faculty/prince.html>

Fields of interest:

Shakespeare in performance; Early modern drama in performance; Theatre repertories and archives; Theatre history

**Sylvain Schryburt**

Assistant Professor, Department of Theatre

Office: SMN 216

Telephone: 613-562-5800, ext. 1261

E-mail: [sschryburt@uOttawa.ca](mailto:sschryburt@uOttawa.ca)

Website: <http://www.theatre.uottawa.ca/eng/faculty/schryburt.html>

Fields of interest:

History of directing; Québécois theatre; Theatre archives

**Adjunct Professors:**

**Alvina Ruprecht**

Telephone: 613-562-5761

E-mail: aruprech@ccs.carleton.ca

Fields of interest:

Theatre in the francophonie; Theatre anthropology; Postcolonial and intercultural theory;  
Theatre criticism

**Cross-Appointed Professors:****Annie Brisset**

Professor, affiliated to the School of Translation and Interpretation and the Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 528

Telephone: 613-562-5800, ext. 3177

Fax: 613-730-3227

E-mail: abrisset@uOttawa.ca

Website: <http://www.iatis.org/>

Fields of interest:

Translation theories; Discourse theories; Sociology of translation

**J. Douglas Clayton**

Full Professor, Department of Modern Languages and Literatures; and Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 108

Telephone: 613-562-5800, ext. 3765

E-mail: jdclayt@uOttawa.ca

Website: [http://aix1.uottawa.ca/~jdclayt/main\\_e\\_welcome.htm](http://aix1.uottawa.ca/~jdclayt/main_e_welcome.htm)

Fields of interest:

Russian romanticism; Pushkin; Chekhov; Russian theatre since 1895

**Joerg Esleben**

**Associate Professor, Department of Modern Languages and Literature;** and  
Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 106  
Telephone: 613-562-5800, ext. 2549  
E-mail: [jesleben@uOttawa.ca](mailto:jesleben@uOttawa.ca)  
Website: <http://aix1.uottawa.ca/~jesleben/>

Fields of interest :  
German studies; intercultural studies.

**Irene (Irena) R. Makaryk**

Professor, Department of English, and Department of Theatre

Vice-Dean of Graduate and Postdoctoral Studies (to July 1, 2011)

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 304  
Telephone: 631-562-5800, ext. 1143  
E-mail: [makaryk@uOttawa.ca](mailto:makaryk@uOttawa.ca)  
Website: <http://www.english.uottawa.ca/faculty/imakaryk.html>

Fields of interest:  
Shakespeare; Shakespeare's afterlife; Soviet avant-garde theatre; War and culture; Les Kurbas; Modernism

**José María Ruano de la Haza**

Full Professor, Department of Modern Languages and Literatures; and Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 105  
Telephone: 613-562-5800, ext.3768  
E-mail: [jmruano@uOttawa.ca](mailto:jmruano@uOttawa.ca)  
Website: <http://aix1.uottawa.ca/~jmruano/index.html>

Fields of interest:  
Spanish literature; History of theatre; Textual criticism;

### **David Staines**

Professor, Department of English; and Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 334  
Telephone: 613-562-5800, ext. 1182  
E-mail: [dstaines@uOttawa.ca](mailto:dstaines@uOttawa.ca)  
Website: <http://www.english.uottawa.ca/faculty/dstaines.html>

Fields of interest:  
Canadian literature; Medieval literature; Victorian poetry

### **Emeritus Professor:**

#### **Tibor Egervari**

Telephone: 819-778-2215  
E-mail: [egervari@uOttawa.ca](mailto:egervari@uOttawa.ca)

Fields of interest:  
Directing; Theatre and its social context; Theatre History; Performance studies

#### **4. Introduction to the program**

##### **Master of Arts in Theatre (MA) (Theatre Theory and Dramaturgy)**

This two-year (with MA thesis) program permits students to develop and perfect their interpretative, critical and scholarly skills, as well as spark the intellectual curiosity required for doctoral studies.

## 5. Programs offered

### Master of Arts in Theatre (MA) (Theatre Theory and Dramaturgy)

The Department of Theatre offers a two-year program leading to the degree of Master of Arts (MA) in Theatre (Theatre Theory and Dramaturgy).

This program, which consists of courses and a thesis, gives students the opportunity to develop and perfect their analytical, critical and scholarly skills, as well as enrich the intellectual curiosity required for doctoral studies.

By expanding the MA students' academic scope with respect to the epistemological and interdisciplinary specificities of theatre as an art form and as a discipline of study, the program prepares graduates to follow doctoral programs offered in Canada and abroad.

In addition, upon completion of this program MA graduates may choose to work as literary advisors, dramaturges in theatrical practice, or as teachers in community colleges or CÉGEPs.

The Department of Theatre recognizes the pedagogical, academic and practical benefits of interaction between theatre practitioners and theoreticians, both in the classroom and in the rehearsal hall. The existence of two graduate programs: **MA in Theatre (Theory and Dramaturgy)** and **MFA in Theatre (Directing)** creates a unique learning environment within the only graduate program in theatre in Canada's capital.

MA students have the opportunity to interact with the graduate candidates enrolled in the **Master of Fine Arts (MFA)**. Students in the two programs share seminars: *Dramaturgy* and *Theory of Performance* and can collaborate on a number of academic and practical projects.

The Graduate Program in Theatre promotes various forms of exchange between the professional theatre, the faculty and students.

The MA Program encourages the analysis of the Western world's principal theatrical traditions from various discursive perspectives. Students are expected to increase their knowledge and understanding of Canada's two principal theatrical traditions, as well as develop scholarly discourse in regards to each.

The research interests of our faculty include:

- Theory and Practice of Dramaturgy (production dramaturgy, new play development, dramatic and theatrical adaptation, edition and annotation of plays)
- Theory of Performance (theory and practice of theatre criticism, text based, and devised performance, collective creation and site-specific theatre)
- Theatre Archives,

- Theory and Practice of Translation for Theatre
- Theatre and Drama in English Canada
- Theatre and Drama in Quebec
- Theatre and Drama in French in Ontario (Franco-Ontarian theatre)
- Theatre and Drama of the Americas
- Theatre and Drama of “Francophonie”
- European Drama and Theatre, among others:
  - Medieval Drama and Performance
  - English Renaissance
  - French Classical Theatre
  - Spanish Golden Age and theatre of today
  - Russian Theatre

In order to ensure high quality instruction of our students, we keep admission standards high and our student to teacher ratio low. The department follows the University of Ottawa’s regulations on bilingualism which allow students to submit their written work (seminar essays, final exams and MA thesis) in the official language of their preference.

1. The Department of Theatre admits cohorts in the fall; in special cases, students may be admitted for the winter session.
2. Students follow the sequence of courses in the language of their preference.
3. Elective courses may be chosen in the language of the student’s preference. Elective courses must be chosen in consultation with the student’s thesis supervisor and be approved by the Director of Graduate Studies.

Due to the demanding nature of this degree, the MA in Theatre Theory and Dramaturgy can only be undertaken as a full-time course of study.

Generous bursaries and teaching assistantships are provided for students with appropriate academic achievements.

## 6. General regulations

See the FGPS website for general regulations governing all graduate programs (passing grade, number of credits per course, examinations, etc):  
<http://www.grad.uottawa.ca/Default.aspx?tabid=1807>

### Residence

Residence is defined as the period in which the student is registered full-time at the University of Ottawa. See the requirements of full-time graduate student status (section C - 1.). The residency is completed at the beginning of the program. All exceptions must be approved by the FGPS. Students should consult the academic unit offering the program for complete details as to residence requirements.

#### 1.1 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.



## **7. Registration procedures:**

Registration procedures may be found at  
<http://www.grad.uottawa.ca/Default.aspx?tabid=1613>

Candidates admitted into the master's program are required to register for a certain number of courses or the equivalent as determined by the academic unit. Normally, courses are taken at the graduate level, although some may be at the undergraduate level. Courses may not be counted towards a master's degree if they have been counted as credit towards another degree. The program of courses and research must be approved by the academic unit in which the candidate is registered.

Students cannot normally register in two programs at the same time.

Graduate students may register for courses in addition to the minimum normally required for the degree, provided they have the approval of their academic unit and the FGPS. These courses become part of the student's program and any failure incurred counts as a failure in the program (please refer to section E). They are identified at registration and on the transcript as "additional" (ADD).

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 FGPS. These courses are identified as "out-of-program" at registration and cannot subsequently be credited towards the program. Additional fees apply.

## 8. Program requirements:

### Master of Arts in Theatre (MA) (Theatre Theory and Dramaturgy)

The MA in theatre includes a thesis and is focused on the fields of theatre theory and dramaturgy. The objective of this program is to bridge theoretical and practical approaches to the study of theatre by encouraging dialogue and understanding between practitioners and theoreticians. The program enables students to broaden their academic scope with regard to the epistemological and interdisciplinary specificities of theatre as an art form and as a discipline of study; it encourages the analysis of the Western world's principal theatrical traditions from various discursive perspectives; it fosters a greater understanding of Canada's two principal theatrical traditions and helps develop scholarly discourse in regards to each.

It is offered full-time and extended over two years. It can be pursued in English and in French.

In accordance with the University of Ottawa regulation, students have a right to produce their work, their thesis, and to answer examination questions in French or in English.

The program operates within the framework of the "General Regulations" of the Faculty of Graduate and Postdoctoral Studies (FGPS) of the University of Ottawa, which are posted on the FGPS website.

### Normal sequences for completion

	<b>First year Fall session</b>	<b>First year Winter session</b>	<b>First year Summer session</b>	<b>Second year Fall session</b>	<b>Second year Winter session</b>	<b>Second year Summer session</b>
<b>Obligatory Courses</b>	THE 5110 Methodology THE 5130 Dramaturgy	THE 5120 Epistemology of Theatre Studies	THE 6999 MA Thesis*	THE 5140 Theory of Performance	THE 6999 MA Thesis	THE 6999 MA Thesis
<b>Electives</b>				Elective Seminar/course		
<b>Thesis Proposal</b>		THE 6990 Thesis Proposal				

\* MA thesis continued once topic is approved.

## **DURATION OF THE PROGRAM**

An MA candidate must complete all degree requirements within four years of the date of initial registration in the master's program, unless a different time limit has been specified for a particular program.

### Extensions

#### a) Extension due to exceptional circumstances:

Requests for an extension of time limits for program completion must be submitted to the Head, graduate registration and academic performance, at the FGPS through the academic unit, together with a detailed report on the student's progress and the recommendation of the supervisor and the director of graduate studies, at least one month before the student's time limit. Extensions are given only in exceptional circumstances (for instance, serious illness with a medical certificate confirmed by the University Health Services\*). They will normally not exceed one year and are granted only to students whose progress has been otherwise fully satisfactory. In the case of programs with major research paper or thesis, students must provide proof that the major part of the work is done. The relevant form, downloadable from the FGPS website, must be completed.

#### b) Extension due to pregnancy, birth or adoption:

An extension of one year will be granted for every pregnancy, birth, or adoption occurring during the student's program. Either parent can make the request. However, the total duration of the extension is one year for each birth or adoption, both parents combined. A birth or adoption certificate must be provided. The relevant form, downloadable from the FGPS website, must be completed.

\*The student must have a form signed by his physician and sent directly to the University Health Services. The form can be obtained from the academic unit or from the FGPS.

## 9. Registration and regulations governing the classification of students

For more details on the classification of students, see  
<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&monControl=Inscription>

### **Full-time students** must:

- a) be pursuing their studies as a full-time occupation
- b) identify themselves as full-time graduate students
- c) be designated by the university as full-time graduate students
- d) be geographically available and visit the campus regularly
- e) be considered to be a full-time graduate student by his supervisor.

*Nota bene:* Full-time students do not work more than 10 hours per week (on campus or outside campus) Complete details may be found at

<http://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.

### **Special students**

The category of special student is intended for those who wish to take certain graduate courses without intending to complete a graduate degree and without being subject to the requirements of a particular graduate program. Special students may enrol in graduate courses provided they obtain the approval of the academic unit concerned and of the Faculty of Graduate and Postdoctoral Studies. They must comply with regulations pertaining to the courses for which they register, such as attendance requirements, assignments, examinations and passing grades.

### **Auditors**

Students wishing to attend courses without completing assignments and writing examinations must register as auditors. Auditor status must be indicated at the time of registration, from the beginning of the session in which the course is offered. Changes from auditor to credit status, or vice versa, are not accepted after the closing date for course changes of the session concerned. For courses that have been audited, the student's official transcript will show the notation "AUD". Auditors are subject to the attendance requirements set for the course.

**International Students**

The International Office is located at 538 King Edward Avenue, tel. 613-562-5847.

For frequently asked questions, including financial aid, see:

<http://www.international.uottawa.ca/en/students/faq.html>

For documents (Government, including Revenue Canada, permits, visas, health services, etc) see: <http://www.international.uottawa.ca/en/students/intl.html>

## 10. Transfers from other programs and universities

All students are normally expected to complete the major part of their program requirements while registered in the program at the University of Ottawa. Details about equivalencies and transfers may be found at:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&monControl=Exigences>

The regulations regarding the transfer of previously completed credits are set out in points a), b), and c) below. Note that, to be eligible for transfer, the credits must not have counted towards the requirements of a previous diploma or degree.

a) Transfers from Other Universities (Equivalences): Students who have commenced a master's or PhD program at another university and who subsequently transfer to the University of Ottawa may receive credit (equivalences) for courses already completed, but they must normally complete the major part of the requirements for the degree at the University of Ottawa. PhD candidates transferring from another university to continue their studies at the University of Ottawa may be given equivalence for work and residence already completed. However, in all such cases, PhD candidates must register full-time for at least three sessions and must pass a comprehensive examination at the University of Ottawa if the program requires one.

Students who have completed relevant credits prior to registering in a graduate certificate at the University of Ottawa can transfer a maximum of three credits.

b) Transfer of Credits within the University (Retained Credits): Students who have completed graduate courses at the University of Ottawa, either as "special students" or with "out-of-program" status, may have a maximum of six credits transferred upon being subsequently admitted to a master's or PhD program at this university. In the case of admission to a graduate certificate, the maximum number of credits that can be retained is three.

c) Graduate Certificates: Students admitted to a graduate certificate can transfer a maximum of three credits, whether in equivalences or in retained credits.

**11. 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.

**12. Language rights of students**

- a) 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.
- b) 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.
- c) Except in language courses and courses in *Français* and English, all students have the right to produce their work and to answer examination questions in the official language of their choice.
- d) 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.
- e) 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.



### **13. Payment of fees**

Tuition and incidental fees are subject to annual adjustment by the Board of Governors of the University. Fees rate and regulations are posted on the Web at the following address: <http://www.uottawa.ca/academic/info/regist/fees/fees.htm>

*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 Awards Office (HGN 104) 24 hours after registration, and to bring all current, duly completed contracts with them.

## 14. Submission of assignments in graduate courses

### EXAMINATIONS AND GRADING

#### 1. Passing Grade

Graduate students must maintain a minimum grade of C+ in each course and examination (including qualifying program and additional courses). Some programs require a higher grade. Please check the relevant calendar section.

A student who fails in a course at the graduate level must either repeat it or take another course specified by the academic unit. A student who has two failures (equivalent to six credits) on the record of his qualifying, diploma, certificate, master's or doctoral program must withdraw. Supplemental exams are not permitted at the graduate level. (This regulation does not apply to the comprehensive examination, which is governed by a separate regulation.)

#### 2. Other Examinations and Thesis Defense

Depending on the special requirements of an academic unit, additional examinations may also be held. Upon completion of programs requiring a thesis, a final oral examination (thesis defense) is held for candidates whose thesis has been accepted by the examiners.

#### 3. Special Accommodation

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

#### 4. Unsatisfactory Progress and Withdrawal

A student who does not fulfil the requirements of the degree program must withdraw. If progress is considered unsatisfactory, the academic unit may, at any time, ask the student to withdraw. The Faculty of Graduate and Postdoctoral Studies has the power to require such withdrawal. Specific reasons for withdrawal include failure to obtain the required marks in two courses; failure to obtain satisfactory marks in a repeated course or in a course substituted for a failed one; unsatisfactory performance in the research program or in field work; failure in the comprehensive examination; unsatisfactory research paper or thesis; unsatisfactory defense of the thesis.

#### 5. Grading System

All courses are graded according to the alpha-numeric scale unless the course description in the graduate calendar explicitly indicates otherwise. The grading scale is as follows:

A+ 90 - 100% 10 points

A 85 - 89% 9 points

A- 80 - 84% 8 points

B+ 75 - 79% 7 points

B 70 - 74% 6 points

C+ 65 - 69% 5 points

All grades below "C+" are failing grades for graduate students

C 60 - 64% 4 points

D+ 55 - 59% 3 points

D 50 - 54% 2 points

E 40 - 49% 1 point

F 0 - 39% 0 point

Comprehensive examinations, theses, research papers, practical, and field work are usually graded Satisfactory (S) or Not Satisfactory (NS).

## 6. Grade Reports

After the end of every session all registered students are issued a grade report that is posted on the web. This report lists all courses or other work for which the student was registered during the session. Results indicated on the report will be those provided to the Faculty of Graduate and Postdoctoral Studies. The dates when grades are posted on the Web and considered official are indicated in the sessional dates on the Web [www.uottawa.ca/academic/info/regist/grades.html](http://www.uottawa.ca/academic/info/regist/grades.html).

In addition to alphabetical or numerical grades, the following symbols may also be used on grade reports. Those which have a permanent character are also used on the official record of students.

DFR (deferred): is used when the appropriate authority considers that for a valid reason a student has not completed the requirements of a course (please refer to Deferred Evaluation).

EIN (incomplete): is used when at least one of the elements of evaluation specified as compulsory has not been provided. This symbol is equivalent to a failing grade (F).

ABS (absent, no work submitted): used when a student has not attended the course and has not informed the University thereof in writing, within the time limits. This symbol is equivalent to a failing grade (F).

DR (drop): used when students have informed the faculty within the time limits specified under sessional dates that they have dropped a course.\*

NNR (mark not received by the Faculty): used when no mark has been received by the Faculty in time for the printing of the reports.

CTN (continuing): used for activities which continue during the following session.

AUD (auditor): used when a student has registered to audit a course.

S (satisfactory): used to indicate that a student has passed the proficiency test in the second language, or certain activities such as field work, seminars, internships, comprehensive examinations, major papers, theses or other activities.

NS (not satisfactory): used to indicate that a student has failed the proficiency test in the second language, or certain activities such as field work, seminars, internships, comprehensive examinations, major papers, theses or other activities.

\* The official transcript issued by the Registrar's Office will not show DR symbols for dropped courses; however, it will show DR for dropped theses, research papers and comprehensive examinations.

## 7. Deferred Evaluation

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 obtained either at the academic unit or downloaded from the FGPS website.

## 8. Grade Changes on the Record

### 8.1 Revisions and Appeals

- a) The University recognizes the right of all students to see, on request and after they have been marked, all tests, assignments or examinations. Such documents may be destroyed six months after the first communication of the mark assigned to the student.
- b) Graduate students who are not satisfied with a mark they have obtained should, without delay, approach the professor and, if necessary, the director of graduate studies of the academic unit concerned, to request a revision of the mark assigned.
- c) Graduate students, after taking the steps outlined above, may appeal the attribution of any mark for any written test, assignment or examination with which they are dissatisfied, provided that they submit to the Dean of the Faculty of Graduate and Postdoctoral Studies a written request for revision within four weeks of the first communication of the mark assigned. Such appeals will be dealt with according to the procedure approved by the Senate of the University, which is to be found below in section 11.3.

Students registered in a joint graduate program (offered with Carleton University) should read section 11.4 for the complete regulations on the revision of marks in a joint program.

### 8.2 Corrections

Errors on grade reports should be brought to the attention of the FGPS without delay. If the Faculty can confirm that the grade assigned to the student is indeed in error, it will make the necessary correction on the student's record and request that a corrected grade report is issued. Students are not permitted to submit improved assignments or to repeat tests once the final grade has been assigned by the professor.

### 8.3 Grade Appeal Procedure

1. Graduate students may appeal the attribution of any mark for any written test, assignment or examination with which they are dissatisfied, provided they submit to the Dean of the Faculty of Graduate and Postdoctoral Studies a written request for revision within four weeks of the first communication of the mark in question.

Such a request shall include:

- a. the title of the course, an identification of the assignment, test or examination in question, the mark obtained and the name of the professor (or professors) whose mark is in question;

- b. a statement of the grounds of the appeal.
2. A copy of the student's request shall be forwarded to the professor, who may submit written comments to the Dean.
3. Two weeks after the receipt of the student's request, the Dean shall appoint one or two qualified evaluators to re-assess the assignment, test or examination in question.
4. The evaluators shall be provided with a copy of the student's request and of the comments of the professor. They shall review the entire assignment, test or examination in question and provide the results of their individual evaluations to the Dean as soon as possible.
5. The Dean, in the light of all evaluations, shall determine the revised mark, which may be identical to, lower or higher than the original one.
6. The Faculty of Graduate and Postdoctoral Studies shall inform the student by letter of the result of the appeal within a reasonable time of receiving the report of the evaluator(s). A copy of the letter shall be sent to the professor whose mark was appealed.
7. A student cannot withdraw such an appeal once the revised mark has been assigned.
8. An appeal from the revised mark may be made to the Senate Appeals Committee, either by the student or by the professor, on the grounds that the evaluation was not properly carried out. Unless exceptional circumstances are shown, such an appeal must be made within two weeks of the date of the letter informing the student of the mark assigned as a result of the re-evaluation. If the appeal is successful, the Faculty of Graduate and Postdoctoral Studies shall be directed to proceed to a new evaluation, the results of which shall be final and binding.
9. Nothing in this procedure prevents a student from discussing examination questions, including the type of answers expected, with the professor and/or the department concerned. Such consultation is not a prerequisite, nor can it be used to extend the time limit provided for in article 1.
10. Comprehensive examinations, thesis evaluations and thesis defenses, being conducted by a panel of examiners in accordance with established procedures, are not subject to the appeal provisions of this regulation. Their decisions may, however, be appealed to the Executive Committee of the Faculty of Graduate and Postdoctoral Studies, which, depending on the nature of the complaint, will take appropriate action to ensure that it is clear that justice has been done. If the student is not satisfied with the outcome of such action, he may appeal to the Senate Appeals Committee on the grounds that appropriate procedures have not been followed.

#### 8.4 Grade Appeal Procedure (Joint Programs with Carleton University)

##### Courses taken at the Home University

Students who are not satisfied with a mark they have received may submit a written request for re-evaluation to the Dean of Graduate Studies at their home university.

##### Courses taken at the other University

The procedure is as follows:

- i) a copy of the student's request shall be forwarded to the Dean of Graduate Studies where the course was taken;
- ii) the work will be re-evaluated according to the procedures for revision of marks in effect at that university;
- iii) the Dean of Graduate Studies of the university where the course was taken shall inform the student in writing of the results of the re-evaluation. A copy of the letter shall be forwarded to the Dean of Graduate Studies at the student's home university;
- iv) further appeal, if allowed by the regulations of the university where the course was taken, shall be directed to that university.

#### 9. Policy on Academic Fraud

For information on academic integrity, please consult the website <http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php> of the Vice-President and Provost.

##### Definition

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

- a) Commits plagiarism or cheating of any kind; (to obtain more information on plagiarism and how to avoid it, consult our Web site at <http://www.uottawa.ca/plagiarism.pdf>);
- b) Submits a work of which the student is not the author, in whole or in part (except for duly cited quotations or references). Such works may include an academic paper, an essay, a test, an exam, a research report, and a thesis, whether written, oral, or in another form;
- c) Presents research data material that has been falsified or concocted in any way;

- d) Attributes a purported statement of fact or reference to a source that has been concocted;
- e) Submits the same work or significant part thereof for more than one course, or a thesis or other work that has already been submitted elsewhere, without written authorization of the professors concerned and/or of the academic unit concerned;
- f) Falsifies an academic evaluation, misrepresents an academic evaluation, uses a forged or falsified academic record or supporting document, or facilitates the use of a falsified academic record or supporting document;
- g) Undertakes any other action for the purpose of falsifying an academic evaluation.

#### Sanctions

2. A student who has committed or attempted to commit academic fraud, or who has been a party to academic fraud, is subject to one or more of the following sanctions:

- a) a written reprimand;
- b) the mark of F or zero for part of the work concerned;
- c) the mark of F or zero for the work concerned;
- d) the mark of F or zero for the work concerned and the loss of additional marks for the course concerned;
- e) the mark of F or zero for the work concerned, with no more than the passing grade as a final mark for the course concerned;
- f) the mark of F or zero for the course concerned;
- g) The loss of all or part of the credits for the academic year concerned (the courses for which credits were withdrawn remain in the student's file – they are included in the grade point average and must be repeated or replaced by other courses at the discretion of the Faculty);
- h) an additional requirement of 3 to 30 credits added to the student's program of studies (additional credit requirements that are added to the student's program of studies as part of an academic fraud sanction will also apply to any subsequent program of the same level in which the student registers);
- i) the loss of any opportunity to receive a scholarship from the Faculty for one year;
- j) the loss of any opportunity to receive a scholarship from the Faculty until graduation;



- k) suspension from the program or from the Faculty, for at least one session and at most three academic years;
- l) expulsion from the Faculty;
- m) the loss of any opportunity to receive a scholarship from the University of Ottawa for one year;
- n) the loss of any opportunity to receive a scholarship from the University of Ottawa until graduation;
- o) expulsion from the University of Ottawa for at least three years, it being understood that three years after being expelled, the student concerned may ask the Senate Appeals Committee to review his or her case, with the possibility, where applicable, of having the notice of expulsion withdrawn from the student's transcript – if the student reapplies for admission, the regular admission process shall apply;
- p) cancellation or revocation of a degree, diploma or certificate where the offence relates to the eligibility to receive such degree, diploma or certificate, and which was discovered or determined after its award;
- q) inclusion of the following statement in the student's academic transcript: "Sanction pursuant to contravention of the University regulation on fraud."

#### Decisions

3. Sanctions stipulated in sections 2(a) to 2(k) are imposed by the Faculty in which the student is registered. Sanctions 2(l) to 2(q) are imposed by the Senate Appeals Committee upon the recommendation of the Faculty. Decisions shall take effect immediately, notwithstanding appeal.

#### Procedure

- 4. Allegations of fraud are submitted in writing, with supporting documentation, to the dean of the Faculty of Graduate and Postdoctoral Studies (FGPS).
- 5. If the dean or the dean's representative decides that the allegation is founded:
  - a) the dean informs the student in writing of the allegation made against him or her and provides a copy of all supporting documentation – if the student is eligible for the accelerated process, he or she will be asked to choose whether to follow the process described in the present regulation or the accelerated process;
  - b) the dean provides a copy of the present regulation and, when required, the Regulation on the Accelerated Process for Academic Fraud Cases;

c) if the student is not eligible for the accelerated process or if the student is eligible for the accelerated process but has opted for the process described in the present regulation, the file is referred to a committee of inquiry consisting of at least three persons appointed by the dean;

6. The Committee of Inquiry:

a) invites the student to present, in writing, within a prescribed time limit, any information or documents relevant to the allegation which has been made and, if it deems it appropriate, invites the student to appear before the committee;

b) solicits any other information which it considers relevant to its inquiry;

7. On the basis of this documentation and information, and once the student has been given the opportunity to be heard in writing and/or in person, the Committee of Inquiry;

a) either concludes that the allegation is not sufficiently founded and that no further action should be taken; or,

b) concludes that the allegation is founded and prepares a summary report for the dean, which shall include a recommendation for the appropriate sanction.

The student is informed by the dean or his/her representative of the conclusions reached by the Committee of Inquiry and of the next procedural steps. The dean or the dean's representative informs the student that he or she may submit comments on the report of the Committee of Inquiry, provided that such comments are made in writing within 10 working days following the date at which the report was sent.

8. The report of the Committee of Inquiry, and, if applicable, the written submissions made by the student, are submitted to the Executive Committee of the Faculty of Graduate and Postdoctoral Studies, which either decides or recommends the sanction to be imposed to the Senate Appeals Committee as the case may be.

9. If the sanction is one that the Faculty of Graduate and Postdoctoral Studies (FGPS) has the power to impose, the decision of the Executive Committee of the FGPS shall take effect immediately, notwithstanding appeal.

10. The dean or the dean's representative informs the student in writing of the decision or the recommendation made by the Executive Committee of the FGPS, and of the procedure to be followed should the student wish to appeal.

Appeal

11. A student who decides to appeal the decision of the Executive Committee of the Faculty of Graduate and Postdoctoral Studies (FGPS) or its recommendation to the Senate Appeals Committee, must so inform the Office of the Vice-President,

Governance, in writing and provide reasons for the appeal, within ten (10) working days following the date at which the decision or the recommendation of the FGPS was sent.

12. The Office of the Vice-President, Governance, transmits the file to the Senate Appeals Committee which:

- a) invites the student to appear before the committee and/or to submit in writing any information the student considers relevant;
- b) solicits any other information that it considers relevant to its inquiry.

13. The decision of the Senate Appeals Committee is final and cannot be appealed.

Fraud concerning more than one student

14. When the allegation of fraud concerns students from more than one Faculty, the Committee of Inquiry consists of one professor appointed by each Faculty concerned and of one chairperson jointly appointed by the deans of these faculties. Failing such appointment, the chairperson will be appointed by the Vice-President Academic and Provost. The report of that committee is forwarded to the Senate Appeals Committee, whose powers, for this purpose, are those described under procedure number 8 for the Executive Committee of a Faculty. In this case, the decision of the Senate Appeals Committee may be appealed to the Executive Committee of the Senate, in accordance with the procedures described under Appeal.

Suspension

15. A student who has been suspended from a program shall not be awarded any credit for courses otherwise acceptable as part of the student's program or as part of the overall requirements of the program, when such courses are taken, at the University of Ottawa or elsewhere, during the period of suspension which has been imposed. A mark of F (zero) will be assigned retroactively, if applicable, to any course so taken at the University of Ottawa, and tuition fees will not be refunded.

16. At the end of the period of suspension, the student will be authorized to continue the program once he or she has registered in accordance with the conditions applicable at that time.

## **15. Academic fraud and research ethics**

On research ethics and intellectual property see:

<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1378>

## 16. Appeal procedure

General regulations of the University, including examinations, grading, and appeals:  
<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1807&monControl=Examens>

Student rights and appeals: The GSAÉD assists graduate students with appeals. See:  
[http://en.gsaed.ca/index.php?section\\_id=25](http://en.gsaed.ca/index.php?section_id=25)

Student Appeal Centre. <http://www.sfuoc.ca/services/appeals/en/index.html>  
The Student Appeal Centre (SAC) is a service provided free of charge to all students at the University of Ottawa. The SAC offers help and support to students who wish to appeal decisions made by the administration of the University of Ottawa. See :  
<http://www.sfuoc.ca/services/appeals/en/index.html>

**17. Progress Reports**

Consult [Annual Research Progress Report](#) at

[http://www.grad.uottawa.ca/Portals/29/forms/ESUP5189\(mod\).pdf](http://www.grad.uottawa.ca/Portals/29/forms/ESUP5189(mod).pdf)

**18. Withdrawal**

Students wishing to withdraw from courses or from a program must inform their academic unit and the Faculty of Graduate and Postdoctoral Studies in writing prior to the closing dates. For courses that begin and end on dates other than those indicated in the sessional dates, please consult the academic unit concerned or the FGPS concerning the last day for withdrawal. Courses dropped after the closing dates, as well as courses dropped without proper notice, appear on the student's record with the notation "INC" (incomplete) or "ABS" (absent), which is equivalent to a failing grade.

**19. Office space, student lounge, and mail boxes**

The Department of Theatre provides each student with a “mail-envelope” at the secretariat.

MA students are provided with office space at 135 Séraphin-Marion.



## 20. The Thesis

### MA THESIS OPTION A (12 credits)

The *MA monograph thesis* is the most popular thesis form. It resembles a non-fiction book in that it deals in depth with a specific topic.

In a monograph thesis, a student presents a proposition, or “thesis,” and the research findings to support it. The student draws on existing research, which he or she may accept or reject. The thesis usually follows a simple overall format – it begins with an introduction, which is followed by a main body or several sections, and ends with a conclusion.

Besides the traditional monograph, a significant number of theses, especially in the sciences, consist of a series of articles or, very rarely, a single article.

An individual academic unit decides which format is suitable for its discipline, so before you embark on your thesis, check with your academic unit to find out the acceptable format.

The same quality and ethical standards apply to both thesis formats.

The minimum requirements for a thesis that consists of a series of articles or one article are as follows:

- a general introduction, which outlines the thesis topic, and how the articles that comprise the main body of the text will address the topic;
- a general discussion and conclusion, which integrates the material addressed in the various articles and provides a global summary and analysis, and
- a statement of Contributions of Collaborators and/or Co-Authors, which clearly distinguishes the contributions of the student from those of all other collaborators or co-authors, and identifies in detail all other contributions. To misrepresent the contributions of collaborators to joint work would constitute academic fraud, and it would be subject to the sanctions prescribed by the University.

Your academic unit may have additional requirements, so be sure to find out what is accepted in your particular academic unit before preparing your thesis.

**Note: Some theses may be a combination of a monograph thesis and a series of articles.**

**For more information on theses, please consult the guide *Preparing a Thesis or a Research Paper* <http://www.grad.uottawa.ca/Default.aspx?tabid=1381>.**

## **MA THESIS OPTION B (12 credits)**

### **Overview**

The *MA Thesis with Creative Project* includes a written study and a practical artistic exercise that both stem from a single working hypothesis: i.e. two complementary research processes that address a single question.

Areas of investigation may include, among others

- New text-based play development (playwriting, documentary theatre, verbatim approaches, etc...)
- New non-text-based performance development
- Production dramaturgy
- Explorations in translation and adaptation (of prose, poetry, repertoire, etc...)
- Theatrical design
- Investigations in acting traditions and performance
- Explorations of theatre space
- Creative processes and creativity

Acceptance of projects will depend on professors' ability to supervise laboratories according to their own expertise and interest. For a list of professors' areas of expertise, please consult the Department's Web Site.

### ***MA Thesis with Creative Project* – Detailed Description**

#### **Written Component**

The written study must present a clear research question, a thesis statement, a description of methodology, a clear theoretical framework and a detailed analysis of the results achieved. It must demonstrate knowledge of the historical antecedents and synthesize the aesthetic theories underpinning the creative project. Of the 12 credits of the thesis, the written component accounts for approximately 75%, or 9 credits and must be 12,500 words or approximately 50 pages in length. The written component of the thesis must meet the standards specified by the FGPS.

#### **Practical Component**

The practical component must be devised in response to the research question. Depending on the exact nature of the student's inquiry, the practical component may involve studio work, writing, design work, etc. Of the 12 credits of the thesis, the practical component accounts for approximately 25%, or 3 credits. Practical work must be archived for reference in the written study and a synthesis of all the work done in the practical component is to be presented at the time of defence (see below).

The nature of the practical component of the thesis is specific to each student and will be determined by the student's supervisor in collaboration with the Graduate Studies Committee. Possible practical components can be situated on a spectrum ranging from the *application of an artistic approach in which a student is already competent in a research-specific context* to the development of *specific practical tests involving areas of theatre practice that are new to the student*.

Practical components are evaluated based on their usefulness as tools with respect to the student's research question. The aesthetic, artistic value of the practical component is thus important insofar as a well-made practical component permits the most detailed research possible.

### ***MA Thesis with Creative Project – Administrative Details***

All aspects of the practical component must be approved by both the student's supervisor and the Graduate Studies Committee. This includes the number of hours of work predicted, the number of student collaborators, the time-period of the work, the proposed location of the work, proposed expenses, etc... The exact details of the practical component must be communicated at the student's thesis proposal defence (THE 6990) at the end of his or her first year of study.

The Graduate Studies Committee will determine the space, material and financial support that will be given to the candidate's project. In particular the use of fellow students in the practical component must be authorized by the Graduate Studies Committee.

Participating students are limited to a maximum 10 hours of rehearsals per week during the regular academic year (September to the end of April). Space is at a premium at the Department of Theatre during the school year and candidates are advised that the period from May to September is far less in demand.

The results of the practical component must be documented and made available to the examining board. A DVD or a set of photographs or an equivalent recording of the practical component of the project must be given to the examining board together with the written component at the time of thesis submission.

### **Thesis Defence:**

The *Thesis with Creative Project* concludes with a defence presentation. These presentations will take place in the presence of the thesis examining board, the Graduate Studies Committee, the student's supervisor, and if possible an invited audience of peers (students and other professors).

*Thesis with Creative Project* defence presentations may take place in the rooms 303, 311 or the Leonard Beaulne Studio.

The thesis defence/presentations can have different formats, including

- a formal lecture-presentation,
- a short performance accompanied by a theoretical expose,
- a design presentation accompanied by a theoretical expose,

- a format approved by the thesis supervisor.

*The examining board will evaluate the thesis and the thesis defence based on both the written component and the creative project.*

## 1. Standards

### a) Master's Thesis

The master's thesis should reveal that the candidate is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. Insofar as it is possible, the thesis should be an original contribution.

## 2. Registration of the Topic / MA: THE 6990. Thesis Proposal and Thesis Proposal Defense Instructions

a) The topic of the thesis is to be determined in consultation with the student's research supervisor, who must be a member of Faculty of Graduate and Postdoctoral Studies (FGPS) (please refer to section D). For master's students the topic must be determined by the end of the second session and, for doctoral students, by the end of the third session of studies.

b) When the thesis topic has been approved by the academic unit concerned, the academic unit submits it to the FGPS for registration, using the form for that purpose. The form will bear the signatures of the student's supervisor, of the director of graduate studies or chair of the academic unit, and of the student. In the case of a supervisory committee, the form will be signed by the chair of the committee.<sup>1</sup>

c) The Faculty of Graduate and Postdoctoral Studies will confirm that the thesis topic has been registered.

d) After the topic is registered, each student must maintain registration until completion of all the requirements for the degree, in accordance with regulations published elsewhere in this calendar (please refer to section C - 2. b).

## MA: THE 6990. Thesis Proposal and Thesis Proposal Defense Instructions

### THE6990 Thesis Proposal

Students must enroll in THE6990 no later than the 2nd session of registration in the program and complete it by the end of the third session. They read works, both dramaturgical and theoretical, directly related to their thesis topic, and prepare their thesis proposal under the guidance of their thesis adviser. The proposal must be defended before the Graduate Studies Committee and the student's supervisor. A student whose proposal is not accepted may submit and present a second proposal in the following session. Failure to obtain approval on the second attempt leads to a grade of "not satisfactory" for the proposal and results in compulsory withdrawal from the program. The course is evaluated on an S (Satisfactory) / NS (Non satisfactory) basis:

[http://www.theatre.uottawa.ca/eng/program\\_masters\\_study.html](http://www.theatre.uottawa.ca/eng/program_masters_study.html)

- December of your 1st and 2nd year – meet with the graduate committee and your supervisor to sign the form PROGRESS REPORT
- January of your 1st year – register into THE 6990;

- Use the winter semester of your 1st year to prepare your Thesis Proposal in consultations with your interim thesis supervisor
- During the exam period on the Spring session (April) you will be asked to submit a 3 page (max) version of your Thesis Proposal to the graduate committee for your ORAL DEFENSE.

## **THE 6901 - THESIS PROPOSAL: TEMPLATE**

### TITLE

### Table of Contents

#### 1. Introduction

#### 2. Conceptual and theoretical framework

##### 2.1. Description of your field of study

##### 2.1.1. Basic concepts – description and definition

(this can take as many as the subject requires)

#### 3. Description of the problem and contribution to the field of theatre studies

#### 4. Research question – thesis statement

#### 5. Methodological framework

##### 5.1. Epistemology (general theoretical framework to be considered)

5.2. Methodology (particular framework of theatre studies to be used in this research and thesis)

5.3. Research plan: activities to be undertaken during the period of research (working with the published documents, with the archives, making interviews, watching and recording productions, text analysis and so on)

##### 5.4. Preliminary number and layout of the thesis document

6. Month-to-month time-table of the thesis-progress. Include the date of the thesis document submission to your supervisor

#### 7. Concluding statements

### **ORAL DEFENSE of THE 6990 Thesis Proposal**

- The graduate committee meets with every MA student in his/her 1st year and his/her supervisor for a 30 minute individual discussion of the student's thesis proposal

The student must submit the three- page version of Thesis proposal document approved by his/her supervisor to the graduate committee, prior your oral defense, this document should cover

- Subject of the project (1 PAGE)
- WHY IT IS RELEVANT TO THEATRE STUDIES (1/2 PAGE)
- WHAT THEORETICAL APPROACH AND METHODOLOGY YOU WILL BE USING (1 PAGE TOTAL)
- HOW YOU ARE GOING TO GET THE JOB DONE BETWEEN NOW AND THE SUMMER OF 2012 (1/2 PAGE)
- WORKS CITED (NOT FULL BIBLIOGRAPHY) ON AN ADDITIONAL PAGE (NOT PART OF THE 3 PP LIMIT)

- at the oral defense, the student presents a 10 minute summary of his/her proposed research topic that is followed by a 15 minute question period

- based on the student's presentation and the following discussion the committee together with the student's supervisor makes a decision whether the student passed or failed THE 6990; and whether the proposed research topic is feasible

- the student, his/her supervisor and the director of graduate studies sign - Registration of the thesis topic and appointment of supervisor form

### **3. Writing of the Thesis**

The writing of the thesis must conform to the rules of methodology established by the academic unit. If the thesis consists of a series of published articles, it must conform to university and academic unit guidelines for such theses. It is important that the manuscript be of good quality in order to permit its reproduction. Details are provided in the brochure entitled Preparing Thesis or a Research Paper:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1381>.

### **4. Submission of the Thesis**

N.B. Before submitting a thesis, a candidate must have completed all other program requirements, including residence.

- a) At the time of submission of the thesis for evaluation, the supervisor (and cosupervisor if there is one) must provide a statement (form entitled Statement of Thesis Supervisor) certifying that he has read the thesis and finds it acceptable for submission to the

examining board. In the case of a doctoral thesis, the academic unit should already have forwarded the completed Nomination of Thesis Examiners form to the FGPS. 2

- b) A master's thesis must include an abstract not exceeding 150 words and a PhD thesis an abstract not exceeding 350 words.
- c) The student must be registered when submitting the thesis.
- d) The MA student submits as many copies as there are examiners to the academic unit. The academic unit distributes copies of the thesis to all examiners of a master's thesis.
- e) After the defense, the student submits the final approved copies to the FGPS. One copy of the thesis will be sent to the University's library to be stored on microfilm in the National Library of Canada.
- f) The University keeps two copies of a rejected thesis.
- g) By registering for graduate studies at the University of Ottawa, a candidate agrees to the use of his thesis for research purposes. After the thesis defense, the student will therefore sign a document, whereby he or she, as author, permits the consultation and the lending of the thesis pursuant to the regulations established by the librarian of the University. 3

## **5. Evaluation of the thesis**

### 5.1 Examining board

#### a) Master's thesis

- i) A master's thesis will be read by and subsequently defended before a committee of no fewer than two and no more than four examiners. The thesis supervisor shall not count as one of the minimum number and shall not have the right to vote.
- ii) The examiners of a master's thesis will be appointed by the chair of the academic unit (or the dean of the faculty) where the student is registered. A copy of the form entitled Nomination of Thesis Examiners is sent to the FGPS.
- iii) In the case of a collaborative program, at least one examiner will normally be approved by the director or coordinator of the collaborative program.
- iv) In the case of joint programs with Carleton University, one examiner will normally be from Carleton University.

### 5.2 Evaluation procedures

a) In light of the standards required for the degree (see 1. a) or b) above), each examiner will communicate, on the appropriate form, one of the following four verdicts:

1. The thesis is accepted for the defense.



2. The thesis is accepted for the defense on the understanding that revisions must be completed after the defense.
3. The thesis requires substantial revision to meet the standards required for the degree; a revised version of the thesis must be submitted to the examiners. See point 7. below for information regarding the time allotted for making revisions.
4. The thesis fails to meet the standards required for the degree.

A thesis may not be defended if two examiners are opposed. If one of the examiners has serious reservations concerning the thesis (verdict 3 or 4), the matter will be referred to the dean of the FGPS. A candidate whose thesis, following a second reading, is not recommended for the defense (a majority of verdicts 3 or 4) must withdraw from the program.

b) The examiners of a master's thesis will submit the "Thesis Examiner's Report" form to the chair of the academic unit. If the reports are all positive, the academic unit will proceed to arrange the defense. In the event of a negative report or reports, the matter is referred to the dean of the FGPS.

c) All examiners of a doctoral thesis will submit the "Thesis Examiner's Report" form to the dean of the FGPS.

In the case of a master's or doctoral thesis requiring revisions prior to defense, examiners must return the "Revised Thesis Report Form" to the dean of the FGPS.

## **6. Defense of the Thesis**

### **6.1 Time of Examination**

Thesis defenses may be held at any time subject to the availability of examiners. The oral defense will take place when the examiners have had time to critically evaluate the thesis. Candidates should allow at least three months for the reading and examination of their thesis.

A document describing in detail the defense of a master's or PhD thesis is available at the Faculty of Graduate and Postdoctoral Studies.

### **MA THESIS - ORAL DEFENSE - INSTRUCTIONS**

The student registers into the course THE 6999 MA Thesis in April of her 1st year.

The student continues to stay registered in this course until she/he deposits her thesis with the DGS. When the thesis is brought to the DGS in order to organize the oral defense, the student's status changes: at this point the student de-registers from THE 6999.

In case of the successful defense, the student is given 1 month to make all necessary corrections and submit the very final copy of his/her thesis to the FGS.

In case the defense is unsuccessful, the student must register back into THE 6999 on the part-time basis, and so continue working on his/her thesis

**The oral defense is prepared in the following these steps:**

Step 1 - the student brings his/her thesis to the supervisor

Step 2 - the supervisor reads this thesis, approves it, and signs a special form, the copy of which goes to FGS.

Step 3 - the supervisor takes this thesis to the Director of the Graduate Studies Committee asking to organize the defense. This date is your official submission date. For every semester there are 2 dates when the student and his/her supervisor can deposit his/her thesis with the DGS. The students must inform the DGS of their intentions to deposit their thesis for the defense at the top of that semester when they think they will be depositing their thesis for the defense. The DGS will inform each particular student on the correct deadlines, which change every semester.

Step 4 - The DGS in consultation with the student's supervisor approaches two external/internal examiners in advance. After the thesis has been brought to the DGS, it will be sent to the examiners (they can be from our department too) for evaluation.

Step 5 - The examiners are given between 4 to 6 weeks to read, evaluate and write their reports on the thesis. Each of these examiners fills out a special report-form, the copy of which goes to FGS, whether recommending or not the thesis for the defense.

Step 6 – The DGS receives the reports from the readers and forwards it to the student and his/her supervisor. If the reports are favorable, the department proceeds with the defense. If the reports are negative, the department must notify the FGS of the situation. It is up to the Dean of the FGS to recommend the further steps in the process.

Step 7 – Oral Defense takes place in front of the following examination committee:

- student's supervisor,
- two external readers,
- President of the Oral Defense committee

The members of the graduate committee and other guests are invited to listen to the discussions. Only two examiners have the right to vote on the outcomes of the oral defense; as well as to recommend the work for the prize.

The supervisor is not allowed to be present during the examiners' deliberations.

The supervisor is not allowed to be present during the examiners' deliberations on whether or not this work deserves a special recognition, UofO prize.

## **6.2 Verdicts**

## ***Verdict of the examining board***

If the jury cannot reach a unanimous decision, the chair will inform the Dean of the Faculty of Graduate and Postdoctoral Studies, who will refer the matter to the Executive Committee of the Faculty of Graduate and Postdoctoral Studies. Any examiner dissenting from the majority decision is requested to specify in writing the reasons for the dissent.

### **VERDICT 1: The thesis is accepted for the degree.**

Although corrections may be required, these are limited to occasional grammatical or spelling errors, formatting problems, or minor redundancies or omissions (e.g. transitional paragraphs, notes). After the defence, the copies of the thesis are returned to the candidate, who makes any necessary corrections. The thesis supervisor ensures that the corrections are made and provides written confirmation to the FGPS.

### **VERDICT 2: The thesis must be revised.**

Revisions (i.e. correction of numerous grammatical or spelling errors, clarification of concepts or methodology, addition of sections, etc.) are required. The jury must decide who will ensure that the required revisions have been made (one or more members of the jury and/or the thesis supervisor). The person or persons responsible for checking the revisions must provide written confirmation that they have been satisfactorily completed. The corrected and approved thesis must be submitted to the FGPS one month after the defence.

If it is impossible for you to submit your thesis within one month, you must re-register and maintain your registration until you submit the thesis.

### **VERDICT 3: The thesis must be revised extensively and undergo the evaluation and defence process again from the beginning with the same examiners (except for necessary replacements).**

The student must re-register for one semester.

Major revisions (involving a re-write of large sections of the thesis because of problems related to the theoretical or methodological approach or interpretation of the results) are required. The candidate is asked to revise the thesis and to submit the revised version to the academic unit (master's) or to the FGPS (doctorate) for re-evaluation.

**The same procedures mentioned above must be followed.**

A new defence is held if the reports are favourable. A candidate who is not recommended for a degree after the second defence must withdraw from the program.

**VERDICT 4: The thesis is unacceptable and the candidate must withdraw from the program.**

This verdict is given only when the thesis requires major revisions and when the thesis defence makes it clear that the candidate is incapable of making such major revisions. In this case, the chair of the jury will append a report detailing the reasons for the verdict to the Report of the Jury - Thesis Defence form, and will send these reports to the academic unit (master's) or to the FGPS (doctorate) along with the examiners' copies of the rejected thesis.

**The chair IMMEDIATELY informs the candidate of the verdict.**

## **7. Thesis Revisions and Corrections**

### **7.1 Prior to Defense**

A candidate whose thesis, following initial evaluation, requires revision and re-evaluation by the examiners, must re-register. The deadline for submitting the revised thesis at the FGPS is one session unless the FGPS has granted an extension. If the deadline is missed, the file will be closed.

### **7.2 Post Defense**

Candidates are allowed one month in which to submit the final copy of their thesis, including all revisions or corrections specified at the defense, to the FGPS. If a longer period is required, candidates must reregister in their program and submit the final copy to the FGPS within one session. Candidates who are unable to submit within one session can apply for an extension, giving their reasons. They should use the form "Request for extension of the time limit to complete a graduate degree."

If the submission deadline is missed and the FGPS has received no request for extension, the file will be closed. Under no circumstances can a candidate be recommended for the degree unless one acceptable final copy of the thesis has been submitted to the FGPS.

---

## **Master's and PhD Thesis Prizes**

<http://www.grad.uottawa.ca/Default.aspx?tabid=1380>

### **Call for Nominations**

Nine prizes are now available for theses, five at the PhD level and four at the Master's. Academic units are invited to submit nominations. If your unit offers both a Master's with thesis and a PhD program, you may submit one nomination at each level. In some

instances, an academic unit may submit two nominations at the Master's level; one for the Commission Prize, the other for the René Lupien Prize, provided there are theses that meet the criteria.

#### Who is Eligible?

Students at the Master's or PhD levels who have completed an outstanding thesis are eligible for prizes. The examiners' pre-defense reports play a major role. For doctoral theses, the external examiner's pre-defense report is very important. Students must either have received their degrees at the Spring Convocation, or be eligible to receive them at the Fall Convocation. Please note that to be included in the competition for the year in progress, the thesis must be defended before August 15. Theses defended after that date are included in the following year's competition.

#### How to Nominate Candidates

- provide a letter (maximum two pages) addressed to the attention of the Executive Committee of the FGPS, outlining the following: the merits of the thesis, the student's contribution to the thesis research, if appropriate, the student's contribution in other areas of scholarly endeavour, and his or her potential as a researcher.

The letter should be signed by someone other than the thesis director; either the Chair of the academic unit or the Director of Graduate Studies.

- provide the student's curriculum vitae, including any publications.

Deadline for Submitting Nominations: mid-September. Unfortunately, no extensions can be granted.

#### Selection

The winners will be chosen by the FGPS at the beginning of the Fall term. Incomplete files will not be considered.

#### Presentation of Prizes

The Dean of the FGPS will present the prizes at the Fall Convocation. It is hoped that all winners will be able to attend.

#### Additional Information

Please contact Anne Bourbonnais by phone (613-562-5800 ext. 1226), by fax (613-562-5730) or by e-mail ([abourbon@uottawa.ca](mailto:abourbon@uottawa.ca)).

---

#### **Guide for Master's Thesis (general timeline)**

<http://www.grad.uottawa.ca/Default.aspx?tabid=1374>

##### 1. Introduction

A master's thesis must show that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As much as possible, it should be an original contribution.

A master's thesis generally consists of approximately 100 pages. In the sciences, the text may be shorter. The period of study may vary considerably depending on the discipline and the individual, but generally speaking, it is expected that master's programs will be completed in two years.

How the thesis is written must comply with the methodological rules in effect in the academic unit in which the program is being undertaken. If the thesis is in the form of articles, it must comply with the relevant directives. It is important for the quality of the document to permit its reproduction.

This guide provides basic information on the preparation of a master's thesis. It applies to all graduate study programs at the University of Ottawa.

This guide is intended for the following people, namely:

- students
- thesis supervisors
- thesis co-supervisors
- chairs of academic units
- officers responsible for graduate studies in academic units
- academic advisors
- interim advisors
- deans of faculties
- the Thesis Sector at the FGPS
- examiners

#### Content of the guide

This guide is intended as a resource only. Those involved in thesis preparation at the University are responsible for ensuring they have met all academic unit, FGPS and University regulations and requirements.

This guide is intended for all members of the university community, regardless of their discipline. As a result, readers may occasionally find points that do not apply to them. They are free to take whatever information may apply to their own situation.

Procedures may vary depending on the academic unit and discipline, with the number or order of the steps varying and the lists being incomplete in some disciplines. Check with your thesis supervisor and academic unit.

## 2. Responsibilities of the student

### 2.1. Before the end of the second session of registration

- Find a thesis supervisor and, if necessary, a thesis co-supervisor. Use the Nomination of Thesis Supervisor form.
- Prepare a thesis proposal in collaboration with your thesis supervisor and co-supervisor before submitting your thesis topic.
- Find a thesis topic in collaboration with your thesis supervisor and co-supervisor.
- Submit your thesis topic to your thesis supervisor and co-supervisor for approval. Use the Nomination of Thesis Supervisor form.
- Discuss expectations and the terms for collaboration with your thesis supervisor and co-supervisor. Discuss the requirements for a thesis.
- As needed, obtain other approvals such as ethics approvals.
- Develop a work plan and give your thesis supervisor and co-supervisor a copy.

### 2.2. Before the end of the second year of registration

- Meet with your thesis supervisor and co-supervisor and submit drafts of your work.
- Write regular self-evaluation reports and submit them to your thesis supervisor and co-supervisor for evaluation.
- Write a first progress report and complete the progress report form. Send both of these documents to your thesis supervisor and co-supervisor for completion.

### 2.3. One year before the estimated thesis submission date

- Determine jointly with your thesis supervisor and co-supervisor your official thesis submission date. There are submission deadlines every session. See the University Calendar for further information.

### 2.4. Nine months before the thesis submission date

- Start writing your thesis in its final document form.

- In collaboration with your thesis supervisor and co-supervisor, find names of internal examiners for the defense. All internal examiners must be members of the FGPS.

When in disagreement with the examiners nominated, the student must send a letter to the faculty explaining the reasons.

#### 2.5. Five months before the thesis submission date

- Complete the preparation of your thesis for submission in final document form.
- Submit your thesis to your thesis supervisor and co-supervisor and thesis committee, as needed, for approval.
- Finish making the changes required by your thesis supervisor and co-supervisor and thesis committee.
- Ask your academic unit when your thesis seminar must be completed, as needed.
- Apply for a travel grant, as needed, by completing the required form.

#### 2.6. One month before the thesis submission date

- Send your thesis supervisor and co-supervisor the Statement of Thesis Supervisor form if they are unable to obtain it online.
- Ensure that your academic unit has sent the Nomination of Thesis Examiners form to the FGPS. If not, ensure the chair of the academic unit has sent a letter explaining the delay in sending the list. The letter must also mention the date at which the list of examiners will be provided. Otherwise, the list will be returned to the academic unit, which will have to obtain the missing information or provide a new list of examiners. This will delay the defense.

#### 2.7. Submitting the thesis

- Submit as many unbound copies of your thesis to your academic unit as there are examiners. Attach the completed Statement of Thesis Supervisor form to the copies of your thesis.

At least six to eight weeks must be allowed between the submission of the thesis and the defense.

#### 2.8. After submitting the thesis

- In collaboration with your thesis supervisor and co-supervisor, prepare your oral presentation (15 minutes or less).
- Get prepared by attending other thesis defenses.



- Contact the academic unit to ensure the audiovisual equipment needed for the presentation will be available on the date of the defense.
- Complete the Registration for Degree form and submit it to the Thesis Sector at the FGPS.

#### 2.9. After receiving the evaluation reports

- Along with your thesis supervisor and co-supervisor, read the evaluation reports.

If corrections must be made to the thesis, the student must:

- Re-register in the program for one semester.
- Submit as many unbound copies of the corrected thesis to the academic unit as there are examiners. The deadline for submitting a revised thesis is one session, unless an extension is obtained from the FGPS. The Statement of Thesis Supervisor form must be attached.

#### 2.10. As soon as the date of the defense is set

- Ask your thesis supervisor or the academic unit's graduate studies assistant to reserve the audiovisual equipment required for the defense.
- Visit the room where the defense will take place.
- Confirm all the reservations needed for the defense, i.e. room, equipment, deliveries, other.

#### 2.11. The day of the defense

- Arrive early at the room where the defense will take place. The room is reserved 30 minutes before the start of the defense.
- Get familiar with the room and the equipment.
- Ask who will be responsible for approving any revisions, if necessary.
- Put the furniture back in its original location once the defense is over.
- Ensure you have the FGPS documents you will be given by the academic unit.

#### 2.12. After the defense

- Make the corrections requested by the examiners.
- Supply your thesis supervisor and co-supervisor with a corrected version.
- Send a copy of the Approval of the Final Version of the Thesis form to your thesis supervisor and co-supervisor.

- As needed, send a copy of the Approval of the Final Version of the Thesis form to the jury members who wish to approve the final copy.
- Ensure you have completed the Registration for Degree form. Complete and submit this form if you have not already done so.
- Complete all the library forms.

FORMbibliopermissionreproduirethese.doc

FORMbiblioarchives.doc

FORMbiblioarchivesCOTUTELLE.doc

FORMbiblioLibrary Certificate.doc

- File four copies of your corrected thesis with the Thesis Sector at the FGPS within one month, unless advised otherwise by the FGPS. If you need more than one month or if the revisions are too extensive, you will have to re-register for the following session. Attach the completed Approval of the Final Version of the Thesis form. If you have a co-supervisor, you must provide five copies. At the same time, submit all the other required forms.

After you have defended and corrected your thesis, you may submit the final version electronically in uO Research, uOttawa's digital research repository. There are already more than 7,000 electronic theses (ET) in uO Research. The electronic submission process is easy and provides many benefits:

- o increased visibility and free access to the full text of your thesis through Google, uO Research and ET harvesters
- o increased citations to your work and greater impact of your research
- o longevity and safe storage of your work
- o creation of a permanent URL identifier. The uO Research web site can be found at [www.ruor.uottawa.ca](http://www.ruor.uottawa.ca)
- Pay all debts owed to the University.

### 2.13. Other responsibilities

- planning work systematically and setting deadlines for completing the various stages of the research project
- obtaining appropriate information about the structure and sequence of the program and meeting deadlines
- being well prepared for meetings with the thesis supervisor (i.e. having all necessary material on hand, namely a summary of the work accomplished to date, a list of

specific questions to be discussed, etc.), submitting an outline for the meeting one or two days ahead of time, and submitting a summary of the meeting within two days

- submitting all the raw data collected to the thesis supervisor for evaluation
- submitting sections of the thesis to the supervisor at regular intervals and ensuring that the quality of the language conforms to that of a standard published text
- carrying out a self-evaluation of progress at regular intervals and having it verified by the thesis supervisor.

### 3. Responsibilities of the thesis supervisor and co-supervisor

#### 3.1. At the end of the second session of registration

- Find a thesis topic in collaboration with the student.
- Discuss expectation and the terms for collaboration with the student. Discuss the requirements for a thesis.
- Prepare a thesis proposal in collaboration with the student.
- Check the thesis proposal and submit it to the faculty.
- Approve and sign the Nomination of Thesis Supervisor form. Send it to the academic unit.
- Form the thesis committee, as needed.
- Evaluate the student's thesis plan.

#### 3.2. Before the end of the second year of registration

- Provide comments based on the drafts submitted by the student.
- Evaluate the student's self-evaluation reports.
- Complete and sign the first progress report.
- Send the first progress report to the chair of the academic unit.

#### 3.3. One year before the estimated thesis submission date

- Determine jointly with the student the official thesis submission date. There are submission deadlines every session. See the University Calendar for further information.

#### 3.4. Nine months before the thesis submission date

- In collaboration with the student, find names of examiners for the defense.

When in disagreement with the nomination of examiners, the student must send a letter explaining the reasons.

### 3.5. Five months before the thesis submission date

- Examine the student's thesis and submit your comments soon enough for the student to be able to make the necessary corrections.

### 3.6. Two months before the thesis submission date

- Contact the chair of the academic unit or the dean of the faculty to supply the names of the examiners selected. The Nomination of Thesis Examiners form must be used.

### 3.7. One week before the thesis submission date

- Ensure that all the requested changes to the thesis have been made.
- Complete and sign the Statement of Thesis Supervisor form certifying that you have read the thesis and consider that it merits submission to the examiners.
- Give the student the Statement of Thesis Supervisor form.

### 3.8. After submitting the thesis

- In collaboration with the student, prepare the oral presentation for the defense.

### 3.9. After receiving the evaluation reports

- With the student, read the evaluation reports.
- Help the student prepare for the defense.

### 3.10. The day of the defense

- The thesis supervisor and co-supervisor may attend the defense and support the candidate during the deliberations.

### 3.11. After the defense

- Ensure that the corrections have been made based on the revisions requested by the jury during the defense.
- Complete and sign the statement form supplied by the chair.

### 3.12. Other responsibilities

Responsibilities of thesis supervisors:

- assisting students in choosing and determining a research topic
- helping students with the interpretation of raw data and findings
- being available for discussions with students, notifying them of any lengthy absences (longer than four weeks) and ensuring that appropriate support mechanisms are available during absences (for instance, telephone, fax or email)
- giving timely responses to written material (research papers, chapters of theses, etc.) submitted by students (within two weeks, unless alternative arrangements have been made)
- assisting and counselling students in seeking financial support, as well as writing quality letters of recommendation for their own students and for other students
- helping students with their career development
- evaluating theses promptly and submitting reports on time.

#### 4. Responsibilities of the academic unit

##### 4.1. Upon admission to a program of study involving a research project

- Designate an interim advisor for each student. Interim advisors must guide students in selecting courses and advise them of the research fields of professors in the academic unit.

##### 4.2. At the end of the second session of registration

- Approve and sign the Nomination of Thesis Supervisor form.
- Send the Nomination of Thesis Supervisor form to the Thesis Sector of the FGPS.
- Check the student's thesis proposal.

##### 4.3. Before the end of the second year of registration

- Approve and sign the progress report.
- Send the first progress report to the Registration Office of the FGPS.

##### 4.4. One month before the thesis submission date

- Ensure that all examiners are ready to evaluate the thesis.
- Ensure that the examiners are members of the FGPS. If this is not the case, send a letter to the FGPS requesting an exception. Attach a copy of the Nomination of Thesis Examiners form.
- Sign the Nomination of Thesis Examiners form.

- Send the Nomination of Thesis Examiners form as well as all documents required by the FGPS at least one month before the expected thesis submission date. If this form is lacking, ensure that the chair of the academic unit has sent a letter explaining the delay in sending the list. The letter must also mention the date when the list of examiners will be provided. This may delay the defense.

#### 4.5. Submitting the thesis

- Send a copy of the thesis to all the examiners along with the documents they will have to complete. These required documents are indicated by the FGPS. The academic unit must also send a copy of the Statement of Thesis Supervisor form to the Thesis Sector of the FGPS.
- Contact the examiners a few days after sending the thesis to ensure the documents have been received and to determine the examiners' availability for the defense.
- Determine the date of the defense based on the participants' availability.

#### 4.6. Evaluation of the thesis by the examiners

- The examiners for a master's thesis submit their report and the Thesis Evaluation Report form to the chair of the academic unit or delegate.

#### 4.7. After receiving the evaluation reports

- Send all the examiners' comments to the student and the thesis supervisor and co-supervisor on an anonymous basis.
- If all the reports are positive, confirm the defense and send a copy of the reports to the Thesis Sector of the FGPS.
  - o If there is a single negative response, the FGPS will decide whether to hold the defense or to request revisions. The FGPS will send a letter advising the student of the decision.
  - o Of one or more reports are negative, send the file to the Thesis Sector of the FGPS and do not confirm the defense.
- Send a file containing the evaluation reports along with any other relevant documents to the chair of the jury one week before the date of the defense.
- Reserve the room where the defense will take place.
- Advise all members and the student of the date of the defense.

#### 4.8. The day of the defense

- Send a copy of the Report of the Jury to the FGPS.

#### 4.9. Other responsibilities

- establish, specify and promote concrete objectives
- provide a well-structured program of study and research appropriate for the degree sought
- ensure that all students are advised in writing of the sequence and structure of the program and of the expectations of the academic unit and the University in terms of progress towards completion
- acquaint new students with the research interests of professors authorized to supervise theses, and help them identify the professor suitable to supervise their research
- establish appropriate criteria for the evaluation of students, particularly for directed studies, comprehensive examinations, seminars and theses, and ensure that the criteria are known to and understood by students
- assess students' progress systematically and in all cases at least once per year
- implement appropriate policies for the financial support of students
- create for students a milieu which fosters career development
- monitor the performance of thesis supervisors in terms of the quality of supervision, as evidenced by the time to degree, the attrition rate of students under their supervision, their availability, their ability to determine research topics of appropriate scope, etc.

## 5. Responsibilities of the Faculty of Graduate and Postdoctoral Studies

### 5.1. At the end of the second session of registration

- Register the thesis topic and the supervisor and co-supervisor in the SIS.
- Confirm the registration of the thesis topic.
- Confirm the nomination of the thesis supervisor.

### 5.2. After receiving the first progress report

- Assess the first progress report and take any necessary action.
- Ensure that the registration conditions are met.

### 5.3. After the chair of the academic unit issues the list of examiners

- Ensure the internal examiners are members of the FGPS.
- Ensure that all the required documents are provided with the Nomination of Thesis Examiners form.

- Check whether an exception has been requested and attach it to the form.
- Approve the list of internal examiners.

#### 5.4. When the student submits the final version of the thesis

- Ensure that all the documents are provided and that the student's file is complete.
- Bind copies of the thesis for the candidate, the academic unit, and the thesis supervisor and co-supervisor.
- Send a copy of the thesis to the University Library. If the student has completed the required forms, this same copy will be microfilmed and deposited with Library and Archives Canada.
- In cases where a thesis is rejected, retain two copies in the FGPS.
- Prepare the student's file in case the thesis is recommended for a prize, for submission to the FGPS Selection Committee.
- If the student fails to respect the timelines, close the file

## **SUPERVISION OF STUDENTS**

All professors directing a graduate student thesis must be members of the Faculty of Graduate and Postdoctoral Studies (FGPS).

### 1. Designation and Responsibilities of the Interim Advisor

Upon admission to a graduate degree program, every student whose program includes a research project will be assigned an interim advisor by the academic unit. The responsibilities of the advisor, who must be a member of the FGPS, include assisting students in selecting a suitable area of research within the fields of competence of the academic unit, helping them choose suitable courses (if required) for their initial session of registration, acquainting students with the research interests of other professors in the academic unit and helping them identify the professor most suited to direct their research.

### 2. Designation and Responsibilities of the Supervisor

Before the end of the second session of registration, a research supervisor (or supervisory committee) will be appointed by the academic unit, and his name will be communicated to the FGPS, which will confirm the appointment. The research supervisor (or chair of the committee), who must be a member of the FGPS, will be responsible within the academic unit for the approval of all of the student's subsequent registrations. The research supervisor will also be responsible for assisting the student in the formulation of the thesis research project and will ensure that the topic of the research project is approved by the academic unit and communicated to the FGPS before the end of the



second session of registration in the case of a master's candidate and before the end of the third session in the case of a PhD candidate.

### 3. Progress Reports

All students should make systematic and consistent progress in their research. It is therefore useful, even essential, to complete an annual research progress report detailing the achievements of the previous year and the objectives for the next year. Preparing a Thesis or a Research, a guide outlining the responsibilities of those involved in the research process, should serve as a starting point for preparing the annual progress report. A copy of the brochure is available at academic units, the FGPS and on the Internet.

During the second year of registration and once a year thereafter, the FGPS will be informed of progress made during the previous year by all students enrolled in a thesis program. Permission to continue to register in the program will depend on a satisfactory report (see Section E - 7).

The student will complete a report and submit it to the thesis supervisor. The thesis supervisor will then review the student's progress and, if it is deemed unsatisfactory, he or she will make appropriate recommendations. The professor in charge of graduate studies in the discipline will do likewise.

The completed report will be kept in the student's file at the FGPS. The academic unit and the student may, if they wish, make a copy of the document before submitting it to the FGPS.

### 4. Absence of the Thesis Supervisor

Supervisors expecting to be absent from the University for an extended period of time (that is one month or more) are responsible either for making suitable arrangements with the student and the academic unit for the continued supervision of the student, or for requesting that the academic unit appoint another supervisor. Such arrangements should be communicated to the FGPS before the supervisor leaves the University.

### 5. Research Ethics

All those engaged in research, whether as professors, students 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.

A number of University committees deal with research ethics and security issues: the Human Research Ethics Committee, the Biohazards Committee and the Animal Care Committee. For additional information, please consult the Office of the Vice Rector Research Web site at [www.uottawa.ca/vr-recherche-research/](http://www.uottawa.ca/vr-recherche-research/).

### 6. Code of Conduct for the Use of Computing Facilities

Those who use the computing facilities must do so only for the purposes for which they have been authorized. They must abide by the University code of conduct applicable to these facilities. Anyone breaching this code will be subject to disciplinary action. For additional information, please consult the following site:  
[www.uottawa.ca/help/about/code.html](http://www.uottawa.ca/help/about/code.html).

## 7. Intellectual Property

The treatment of intellectual property is a complex subject and is often dictated by the circumstances of a particular case. In general, however, intellectual property developed on-campus by professors, students, or non-academic employees, is handled in accordance with the agreement between the University and the Association of Professors of the University of Ottawa.

Currently, the main provisions of this agreement are that inventions, whether patentable or not, belong to the University, while copyright works (software, texts, term papers, theses, and other works) belong to their creators. Any revenues realized from the commercial exploitation of inventions is shared 80 per cent to the inventors and 20 per cent to the University for the first \$100,000 of revenue and equally between the University (50 per cent) and the inventors (50 per cent) for any revenue in excess of \$100,000.

If the University's assistance is sought in developing works that will subsequently be copyrighted or in exploiting copyright works (often computer programs), the sharing of revenues is negotiated on a case by case basis. For further information, students should consult their thesis supervisor or the Technology Transfer and Business Enterprise office.

## 21. Awards, scholarships and financial aid for Canadian Citizens and Permanent Residents of Canada

### University of Ottawa scholarships

Admission Scholarship	Value	Deadline
The admission scholarship will be given on the recommendation of the academic unit to any student whose admission average is 8.0/10 or more and who registers full-time for the duration of the scholarship.	at least \$30,000	N/A due date
Graduate Education Bursary		
Worth \$2000 (\$1000 per year), the Graduate Education Bursary (GEB) is awarded to you if you are registered for the first time for full-time studies in a University of Ottawa master's or graduate diploma program offered in French and meet the other eligibility criteria.	\$2,000	15 January 15 May 15 September
Graduate Studies Scholarship		
The Graduate scholarship in the amount of \$2,000 per session will be given on the recommendation of the academic unit into the eligible programs.	\$2,000 per session for the duration of the scholarship	N/A due date
Excellence Scholarships		
Excellence scholarships equivalent to tuition fees are awarded to recipients of major external awards (e.g., CIHR, FRQ, NSERC, OGS, SSHRC).	Amount equivalent to tuition fees	N/A due date
Dean's Scholarship (Not available to students who will begin in Jan. 2014 and beyond)		
Scholarship awarded to students who complete their degree within the specified period of time.	<a href="#">See table</a>	N/A due date

### E) External granting agencies

- Social Sciences and Humanities Research Council ([www.sshrc.ca](http://www.sshrc.ca))
- Ontario Graduate Scholarships:  
([http://osap.gov.on.ca/eng/Not\\_Secure/Plan\\_Grants\\_full\\_sepapp\\_OGS\\_12345.htm](http://osap.gov.on.ca/eng/Not_Secure/Plan_Grants_full_sepapp_OGS_12345.htm))
- Fonds québécois de la recherche sur la société et la culture  
([www.frqsc.gouv.qc.ca](http://www.frqsc.gouv.qc.ca))

### F) Financial Aid

- 1) For governmental programs, by province, as well as work-study programs, see:  
<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1468>
- 2) Financial Aid office at the University: 85 University St., Room 102, tel. 613-562-5734. For details see:  
<http://www.loansandawards.uottawa.ca/Default.aspx?tabid=2654>. For online application for scholarships and bursaries see:  
<https://web3.uottawa.ca/bel/en/BELv2Main.jsp>
- 3) The Graduate Students Association of the University of Ottawa (GSAÉD) offers two different types of financial support programs: some are directed towards individual students, while others are directed towards special projects led by graduate student groups. Click on the appropriate link for more details or visit the GSAED website: [www.gsaed.ca](http://www.gsaed.ca).
- 4) CUPE 2626 represents all teaching assistants, research assistant, markers, lab demonstrators, proctors, and soft funded research bursary holders. Financial assistance details may be found at [http://www.cupe2626.ca/english/aid\\_en.htm](http://www.cupe2626.ca/english/aid_en.htm).

- 5) The Association of Part-time Professors of the University of Ottawa (APTPUO) offers awards, bursaries, conference travel grants, publication grants. See <http://www.uottawa.ca/associations/aptpuo/hiseng2.html>.
- 6) Promissory Notes: See above, item 17 (Payment of fees)

## 22. Awards and Financial Support for International Students

At the University of Ottawa, **each faculty is allocated a budget for international students**. Each faculty holds their own competition with their own criteria; scholarships are awarded in accordance to the faculties priorities until the funds are depleted.

Your file must be recommended to the FGPS by the faculty with which you have submitted and admission's application.

### Scholarships for International Students

**Full Scholarship** includes :

- Minimum CGPA of 9.0 / 10;
- Full tuition fees + a matching component offered by the Academic Unit in the form of Assistantships or soft-funded scholarships worth at least \$7,500 (Master's) per year.

**Differential Scholarship** includes:

- Minimum CGPA of 8.0 / 10;
- International fees (you must pay the equivalent of the Canadian fees) +, a matching component offered by the Academic Unit in form of Assistantships or soft-funded scholarships worth at least \$7,500 (Master's) per year.

**Bourse internationale de la francophonie:**

- Minimum CGPA of 8.0 / 10;
- Must demonstrate an active knowledge of French
- You must pay tuition fees of \$2500 per year + you will receive RA's or TA's

Note : Minimum amounts for RA's, TA's and yearly scholarships are equivalent to the ones offered to Canadian Citizens and Permanent Residents

**Duration**

- Master's with thesis: 2 years
- All scholarships are not renewable

### **23. Teaching and research assistantships, part-time teaching: policies, procedures**

Although priority is given to University of Ottawa admission scholarship holders, some academic units may nevertheless award assistantships 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. Full details at <http://www.cupe2626.ca>

The Centre for University Teaching offers a wide range of services, including seminars, workshops, publications, a library of relevant instructional resources, as well as individual and group consultation on teaching and curriculum design. See: [http://www.saea.uottawa.ca/index.php?option=com\\_content&task=view&id=26&Itemid=639&lang=en](http://www.saea.uottawa.ca/index.php?option=com_content&task=view&id=26&Itemid=639&lang=en).

#### **The 10-hour rule**

The Faculty of Graduate and Postdoctoral Studies would like to remind all administrators of the following article of the Collective Agreement between the University of Ottawa and CUPE 2626:

“Article 31.1. When a full-time graduate student is hired for a teaching or research assistantship, the total number of contracted hours of work will not exceed an average of ten hours per week over the academic session as required by the regulations of the Faculty of Graduate and Postdoctoral Studies.”

Please note that the FGPS considers that a full-time graduate student should not work more than 10 hours per week (both inside and outside the university). This is in agreement with the OCGS official policy on employment for full-time graduate students:

<http://ocgs.cou.on.ca/bin/home/employment.cfm>

This applies to paid work that is not related to the thesis. No student will be permitted to work beyond the 10 hour limit without the express written permission of the Dean of the FGPS.

However, the 10 hour rule does not apply to Soft Funded Scholarships or Soft Funded Research Bursaries. See Policy 110a:

[http://web5.uottawa.ca/admingov/policy\\_110a.html](http://web5.uottawa.ca/admingov/policy_110a.html)

These two alternative modes of payment do not represent employment. 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.

If the work (outside or inside the university) is directly or indirectly related to the thesis, please refer to the FGPS regulation C.1.4:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&monControl=Inscription>

In such cases, the Dean of the FGPS can allow a student to exceed the 10 hour limit. Even full-time jobs outside the university may be allowed in exceptional cases (however, please note that in this case, no RA or TA will be allowed since the student already has a full-time job).

Article 31.1 also provides that

“Except in exceptional circumstances, no Employee shall be required to work more than twenty-five (25) hours in a single week, and no Employee shall be required to work more than a total of forty (40) hours in any period of two consecutive weeks.”

This article does not supersede the average 10 hours a week maximum average. Therefore in determining the total number of hours of each assignment, departments should be careful that:

- sufficient hours are provided and remain at the end of the term for purposes of correction;
- the hours allocated will not exceed more than twenty-five (25) hours in a single week, and no Employee shall be required to work more than a total of forty (40) hours in any period of two consecutive weeks for the period required to correct assignments or exams;
- departments may need to re-evaluate the total number of hours to be allocated in contracts in order to ensure that sufficient resources remain to provide correction contracts for the hours that would exceed either the 25 hours a week or the 40 hours over two weeks provision of the collective agreement.

Should you need to discuss further, please contact Academic Labour Relations at extension 1552 or by email at [hracad@uottawa.ca](mailto:hracad@uottawa.ca).

**24. Student associations**

Students are automatically members of the Graduate Students' Association (GSAED), which is composed of the graduate associations of the various academic units at the University of Ottawa. Among the benefits of membership in the GSAED are access to health and dental insurances plans, a free International Student Identity Card, and conference travel grants. Complete details about the GSAED's services and benefits may be found at: [www.uOttawa.ca/gsaed](http://www.uOttawa.ca/gsaed).



## 25. Student services

For the complete range of student services available, including associations, athletics, clubs, parking, health, housing, bookstore, see: <http://www.uottawa.ca/students/>

### **Housing**

On-campus housing is reserved mostly for undergraduate students. See [www.uOttawa.ca/student/housing](http://www.uOttawa.ca/student/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/searchf.php>

### **International Students**

The International Office provides useful information concerning renewal of permits and visas, the University Health Insurance Plan (U-HIP), financial aid, and other details: see [www.uOttawa/international/students](http://www.uOttawa/international/students).

### **Transportation**

Full-time students are eligible to receive discounts on public transportation with proof of identification.

**Health Services** (<http://www.uottawa.ca/health>)

### **Student Academic Success Service (SASS)**

SASS is a network of services and programs that complement classroom learning and support academic and professional goals. See: <http://www.sass.uottawa.ca/welcome.php>

- Academic Writing Help Centre: [www.sass.uOttawa.ca/writing](http://www.sass.uOttawa.ca/writing)
- Access Service: [www.sass.uOttawa.ca/access](http://www.sass.uOttawa.ca/access)
- Career Services: [www.sass.uOttawa.ca/careers](http://www.sass.uOttawa.ca/careers)
- Counseling and Coaching Service: <http://www.sass.uottawa.ca/personal>.
- Graduate Studies Mentoring Centre: [www.sass.uOttawa.ca/mentoring/graduate](http://www.sass.uOttawa.ca/mentoring/graduate)

**26. Libraries**

See: <http://www.biblio.uottawa.ca/index-e.php>

## **27. Graduate courses and policies governing courses**

### **THE5110 METHODOLOGY (3cr.)**

Advanced academic research and writing skills; commonly used in theatre studies – archival research, collection of pertinent data, forms of empirical research, conceptual research, etc. – practical exercises leading to the students' successful writing of academic papers, conference presentations, and an MA thesis paper.

### **THE5120 EPISTEMOLOGY OF THEATRE STUDIES (3cr.)**

Philosophical and sociological theories generated by a range of disciplines – from literature to political science – as applied to theatre studies, as well as theories generated within the field of theatrical studies as such. Review of the theoretical writings available to the contemporary scholar, and articulation of a theoretical framework for the students' own research. Students will also be required to situate their own research within the broader context of today's epistemologies.

### **THE5130 DRAMATURGY (3cr.)**

The dramatic text as a point of departure for a theatrical performance. The art of dramaturgy considered as the analysis of the poetics of dramatic text as well as the study of its structural specificities and norms. Major elements of, and theories related to, new play development, both in a historical perspective as well as a conceptual one. Acquisition of the skills necessary for pursuing a career as a Dramaturge or a Literary Adviser in a professional theatre.

### **THE5140 THEORY OF PERFORMANCE (3cr.)**

Examination of a range of performance forms that define contemporary practice including performance art, fine art, film, site-specific theatre and cyber-spectacle. Exercises in academic and professional writing for the theatre. Major elements of performance studied both in historical and conceptual perspectives.

### **THESIS PROPOSAL (THE6990)**

Students must enroll in THE6990 no later than the 2nd session of registration in the program and complete it by the end of the third session. They read works, both dramaturgical and theoretical, directly related to their thesis topic, and prepare their thesis proposal under the guidance of their thesis adviser. The proposal must be defended before the Graduate Studies Committee and the student's supervisor. A student whose proposal is not accepted may submit and present a second proposal in the following session. Failure to obtain approval on the second attempt leads to a grade of "not satisfactory" for the proposal and results in compulsory withdrawal from the program. The course is evaluated on an S (Satisfactory) / NS (Non satisfactory) basis.

**THE6999 THÈSE DE MAÎTRISE / MASTER'S THESIS (12cr.)**

The thesis can take one of two forms:

The traditional form involves research work supported by a review of the literature, critical analysis and synthesis (25,000 words);

The second form includes two parts: a creative project and an analysis of the creative process for that project. The project must be based on a research question. The analytical document must demonstrate knowledge of the historical antecedents and synthesize the aesthetic theories underpinning the creative project (12,500 words).

In both cases, the thesis must meet the standards specified by the FGPS. For details consult section G of the general regulations of the FGPS and the guide *Preparing a Thesis or a Research Paper*. Prerequisite: THE6990.

**THE5997 DIRECTED READINGS IN THEATRE (3cr.)**

Intensive readings on a specific theatre topic, approved by the Graduate Studies Committee, leading to a substantial essay or project.

## 28. 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 Item 23, above);
- 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.

**Policy on Extra-Curricular Artistic Activities**

Students wishing to be involved in any artistic project outside of their specific program of study must request the permission of the graduate studies committee in a timely fashion. Decisions are rendered based on the student's standing in the program, the degree of commitment the project demands and the relationship of the project to the student's own research.

## 29. List of forms

<http://www.grad.uottawa.ca/Default.aspx?tabid=2276>

### Admission and Registration

- [Annual Research Progress Report](#)
- [Application for Admission - Graduate Studies](#)
- [Graduate Registration](#)
- [Letter of Permission for Transfer of Credits](#)
- [Modification / Cancellation of Registration](#)
- [Recommendation for Admission to Graduate Studies](#)
- [Registration for Degree](#)
  
- [Request for a Deferred Mark](#)
- [Request for Diploma](#)
- [Request for Extension of the Time Limit to Complete the Requirements of a Graduate Degree](#)
- [Request for Leave of Absence](#)

### Awards and Financial Support

- [Conference Travel Grant](#)
- [Doctoral Research Scholarship Recommendation Form](#)
  
- [Moving Fees](#)
- [Offer of Soft-Funded Scholarship/Soft-Funded Research Bursaries](#)
- [On-campus Student Conference Funding](#)
- [Ontario Graduate Scholarships in Science and Technology Application Form](#)
- [Ontario Graduate Scholarships in Science and Technology Nomination Form](#)
- Request for Ontario Graduate Scholarships
- [Request for Reimbursement of Travel Expenses](#)
- [Research Travel Grant](#)

### Research and Teaching Assistantships

- [Evaluation of Student](#)
- [Job Description \(Article 30\)](#)
- [Job Description \(Appendix B\)](#)

### Research Paper and Thesis

- [Statement of thesis supervisor for the submission of the thesis for the evaluation](#)
- [Approval of the final version of the thesis by a member of the jury](#)
- [Approval of the final version of the thesis by the supervisor and the co-supervisor](#)
- [Permission to reproduce and distribute the thesis](#)
- [Honorarium chair of the defense for a doctoral thesis](#)
- [Honorarium external examiner doctoral thesis evaluation](#)
- [List of examiners for the evaluation of the thesis](#)
- [Nomination for thesis prize](#)
- [Registration of Thesis Topic and/or Appointment of Research/Thesis Supervisor](#)
- [Report of the jury thesis defense](#)
- [Research paper/report/project](#)



**30. Varia**

A wealth of information on graduate studies in general can be found on the websites of CAGS (Canadian Association for Graduate Studies) - [www.cags.ca](http://www.cags.ca) - and CGS (Council of Graduate Schools) in the United States - <http://www.cgsnet.org>.