

Graduate Students'
Handbook
2014-2016

Department of
Geography



uOttawa

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INTRODUCTION

WELCOME TO GRADUATE STUDIES IN GEOGRAPHY AT THE UNIVERSITY OF OTTAWA

In our Department, we focus on fostering awareness of the field of geography, and on adding to the body of geographic knowledge and methodology through teaching and research. We also aim to prepare students with the necessary teaching and research knowledge and skills to meet the demands of the geographic profession and various public, private and community agencies.

ACADEMIC INTEGRITY

All students must conform to the University of Ottawa's Regulation on Academic Fraud. Specifically, all students must inform themselves of what constitutes plagiarism. Plagiarism is a serious academic offence and carries serious consequences, so all students **must** read the Academic Integrity Student's Guide at:

<http://web5.uottawa.ca/mcs-smc/academicintegrity/documents/2011/academic-integrity-students-guide.pdf>

and read the Regulation on Academic Fraud:

<http://web5.uottawa.ca/mcs-smc/academicintegrity/regulation.php>

THE DEPARTMENT OF GEOGRAPHY – AN OVERVIEW

Degrees offered

Our department offers the following degrees:

- Master's of Arts (with thesis)
- Master's of Science (with thesis)

-
- Ph.D. in Geography.

Specialized laboratories

Students working in the appropriate sub-fields have the opportunity to work in the department's laboratories specializing in the following:

- Laboratory for paleoclimatology and climatology (<http://www.lpc.uottawa.ca/>),
- Laboratory for cryospheric research (<http://cryospheric.org/>),
- Laboratory for applied geomatics and GIS sciences (<http://www.geomatics.uottawa.ca/>),
- Laboratory for environmental health analysis,
- Laboratory for Environmental change and Public Policy
- Laboratory for Environment, Society and Policy
- Cryo-lab for Arctic, Antarctic and Planetary sciences

NOTE: these are the research labs; the physical geography is really a teaching lab. You may wish to abbreviate these in some way.

Bilingual studies

The Department of Geography reflects the University of Ottawa's bilingual nature and is committed to offering students the chance to work, live and play in English and French. Geography students, both undergraduates and graduates, have the opportunity to take courses in either English or French, and to write exams and submit assignments in the language of their choice, notwithstanding the language of instruction.

Contact information

Department of Geography
Room 047, Simard Hall
60 University
University of Ottawa

Ottawa, ON
K1N 6N5

613 562-5725
geog@uottawa.ca

POTENTIAL GRADUATE STUDY SUPERVISORS

The following departmental faculty members are available for supervising graduate student work:

Professors	Rank	E-mail
Kenza Benali	Associate Professor	kbenali@uottawa.ca
Marc Brosseau	Professor	mbrossea@uottawa.ca
Huhua Cao	Professor	caohuhua@uottawa.ca
Luke Copland	Associate Professor	luke.copland@uottawa.ca
Eric Crighton	Associate Professor	eric.crighton@uottawa.ca
Jackie Dawson	Associate Professor	Jackie.dawson@uOttawa.ca
Konrad Gajewski	Professor	gajewski@aix1.uottawa.ca
Anne Gilbert	Professor & Chair	agilbert@uottawa.ca
Denis Lacelle	Professor	dlacelle@uottawa.ca
Bernard Lauriol	Assistant Professor	blauriol@uottawa.ca
Antoni Lewkowicz	Professor	alewkowi@uottawa.ca
Brenda Macdougall	Associate Professor	Brenda.macdougall@uottawa.ca
Brian Ray	Professor	bray@uottawa.ca
Marc Saner	Associate Professor	msaner@uOttawa.ca
Michael Sawada	Professor	msawada@uottawa.ca
Andre Viau	Professor	aviou@uottawa.ca
Luisa Veronis	Associate Professor	lveronis@uottawa.ca
Sonia Wesche	Assistant Professor	swesche@uottawa.ca

For contact details and more information about each professor's research interests and activities, follow the links provided on the following website : <http://www.uottawa.ca/academic/arts/geography/prof/fulltime.htm>

GRADUATE FIELDS OF STUDY

The Department of Geography's graduate program offers the following three fields of study.

Polar and Mountain Environments

This field encompasses two main research areas:

the study of natural processes in polar and alpine areas, focusing on the subjects of geomorphology, glaciology, geocryology (permafrost), climatology and hydrology; the reconstruction of paleoenvironments in arctic, subarctic and mountainous regions using paleoecological and biogeographical analyses.

Climate change, past and present, and its impacts, is emphasized in both areas. Advanced remote sensing and GIS expertise and facilities in the Department of Geography support this research field. Fieldwork is primarily undertaken in the Canadian High Arctic and the Yukon, as well as in Antarctica, the Andes, the Himalayas and elsewhere.

Dedicated departmental research facilities such as the Laboratory for Paleoclimatology and Climatology, the Laboratory for Applied Geomatics and GIS Science and the Laboratory for Cryospheric Research (under construction) are used for graduate student training.

Collaborations are maintained within the Ottawa region with the Geological Survey of Canada, the Canadian Ice Service, Canada Centre for Remote Sensing, Canadian Museum of Nature, Carleton University,

and the Ottawa-Carleton Geoscience Centre, as well as with many universities elsewhere in Canada and abroad.

Professors associated with this field:

Luke Copland
Konrad Gajewski
Bernard Lauriol
Antoni Lewkowicz
Mike Sawada
André Viau

Cities, cultures and social change

This field examines the processes that create, organize, and give life to the social environments of cities and regions, and utilizes approaches that integrate French and Anglo-American social and cultural geography research traditions.

With an emphasis on integrating analyses of social practices and cultural representations (in the media, literature, and other public discourses), this field is especially interested in the multiple dimensions of place and space contestations between individuals, groups and institutions in relation to the experience of everyday life. The interactions and relations of power between social groups in urban space, with an emphasis on minority communities, is a central concern of researchers.

Research conducted in this field addresses many contemporary theoretical and applied debates in geography, and many of the projects have direct public policy implications. The study of urban and regional processes is an important aspect of the research conducted, especially in relation to human migration, physical and social environmental quality, community politics, and socio-economic development.

Much of the research conducted examines Canadian issues, although a number of projects adopt an international perspective, especially in relation to processes of globalization.

Researchers collaborate with governmental, non-governmental, para-public and private organizations, including Citizenship and Immigration Canada, the Social Planning Council of Ottawa, Canadian Heritage and UNESCO Institution for Statistics.

Researchers in this field utilize a number of qualitative methods such as community studies, text and discourse analysis, and interviews, as well as various quantitative, spatial and statistical analysis techniques including GIS.

Professors associated with this field:

Kenza Benali
Marc Brosseau
Huhua Cao
Eric Crighton
Anne Gilbert
Brian Ray
Mike Sawada
Luisa Veronis

Environmental change, risk and adaptation

This field integrates the human, physical, and geomatics aspects of the discipline through the examination of environmental change, associated risks posed to human populations, and risk adaptation strategies. Climate change, resource degradation or depletion, and urban and rural development, as well as their potential impacts on economies, societies and human health are all areas of interest to researchers in this field.

GIS, remote sensing, spatial analysis, survey research, environmental impact and vulnerability assessment, and policy evaluation are among the

tools and approaches being employed to assess potential risks and adaptation strategies. Understanding risks and processes of risk adaptation necessitates particular attention to the evaluation and development of informed public policy at local, national and international levels.

Located in the nation's capital, the Department benefits from its proximity to and collaboration with various governmental and non-governmental organizations involved in decision making processes. These organizations include the City of Ottawa, Environment Canada, Natural Resources Canada, CIDA, IDRC, and the International Institute for Sustainable Development.

Research in this field focuses primarily on Canada, although the United States, China, and developing regions are of growing interest.

Professors associated with this field:

Huhua Cao
Luke Copland
Eric Crighton
Konrad Gajewski
Bernard Lauriol
Antoni Lewkowicz
Mike Sawada
André Viau

DEPARTMENTAL SUPPORT STAFF

The following departmental staff members are there to help make your graduate study program run smoothly. Feel free to contact them with any questions or concerns.

Administrative staff

Nathalie Maras
Administrative assistant
613 562-5800 (1066)
nmaras@uottawa.ca

Olivia Nzindukiyimana
Academic assistant
613 562-5800 (1062)
Olivia.Nzindukiyimana@uottawa.ca

Chantale Arcand
Secretary
613 562-5725
geog@uottawa.ca

Technical staff

Jean Bjornson
Laboratory and Field Resources Technician
613 562-5800 (1039)
bjorn@uottawa.ca

Jim McGrath
GIS Laboratory Manager
613 562-5800 (1048)
jmcgrath@uottawa.ca

GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee, composed of four faculty members, reviews applications to the department's graduate studies program, and approves certain decisions and steps during each graduate student's course of study. The Committee meets once a month to review files and make decisions.

The chairperson of the Graduate Studies program follows student progress, and manages graduate student files. If you have any questions or concerns regarding the program or your course of study, do not hesitate to share them with him.

Current Chairperson of the Graduate Studies Program:

Dr. M. Sawada

Simard HallRoom 032

562-5800 (1040)

msawada@uottawa.ca

For a list of current Graduate Study Committee members, visit the following website:

<http://arts.uottawa.ca/geography/about/faculty>

DEPARTMENTAL SUPPORT – MAKING IT EASY TO STUDY

The Department of Geography seeks to make your course of graduate studies a rewarding and positive experience. To that end, we offer registered full-time students the following support:

Office space

Each full-time graduate student is assigned office space, usually a work station in a room shared with other students. You will receive your office space assignment from Chantal Arcand (administrative assistant) when you arrive on campus.

Keys

Chantal Arcand will also provide you with a set of keys – to your office space, to the lunch/mail room (complete with refrigerator, microwave, sink), and to the computer laboratory in Room 038. A \$30 cash deposit will be required to obtain your keys.

If you have office space in one of the research labs, you will need an access card. See Chantal Arcand for more information.

Telephone

Most of the office spaces offer a telephone for student use. You must dial 9 to make external calls. A telephone is also available in the graduate section of the general use computer laboratory located in Simard 038 (see below).

Mailbox

Each full-time student has a mailbox in the Department's lunch/mail room (Simard 03), for which you will have a key.

Computer account

All graduate students who register in the program have a computer account which provides access to the Department's local area network, which is connected to the university's campus-wide information system and the internet. Important software available on the Geography network includes current versions of ArcGIS, MS Office, R-language and others.

If you do not have a computer in your office, you can access one in the general use computer laboratories located in Simard 038 and Simard 041. Simard 038 also offers a smaller lab restricted to Geography graduate students with key access. This smaller space is equipped with computer

work stations, scanner, and telephone. Weekend access to Simard 038 requires a pass from the Department.

Information on accessing your computer account is posted on the walls of the computer laboratories at the beginning of each semester.

Printing

Access to high-quality b/w and color laser is available on site in the general use computer laboratories. When your computer account is set up, a printing account is also established. Before you can start printing, you must deposit money into your account, a minimum deposit of 5\$ CDN is required. See through Chantal Arcand in the main office to deposit funds.

The department also has a 32 inch color plotter for printing posters and large-format maps. The cost for use is in \$/sq.ft and is available on demand in the same room as the other standard printers.

Photocopying

A photocopy machine is available in the foyer of the Department of Geography. You can access additional photocopiers in Morisset Hall (main library). To use public photocopy machines on campus, you must obtain a photocopy card – available from the photocopy card distributors in the photocopying room on the first floor of Morisset Hall.

LIBRARIES AND RESOURCE CENTRES

Geographic, Statistical and Government Information Centre

Location: Morisset Hall (3rd floor), 65 University

The GSG supports research and academic activities by collecting and making available geographic information in print and digital form, as well as data and statistics and government publications. Geographic information products available at the GSG consist of Canadian topographic maps (digital and print), Ontario geospatial data, general and historical atlases, aerial photographs (digital and print) and support materials, such as GIS manuals and gazetteers.

More information:

<http://www.biblio.uottawa.ca/html/HomePage?node=gsg&lang=en&c=home>

email: gsg@uottawa.ca

Morrisset Library

Location: Morrisset Hall, 65 University

Located on the downtown campus close to Simard Hall, the Morrisset Library houses the University's Arts and Science collections. The Library comprises of a general collection, Media Resources, Archives and Special Collections, the Music Library (Perez Hall), and the GSG - Geographic, Statistical, and Government Information Centre. The Morrisset Library collection is bilingual, meaning that the library collects primarily in two languages: English and French. The library's priority is to support classes taught in French and English, and research carried out by bilingual scholars.

More information:

<http://www.biblio.uottawa.ca/html/index.jsp?lang=en>

Circulation: 613 562-5212

Electronic resources

There are numerous online resources available via the library including bibliographic reference databases for scholarly articles such as scopus www.scopus.com. You can use Scopus as long as you are authenticated

on the uOttawa computer network. You can also use RefWorks for compiling bibliographies and this is accessed at <http://refworks.scholarsportal.info/refworks2/?groupcode=RWUOttawa> in the same manner as Scopus above. Finally, for geographic data, you can utilize the Scholars GeoPortal <http://geo2.scholarsportal.info/> to search and download geospatial data from computers in our laboratories.

STUDENT LIFE IN THE DEPARTMENT AND AT THE UNIVERSITY OF OTTAWA

Geography Graduate Student Association (GGSA)

As a Geography graduate student, you are automatically a member of the GGSA. This group holds regular meetings and organizes special events throughout the year – a great way to meet other Geography graduate students, and to get involved in graduate student life in the Department. Watch your e-mail account for information on meetings and events.

The GGSA is managed by an executive committee consisting of a president, treasurer, secretary, VP social, and delegates to the GSAED (see below). As graduate students finish their degrees and move on, the GGSA executive committee often has openings – another good opportunity to get involved.

Graduate Students' Association / Association des étudiant.e.s diplômé.e.s (GSAED)

Office location: 601 Cumberland

As a full-time graduate student, you are automatically a member of the University of Ottawa's GSAED. This organization offers various services and activities to graduate students enrolled at the University of Ottawa – from student representation, to an international student identity card. The GSAED also organizes a wide variety of activities and events, including orientation BBQs and an interdisciplinary conference; and it operates Café Nostalgica, housed in the same building as the office, which offers good

food and drink, an outdoor terrace, student discounts, and additional special events and activities.

The GSAED also offers dental and health insurance to full-time graduate students (see **Insurance** section of this handbook), and financial aid in the form of travel grants, inter-library loan reimbursement, temporary emergency financial assistance, and more.

More information:

GSAED: <http://www.uottawa.ca/gsaed/>

Café Nostalgica: <http://cafenostalgica.ca/>

GRADUATE PROGRAMS IN THE DEPARTMENT OF GEOGRAPHY

The Department of Geography offers four programs at the graduate level.

The **Master's of Arts in Geography** (*18 credits*) trains students to work in the professional research domains of human geography (place, space and society; environmental change, risk and adaptation) and is the precursor to pursuing a doctorate in this field. The focus is placed upon independent research and the development of a thesis.

The **Master's of Science in Geography** (*18 credits*) trains students to work in the professional research domains of physical geography (polar and mountain environments) and is the precursor to pursuing a doctorate in this field. The focus is placed upon independent research and the development of a thesis.

The **Doctorate in Geography** (*27 credits*) is the highest academic degree conferred by the University. The student must broaden the field of knowledge within the discipline through the successful completion of comprehensive examinations and the defence of an original thesis.

MASTER'S PROGRAMS

Chairperson of Graduate Studies

M. Sawada
613-562-5800, ext. 1040
msawada@uottawa.ca

Admission Requirements

To be accepted to a Master's program, the student must hold a BA or BSc with honours in Geography or in a related discipline with an academic record of at least B+ (7.0) or the equivalent. Candidates whose Bachelor's degree with honours (or the equivalent) is in an area other than Geography may be admitted for a qualifying period, during which they must take courses identified by the Graduate Committee that are normally completed during a Bachelor's with honours program.

Students registered in the MA or MSc program in Geography at the University of Ottawa who have obtained excellent results may be admitted into the PhD program without completing a Master's degree. To take advantage of this option, they must meet, in sequence, the following conditions:

- a) obtain a 85 percent (A) average in three Master's courses;
- b) successfully complete GEG 7906 « Directed Research ». This course worth six credits and the research produced is evaluated by three professors who are members of the Faculty of Graduate and Postdoctoral Studies. Credits earned in GEG 7906 may be applied toward the fulfillment of the PhD course requirements, thus leaving one three-credit course to be completed;
- c) have the Department's approval.

Course Grading

Master's students must maintain a minimum grade of 66 percent (C+) in each course, including any courses that are part of a qualifying program or additional courses required.

A student who fails a course at the Master's level must either repeat the course or take another course specified by the Department in consultation with the student's supervisor. A student who fails two courses – the equivalent of six credits – during the Master's program must withdraw. Supplemental examinations are not permitted at the graduate level (this regulation does not apply to the comprehensive examination, which is governed by a separate set of regulations).

Time Limits

A candidate for the Master's degree 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.

Residence Requirements

For Master's program's, a student must be enrolled full-time for a minimum of three sessions.

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.

For a complete definition off full-time registration status, please see the General Regulations, Section C – Registration of the FGSP : <http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msld=3>

Part-time studies

The Master's and PhD programs are primarily designed for, and offered to, students who pursue their studies on a full-time basis. However, there is sufficient flexibility in the ways in which courses are offered that students can pursue their Master's degree on a part-time basis. For Master's students pursuing a thesis, part-time enrolment normally is negotiated between the student and supervisor as meetings about research and the thesis writing may be required outside of normal work hours.

MASTER'S DEGREE REQUIREMENTS

MASTER'S OF ARTS IN GEOGRAPHY (M.A.)

The Master's of Arts in Geography (M.A.) program requires the successful completion of the following activities:

1. Nine credits from the following lists: 5105/5505, 5109, 5510, 6101/6501, 6102/6502, 6103/6503 and 7910. Three credits can be replaced by three other credits approved by the Department of Geography and the FGPS.
2. GEG7998 MA Thesis Project. Preparation and presentation of the MA thesis proposal (3 cr.).
3. GEG7999 - Master's Thesis.

The other requirements of this program are:

- **Second Language Proficiency Test:** In the course of their studies, Master's and doctoral students are required to demonstrate at least a passive knowledge of the second official language of Canada. Students must write a second language proficiency test in the fall or winter session of their first year of graduate studies. Passing this test satisfies the language requirement for the Master's and PhD degrees. This test consists of translating a text (600-1000 words) in the research field of the candidate as selected by the student's supervisor. The text

chosen is not made known to the candidate in advance of the examination. The candidate is permitted to use a French-English dictionary. This test should precede the Master's thesis proposal presentation or the PhD comprehensive examination. A candidate who fails the test is required to complete successfully a course at the University's Second Language Institute. This requirement applies only to students whose mother tongue is either English or French.

- **Progress Reports:** During the second year of registration and each year after, the Faculty of Graduate and Postdoctoral Studies (FGPS) requires a report on the progress achieved during the previous year from every student holding a scholarship and from every student registered in a thesis program. Permission to continue to register and renewal of internal as well as some external scholarships depends on a satisfactory report.

MASTER 'S OF SCIENCE IN GEOGRAPHY (M.Sc.)

The Master's of Science in Geography (M.Sc.) program requires the successful completion of the following activities:

1. Nine credits from the following: 5310/5710, 5311, 5707, 6101/6501, 6102/6502, 6103/6503 and 7910. Three credits may be replaced by three other credits approved by the Department of Geography and the FGPS. Recommended courses from other departments include GEO5132, 5133, 5139, 5140, 5141, 5142 and 5143.
2. GEG7996 MSc Thesis Project. Preparation and presentation of the MSc thesis proposal (3 cr.)
3. GEG7999 - Master's thesis.

The other requirements of this program are:

- **Second Language Proficiency Test.** The requirements are the same as for students enrolled in the M.A. program (see above).

-
- **Progress Reports.** The requirements are the same as for students enrolled in the M.A. program (see above).

COLLABORATIVE PROGRAM IN ENVIRONMENTAL SUSTAINABILITY (WITH THESIS)

The requirements of both the primary program (MA/MSc in Geography above) and of the collaborative program must be met. The credits completed for the specialization count also towards the primary degree. Additional credits are not required.

The requirements specific to the collaborative program are as follows:

- Satisfactory completion of the Environmental Sustainability seminar (EVD5100 or EVD5500, 3 credits).
- Presentation and defense of a thesis on a topic in environmental sustainability based on research carried out under the supervision of a professor who is a member of the student's primary program and/or of the collaborative program. The Collaborative Program Committee determines whether or not the topic of the thesis is appropriate for the designation "Specialization in Environmental Sustainability." At least one of the thesis examiners must be a member of the Environmental Sustainability collaborative program.

COLLABORATIVE PROGRAM IN ENVIRONMENTAL SUSTAINABILITY (WITH RESEARCH PAPER)

The requirements of both the primary program (MA/MSc in Geography above) and of the collaborative program must be met. The credits completed for the specialization count also towards the primary degree. Additional credits are not required.

The requirements specific to the collaborative program are as follows:

- Satisfactory completion of the Environmental Sustainability seminar course (EVD5100 or EVD5500, 3 credits).
- Satisfactory completion of one course (3 credits) selected from a list of optional courses for the Collaborative Program in Environmental Sustainability.
- Satisfactory completion of the research paper, which must be on a topic in the area of environmental sustainability, carried out under the supervision of a professor who is a member of the student's primary program and/or of the collaborative program. The Collaborative Program Committee determines whether or not the topic of the research paper is appropriate for the designation "Specialization in Environmental Sustainability." The research paper is evaluated by two professors, one of whom is selected by the primary program, and the other by the Collaborative Program Director, on the advice of the Collaborative Program Committee.

NORMAL PROGRESSION THROUGH THE MASTER'S PROGRAM

YEAR	SEMESTER	PROGRESSION AND REQUIREMENTS
Year 1	Fall Session	<ul style="list-style-type: none"> • Plan the direction of your studies with your supervisor • Define the objectives of your research • Take a minimum of 2 courses • Register your thesis topic.
	Winter Session	<ul style="list-style-type: none"> • Take 3rd course. • With your supervisor, form a thesis advisory committee and inform the Department. • Prepare and defend thesis proposal.
	Spring and Summer Sessions	<ul style="list-style-type: none"> • Plan the research project and undertake field work/data collection.

Year 2	Fall Session	<ul style="list-style-type: none"> • Undertake and complete data analysis. • Begin writing thesis.
	Winter Session	<ul style="list-style-type: none"> • Complete and submit thesis.
	Spring and Summer Sessions	<ul style="list-style-type: none"> • Defend thesis and revise and submit final version to FGPS.

DOCTORAL PROGRAM

Chairperson of the Graduate Studies' Committee

M. Sawada
 613-562-5800, ext. 1040
msawada@uottawa.ca

Admission Requirements

Students must meet the admission requirements outlined in the general regulations of the Faculty of Graduate and Postdoctoral Studies, as well as the specific requirements of the Geography Department.

Students may be admitted to the PhD program on the basis of a Master's degree or its equivalent in Geography or a related discipline (e.g. Geology, Meteorology, Biology, Urban and Regional Planning, Anthropology, Sociology), and who have an academic record of at least a B+ average (or equivalent).

Course Grading

Doctoral students must maintain a minimum grade of 66 percent (C+) in each course, including any courses that are part of a qualifying program or additional courses required.

A student who fails in a course at the doctoral level must either repeat the course or take another course specified by the Department of Geography in consultation with the student's supervisor. A student who fails two courses – the equivalent of six credits – during the doctoral program must withdraw. Supplemental examinations are not permitted at the graduate level (this regulation does not apply to the comprehensive examination, which is governed by a separate set of regulations).

Time Limits

A candidate for the doctoral degree must submit the thesis within six years of the date of initial registration in the doctoral program or within seven years of initial registration in the Master's program in the case of transfers (i.e. students who have opted for the "fast track" to PhD option).

Residence Requirements

The Faculty of Graduate and Postdoctoral Studies requires that doctoral students be registered at the University full-time for at least six academic sessions. Candidates who have transferred from a Master's to a doctoral program without completing the requirements for the Master's degree must spend a minimum of nine sessions in residence, of which at least six must be at the doctoral level.

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

For a complete definition of full-time registration status, please see General Regulations, Section C – Registration of the FGSP : <http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msld=3>

Doctoral Degree Requirements

The Doctorate in Geography (PhD) program requires the successful completion of the following:

1. Nine credits in geography from courses at the 5000-level or higher. A maximum of three credits can be replaced by three other credits approved by the Department of Geography and by the Faculty of Graduate and Postdoctoral Studies.
2. GEG 9998 Comprehensive Examination
3. GEG 9001 Preparation and Presentation of PhD Thesis Project (6 cr.)
4. GEG 9999 PhD Thesis

The other requirements of this program are:

- **Second Language Proficiency Test:** The requirements are the same as for students enrolled in the M.A. program (see above).
- **Progress Reports:** The requirements are the same as for students enrolled in the M.A. program (see above).

Comprehensive Examination

GEG9998, comprehensive examination, is composed of a closed book written examination followed by an oral examination in front of an examination committee.

Before the end of the third semester of full time study, the candidate must have completed GEG9998 EXAMEN DE SYNTHÈSE / COMPREHENSIVE EXAMINATION. If the candidate is unsuccessful in GEG9998 in the third semester, then s/he must re-enroll and complete

GEG9998 in the fourth semester of full time studies. If the candidate is again unsuccessful, s/he must withdraw from the programme.

The candidate, in consultation with her/his supervisor must submit no later than the beginning of the second week of the third semester of full time study, the form entitled "Proposed Comprehensive Examination Committee and Exam Fields", to the chairperson of the graduate affairs committee. That form contains two sections:

- The list of the proposed members of the candidate's examination committee signed by each committee member. This form lists a minimum of 4 members (including the supervisor). At least 3 of the committee members should be regular faculty of the Department of Geography and members of the FGPS. In the case of co-supervision, the two supervisors are considered a single member in all matters pertaining to the examination.
- Specification of the **general field** of examination and **specific field** of examination.

With reference to component (2) in the form referenced above, the candidate must select *one* **general field** from the following list:

1. PHYSICAL GEOGRAPHY
2. HUMAN GEOGRAPHY
3. ENVIRONMENT
4. GEOMATICS

In addition, the candidate *must* pick one **specific field** from the following list*:

Geomorphology	Social	Environmental	GIS
<i>Climatology</i>	geography	Management	<i>Remote Sensing</i>
Biogeography	<i>Cultural</i>	<i>Science & Policy</i>	Geodesy
<i>Hydrology</i>	<i>geography</i>	Sustainability	<i>Digital</i>
Quaternary	Indigenous		<i>Cartography</i>
Studies	Geography		Spatial Analysis
<i>Cryospheric</i>	<i>Historical</i>		
<i>Studies</i>	<i>Geography</i>		

Soils geography Economic
Geography
*Population
and Health
Geography*
Urban
Geography
*Historical
Geography*
Rural
Geography

* Subfields such as Tourism Geography, Feminist Geography, Political Geography, or Transportation Geography can be covered within one of the specific fields above.

Examples:

General field – Human geography; *Specific field* - GIS

General field – Human geography; *Specific field* – Urban Geography.

General field – Physical Geography; *Specific field* – Quaternary Studies.

General field – Environment; *Specific field* – Science & Policy.

General field – Geomatics; *Specific field* – GIS.

General field – Physical Geography; *Specific field* – Geodesy.

Once the "Proposed Comprehensive Examination Committee and Exam Fields" form has been approved by the Graduate Studies Committee of the Department the candidate should then prepare for the examination.

Examination format and timing

a) Timing

When the candidate is ready to write the exam **at least two weeks prior** to that date s/he informs the chairperson of the department. The chairperson then solicits from each member, two questions on the candidate's **general field** and two questions on the candidate's **specific field**. From the 8 submitted questions on the **general field**, the chairperson

selects four. The chairperson repeats this process for the **specific field**.

b) Written examination

- The examination is written and closed book. The examination is typed in either French or English on a computer provided by the Department. It takes place at the University, in two 4-hour sessions.
- One session examines the general field, and the second the specific field. Normally there is a one-day break between the two sessions (e.g. the exam sessions are held on a Monday and Wednesday). However, the candidate may write these on consecutive days.
- During the first 4-hour session, four questions within the candidate's **general field** are presented. The candidate responds to his or her choice of two of the four questions (i.e. 2 hours per question).
- During the second 4-hour session, four questions within the candidate's **specific field** are presented. The candidate responds to his or her choice of two of the four questions (i.e. 2 hours per question).

c) Evaluation of Written Answers

- The four answers are submitted to the committee immediately after the second 4-hour session. All members evaluate the four answers.
- Each member submits a numerical grade (%) for each question to the chair of the department.
- A mean grade out of 100% is computed for each question. Individual grades that differ by more than 15 *percentage points* from the mean are eliminated from the computation and the mean is recomputed. In the improbable case where this formula would not work, because of strong discrepancies between results, the chair of the Department meets with the examination committee members to discuss and resolve the situation.

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- The mean grades for each of the 4 questions are then summed as a total out of 400.
 - Together, the 4 questions comprise 80% of the final grade of the comprehensive examination.
 - Note: The candidate must score a minimum of 275/400 (68.75%) on the written examination in order to proceed to the oral examination. The oral examination is worth 20% (equivalent of 1 question) and a grade below 275/400 on the written exam means that a « pass » would be numerically impossible even if the candidate scores perfect on the oral examination.

d) Oral Examination

- The oral examination takes place one week after the written examination.
- The committee members question the candidate on the four questions that she/he chose to answer during the written portion. During this process, the examiners judge the knowledge of the candidate as well as her/his capacity to provide a logical and structured response to questions.
- The candidate can bring a copy of the questions, answers and any other pertinent supporting material with them to the oral examination.

e) Evaluation of Oral Examination

- At the beginning of the oral examination, the candidate is asked to leave the room so that the committee members can discuss the order of questioning.
- The candidate enters the room and is in turn questioned by each committee member in a one-on-one style.
- At the end of the oral examination the candidate is again asked to leave the room.
- As with the written portion and in absence of the candidate, each member of the committee submits an anonymous

percentage grade that reflects an evaluation of the candidate's overall performance during on the oral examination. A mean of the 4 marks is computed. Again, grades that differ from the mean by more than 15 percentage points are eliminated, and a new mean is computed.

- The oral examination comprises 20% of the examination (i.e. the equivalent of one question).
- The mean grade out of 100 is added to the written grade that was out of 400 for an overall grade out of 500 points.

f) **Final Comprehensive Grade**

- The overall grade on the combined written and the oral portions must be no smaller than 375/500 (75%, B+) in order for the candidate to receive a passing grade on the comprehensive exam. *Note* : this threshold is based on the grade needed for admission to the PhD program. In case of a failing grade, the candidate must enrol in GEG9998 in the next semester of full-time registration. If the grade on the second examination is also less than 75% overall, the candidate must withdraw from the PhD program.
- The final grade entered on the candidate's transcript for GEG9998 is either Pass or Fail.

Note: Examples of previous comprehensive examination questions are available at the Secretariat; however, the binder of past examinations may not be removed from the Secretariat.

Comprehensive Exam Preparation

It is the role and responsibility of the candidate's supervisory committee to formulate and evaluate the comprehensive exam questions. It is understood by the supervisory committee that the purpose of the comprehensive examination is to evaluate: (a) whether the candidate has sufficient knowledge of one of the significant traditional fields of geography at the level expected of a doctorate in Geography. For example, does the candidate have the background needed to articulate a research question

and put it in the context of the field of geography? Can the candidate prepare and deliver an introductory university level course in his/her **general field**? and, (b) evaluate the candidate's knowledge of the literature and capacity to synthesize and critique information in his/her **area of specialization**. It must be made clear that the purpose of the comprehensive examination is not to test the candidate's knowledge in the specific subject matter of the candidate's thesis (that comes in the thesis proposal) but rather to evaluate the candidate's fundamental knowledge of the paradigm(s) and/or geographic tradition(s) in which the candidate is to be awarded a PhD (Geography) upon completion of his/her terminal degree.

The candidate is encouraged to meet with his/her supervisor and supervisory committee in order to determine the materials and level of expected knowledge in his/her **general field** and **specific field** that will form the basis of the comprehensive examination questions. In that regard, the candidate should, before the first committee meeting, prepare a two-page written statement outlining his/her conception of the **general** and **specific field** as well as a bibliography of study materials that contains:

General Field

- Fundamentals and major research questions within of the general domain of expertise (7-10 titles – books or review articles)
- Approaches and/or methods (7-10 titles)

Specific Field

- Overall knowledge and major themes related to the area of specialization (7-10 titles)
- Recent theoretical and methodological developments and research questions in the area of specialization (7-10 titles)

This bibliography and statement are submitted to the members of the candidate's examination committee.

The candidate should then meet with the committee to discuss the bibliography. At this point, there may be suggestions for additions or subtractions from the bibliography. The candidate is encouraged to meet with the committee members to discuss the nature of the readings and the kinds of questions that may be expected on the examination.

Normal Progression through the Doctoral Program

YEAR	SEMESTER	PROGRESSION AND REQUIREMENTS
Year 1	Fall Session	<ul style="list-style-type: none"> Plan the direction of your studies with your supervisor Define the objectives of your research Take a minimum of 2 courses With your supervisor, form a doctoral committee and inform the Department
	Winter Session	<ul style="list-style-type: none"> Take 3rd course. Take or plan the comprehensive exam (GEG 9998)
	Spring and Summer Sessions	<ul style="list-style-type: none"> Register for GEG9998 (complete the comprehensive exam) if not done previously. Defend the thesis proposal or at minimum declare the subject of your thesis.
Year 2	Fall Session	<ul style="list-style-type: none"> Plan the research project and defend thesis proposal before end of this session. Start the research
	Winter Session	<ul style="list-style-type: none"> Prepare for and/or carry out the research: collect data, analyze data, and begin to write the thesis.
	Spring and Summer Sessions	<ul style="list-style-type: none"> Carry out the research: collect data, analyze data, and begin to write the thesis Consult with your supervisor and committee about the research

Year 3	All sessions	<ul style="list-style-type: none"> • Carry out the research : collect data, analyze data, and begin to write the thesis • Continue to discuss thesis with supervisor and committee; • Present research at conferences. • Draft thesis / papers.
Year 4	Fall, Session	<ul style="list-style-type: none"> • Complete first draft of full thesis.
	Winter Session	<ul style="list-style-type: none"> • Submit your thesis to your supervisor and committee for comments • Integrate comments • Nominate external examiner for thesis committee. • Submit six (6) copies of your thesis to the Department
	Spring and Summer Sessions	<ul style="list-style-type: none"> • Defend thesis. • Receive comments from your committee and make corrections as directed. • Submit four (4) final copies to the FGPS.

THE MASTER'S AND DOCTORAL THESIS

Thesis Supervision and Thesis Committee

Choosing your thesis supervisor is sometimes easy, especially when the professor working closest to your research interests is available and when you know the professors in the Department and their style of teaching and researching. It is important to contact the professor whom you wish to

have as a supervisor before you submit an application because a candidate will not be admitted into a thesis program without a supervisor.

After determining which professor corresponds best to your project:

- Inform yourself as much as possible about the thesis-writing process;
- Speak to different professors in the department who work in your field of interest;
- Speak with other students;
- Read publications written by your potential supervisor to ensure that her/his field of interest and her/his methodology coincides with your future research project. Also, read the work of students who are currently working with your potential supervisor;
- Find out about the tools that will be available to you during your graduate studies (e.g., laboratories).

Co-supervision

Some professors are cross-appointed in two different departments, while others may have broad research interests or work on projects with professors in other departments. These professors may be willing to co-supervise theses.

If you choose to have co-supervision of your thesis, the principal supervisor must be from the Department of Geography and the co-supervisor must be a member of the Faculty of Graduate and Postdoctoral Studies. No more than two professors can supervise any one thesis. Consult the chairperson of the graduate studies committee of the Department of Geography for more information if you are considering co-supervision.

Choosing and Registering a Thesis Topic

The Master's or the doctoral thesis topic is determined in consultation with the student's research supervisor, who must be a member of Faculty of Graduate and Postdoctoral Studies (FGPS).

- For Master's students, the topic must be determined by the end of the second session.
- For doctoral students, the topic must be determined by the end of the third session.

When the thesis topic has been approved by the Department of Geography, it is submitted to the FGPS for registration. The form – available at the Department – is signed by the student's supervisor, the chairperson of graduate studies or chairperson of the Department, and by the student.

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

After the topic is registered, the student must maintain registration until completion of all the requirements for the degree.

Thesis Proposal

The formation of a thesis proposal is a complex process. As you interact with your supervisor and discuss your thesis topic, the proposal will begin to take shape. The thesis proposal must contain:

- A central research question;
- A literature review that outlines the concepts and theories that will be used in the completion of the thesis;
- A proposed methodology for obtaining the data to answer the central research question and for its subsequent analysis;
- A plan and proposed timeline for the project.

You will formally present your thesis proposal to an examining committee before receiving permission to continue with your research. This is an

opportunity for you to have a conversation with your committee members about your project. The committee provides you with comments and critiques, which help to ensure your data collection and analysis proceed smoothly.

You must advise the Department at least one month before you plan to submit your thesis proposal to allow time for the formation and approval of your committee. In the case of doctoral proposals, this committee is usually composed of the same members as the committee for your comprehensive examinations. When you submit your written thesis proposal to the Secretariat or Academic Assistant, you must submit one copy for each member of your committee, plus two additional copies (one for the Department and one for your supervisor). The date of your oral presentation will be scheduled by the Department and is dependent upon the availability of your committee members in the weeks following your formal submission. For an overview of the oral presentation procedure, refer to Section E. The thesis proposal is given a numerical grade (out of 100%) and this grade is the average of all scores given by the committee members.

THESIS FORMATS

There are two basic formats for a thesis, known as thesis format and article format. Either format may be used for completion of the Master's or Ph.D. degree requirements. The choice of format should normally be made and communicated to the thesis committee at the time of the defence of the thesis proposal.

The thesis format (the traditional format for a thesis) is a complete manuscript that constitutes a contribution to knowledge. The document consists of an introductory section that sets the theoretical framework, develops the hypotheses and discusses the literature. This is followed by an extended explanation of the methods, an evaluation of the results, and is concluded by a synthesis of the ideas or data in a discussion.

The article format, described in more detail below, basically consists of articles as they would be published in an appropriate journal(s). The entire thesis and the individual articles constitute a contribution to knowledge. When using this format, the thesis has a general theme and the constituent parts should be clearly related and coherent. In spite of the division into discrete parts, the chapters should be related, and the relationships must be explained in the thesis.

There is a tendency for Science theses to be written in article format, whereas Arts and Social Science theses tend to be written in the traditional thesis format. This is by no means universal within any discipline; the choice of format rests with the student in consultation with her/his advisor and advisory committee.

Which format should you choose?

The thesis format has the advantage of a sustained argument and a strong interaction between the literature and findings throughout the document. The intellectual argument for this kind of thesis is that the work is a substantive contribution to knowledge that requires careful reflection after many years of work, with exhaustive development and explanation of an argument. The Master's and/or doctoral thesis is perhaps the best opportunity a student will have in her/his career to focus a great deal of time and effort to produce a significant intellectual contribution.

The disadvantage of this format is that it often must be extensively reworked for publication. The thesis must be picked apart and large parts rewritten in order to make the work accessible for most journals. In a rapidly developing field, the work may be obsolete before the articles are published. Unfortunately, most theses are never published, partly for this reason, and therefore a long thesis written in this format is rarely read by anyone other than the student and examination committee. However, if the thesis is well-written, the entire document can be turned into a book relatively quickly. Moreover, in the Arts and Social Sciences a book is regarded as a major intellectual accomplishment.

The obvious advantage of the article format is that it is easier to publish after the thesis is completed. The chapters are presumably ready to be submitted, although some effort may be required for stylistic changes: references to other chapters have to be converted to references to the thesis, etc. These theses are typically more concise, as the articles submitted to journals need to come right to the point.

There is also an intellectual argument to be made for using article format. Knowledge rarely comes in huge, thesis-like chunks. We learn and gain insight into the world in small doses. Another argument is that writing a thesis instills in the student useful skills for a successful career. Academics rarely have several years with no distraction to work on research projects. Typically you pick up the work, make some progress, drop it, and pick it up later. This is quite frustrating, and makes it difficult to finish a study, unless you are very well organized. Breaking up the thesis, or a research project, into carefully planned sub-projects is a strategy for successful accomplishment of complex tasks (see J. Growney 1982. Planning for interruptions. *Mathematics Magazine* 55: 213-219). In addition, you frequently go down dead-ends. Sometimes, at the end of the thesis, the first sections are shown to be naïve or wrong. So, what is better: to abandon a path that is a dead-end after a 4-year, 300-page thesis or at the end of a one-year, 20-page chapter? In article format, the articles can show progression, or indicate disproved hypotheses, whereas a one-idea thesis generally cannot. The well-known “watchmaker’s parable” illustrates this phenomenon.

Disadvantages of the article-format thesis include that the document may be more difficult to read, and sometimes there is repetition from one chapter to the next (i.e., similar literature is reviewed).

Students should select a format that is appropriate to their needs. The student’s advisor and advisory committee need to approve the format preferred by the student.

FGPS Thesis Standards

The standards established by the Faculty of Graduate and Postdoctoral Studies for Master's and Ph.D. theses are as follows:

a) 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.

b) A doctoral thesis must constitute a significant contribution to knowledge, embody the results of original investigation and analysis on the part of the student and be of such quality as to merit publication.

For all Faculty of Graduate and Postdoctoral Studies regulations regarding theses see:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msld=21&session=20149>

Relationship between Bachelor's, Master's and Ph.D. Research

If the Ph.D. candidate is continuing in a field of research that is similar to her/his Master's work, the student must clearly demonstrate that the Ph.D. thesis topic, as well as any articles appearing in the doctoral thesis, are based on original research work since beginning the Ph.D. The same standard applies to students continuing in the same field of research from a Bachelor's to a Master's degree, especially if the student has written a thesis or memoire at the undergraduate level.

Extra-university Employment and the Thesis

Students planning to incorporate data from an employer or other third party should be aware of FGPS regulations regarding intellectual property rights.

Research articles (published and unpublished) based on work the candidate conducted as part of extra-university employment while she/he

was not registered in the Master's or PhD program (as applicable) are not considered as eligible for inclusion in the thesis.

Structure of Article-format Thesis:

Master's Degree

1. Introductory Chapter
2. At least one (1) Research Article
3. Synthesis and Conclusion

Doctoral Degree

1. Introductory Chapter
2. At least three (3) Research Articles
3. Synthesis and Conclusion

- Introductory Chapter
 - An introductory chapter must appear in the thesis that sets the research context and overall contribution of the study
 - Depending on structure of subsequent chapters, it may be appropriate and desirable for this chapter also to review extant literature and discuss methodological issues germane to understanding the research question(s) and/or results reported in the articles (chapters) that follow.
- Research Chapter(s), article format
 - It is not the intent of the Geography Department to be overly proscriptive about the number or length of articles that constitute the substantive research component of the thesis. Nevertheless, the Department's normal minimum standard for an article-format thesis is:
 - At least 1 article (Master's)
 - At least 3 articles (Ph.D.), and

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- that the candidate be first author on at least one article for the Master's degree and first author on at least 2 of the articles for the Ph.D.
 - The sum of the thesis must meet the Faculty of Graduate and Postdoctoral Studies standard (see above: FGPS Thesis Standard)
 - At the beginning of the thesis an "Attestation" page should appear in which the candidate clearly explains his/her intellectual contribution to the research and writing of each co-authored article. Alternatively, the candidate can write a preface paragraph before each co-authored chapter that explains her/his intellectual contribution to the research and writing of the article. This preface paragraph may appear on a separate page immediately before the article.
- Synthesis and Conclusion
 - The final chapter of the thesis should be a concise synthesis of the research argument and findings. A short statement of the major conclusions that derive from the study should also be included.

Publication of Articles and an Article-format Thesis

The articles that appear in an article-format thesis do not have to be submitted and/or published by the thesis defence date. The fact that an article has been accepted for publication, or in fact has been published, does not preclude the outcome that the chapter and/or thesis may be rejected by the thesis examination committee. This is an important point that must be emphasized; it is the thesis as a whole that is being evaluated and not the individual articles.

Variation from the Minimum Standard for an Article-format Thesis

For an article-format thesis, a departure from the minimum requirements as outlined above should be explicitly justified in writing following the Attestation sheet. In addition, the student is encouraged as always to

keep her/his Committee advised of a departure from the minimum standard.

SUBMITTING THE THESIS

Thesis Submission

In consultation with your thesis supervisor, you must decide upon an expected time for the submission of your thesis. This date depends on the availability of your supervisor to review your thesis, as well as your ability to make the thesis available to your supervisor.

After the submission of your thesis, the examining committee will require time to review your thesis before it can be orally defended. The time between submission and the date of your oral defense is at least six (6) weeks in the case of a Master's thesis, and at least three (3) months in the case of a doctoral thesis

Your thesis should be submitted to the Department of Geography (see the Secretariat or the Academic Assistant). There must be one copy for each member of your examination committee and two supplemental copies (one for the Department and one for your supervisor).

Statement of Thesis Supervisor

At the time of the submission of your thesis, your thesis supervisor must submit a statement that declares that she/he has examined your thesis and considers it acceptable for submission to your committee.

You can access this form, *Statement of Thesis Supervisor*, on the FGPS website:

<http://www.grad.uottawa.ca/Portals/29/forms/FORMattestationdirecteurpourevaluation.pdf>

You should give this form to your thesis supervisor and ask her/him to complete it. Submit this form with your thesis.

Note: You must be registered for the session in which you submit your thesis. You have until the final day of the session in which you are registered to submit your thesis. You must ensure that you have given a draft of your thesis to your supervisor well in advance of this date to allow her/him to read the thesis and to allow time for your final corrections.

EVALUATION OF MASTER'S AND DOCTORAL THESIS
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Examining Committee

A **Master's thesis** is read by and subsequently defended before a committee of no fewer than two and no more than four examiners. The thesis supervisor does not count as one of the minimum number of examiners and does not have the right to vote. You choose the members of your committee in consultation with your supervisor.

A **doctoral thesis** is read by and subsequently defended before a committee of no fewer than four, and no more than seven examiners. The thesis supervisor does not count as one of the minimum number of examiners and does not have the right to vote. You choose the members of your committee in consultation with your supervisor.

Evaluation Procedure

Each examiner is required to render one of the following three decisions on the *Thesis Examiner's Report*:

- the thesis is accepted for the defence;
- 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;
- 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, the matter is referred to the Dean of the FGPS. A candidate whose thesis is not recommended for the defence following a second reading must withdraw from the program.

Master's thesis examiners normally submit the *Thesis Examiner's Report* form to the Chairperson of the Department of Geography. If the reports are all positive, the Department then proceeds to arrange the defence. In the event of a negative report or reports, the matter is referred to the Dean of the FGPS. Doctoral thesis examiners submit this form directly to the FGPS.

Thesis Defense

All Master's and doctoral theses must be defended orally. A professor in the Department who has FGPS status presides over the defense, and acts as a representative of the FGPS. The Department of Geography schedules the defense, which can occur at any time given the availability of your jury members. In the case of doctoral defenses, the president is a professor from a different department.

The thesis defense is open to the public. Speak with your thesis supervisor for advice regarding how to prepare for the defense.

At your defense, you will briefly present (15 minutes) the key findings of your thesis. You will then discuss your thesis with the members of the examination committee. This is an opportunity to receive comments from experts in your field of research. They will pose questions and make positive comments about certain aspects of your thesis, as well as offer suggestions about aspects that merit further study. At the end of this discussion, you will be asked to leave the room while the examination committee discusses the thesis and the defense. Your thesis supervisor will also leave the room while the members of the examination committee decide if they will recommend your thesis for an award. The president of the defense will inform you of the verdict immediately.

On the day of the defense, you will receive a form to complete for Library and Archives Canada. Doctoral students will also receive a questionnaire to complete from Statistics Canada.

Master's and Doctoral Thesis Examination Verdicts

After the oral defence, the members of the examining board will render one of the following four verdicts:

- The thesis is accepted for the degree. The thesis supervisor will ensure that all corrections are made, as required by the examining board.
- The thesis must be revised. The examining committee must decide who will ensure that the required revisions have been made (one or more members of the committee or the thesis supervisor).
- The thesis must be revised and undergo the evaluation and defence process again from the beginning with the same examiners (except for necessary replacements).
- The thesis is unacceptable and the candidate must withdraw from the program.

If the examining board cannot agree upon a decision, the president of the defence will report this to the Dean of the FGPS, who will refer the matter to the executive committee of the FGPS. A candidate who is not recommended for the degree after the second defence must withdraw from the program.

Final Submission of the Thesis

Post-defence Regulations and Time Limits

Candidates are allowed one month to complete all revisions and corrections required by the examination committee at defence. Make the necessary corrections and resubmit the corrected version to your thesis supervisor.

If you are not able to complete the corrections within this time frame, you must re-register and remain registered until you submit your corrected thesis. The deadline for submission of a final copy at the FGPS is one session, unless the FGPS has granted an extension. If the deadline is missed, 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

Documents to Submit

No degree can be conferred until you have submitted the following documents to the FGSP :

- Four copies of your corrected thesis;
- Statement from your thesis supervisor (and co-supervisor, if applicable) on the appropriate form that affirms that all corrections have been made satisfactorily.

The FGPS will bind one copy (each) of the thesis for you, your thesis supervisor, and the Department of Geography.

Library and Archives Canada

In order for a copy of the thesis to be submitted to Library and Archives Canada and placed on microfiche, the thesis must follow their strict regulations.

If you wish for your thesis to be archived, you must complete and sign the form for Library and Archives Canada (received at your defense). If you do not receive this form, contact the FGPS. Submit this form to the FGPS with the final copies of your thesis.

One copy of each thesis will be indexed and shelved at the University library. Once the thesis has been deposited in the University collection or in the collections of Library and Archives Canada, the thesis becomes a public document. Naturally, you maintain the rights to the intellectual property as the author.



SCHOLARSHIPS

CANADIAN EXTERNAL SCHOLARSHIPS

Any student enrolled in the M.A., M.Sc., or PhD program who has an excellent academic record (an average of at least 80% or A-) can submit an application for an external scholarship to a variety of different funding agencies. Visit <http://www.grad.uottawa.ca/Default.aspx?tabid=1458> to examine details for any scholarship below as well as others that are available. Note that amounts and requirements are subject to change at any time.

FUNDING AGENCY	GENERAL REQUIREMENTS AND INFORMATION
Ontario Graduate Scholarships (OGS)	Full-time students registered in a Master's or doctoral program in Ontario Available to Canadian citizens or permanent residents Average of A- in the last two years of study Value of \$15 000 per year (Master's) Value of \$20 000 per year (doctorate) The application is submitted to the Department
Natural Sciences and Engineering Research Council (NSERC)	Full-time students registered in a Master's or doctoral program in the sciences Available to Canadian citizens or permanent residents Average of A- in the last two years of study Value of \$17 500 per year (Master's) Value of \$21 000 per year (Doctorate) The application is submitted to the Department Note: for the period from 2014-2016, a total of 31 Master's and 31 PhD NSERC scholarships are available across the entire university.
<i>Fonds québécois de la recherche sur la société et la culture (FQRSC)</i> Application available in English	Full-time students registered in a Master's or doctoral program in the social sciences or humanities Available to Canadian citizens or permanent residents who reside in Quebec Average of A- in the last two years of study

	<p>Value of \$15 000 per year (Master's) Value of \$20 000 per year (doctorate) The application is completed online. Supporting documentation is submitted to the FGPS.</p>
<p><i>Fonds québécois de la recherche sur la nature et les technologies (FQRNT)</i></p> <p><i>FRENCH ONLY</i></p>	<p><i>Étudiants à temps plein dans un programme de maîtrise ou de doctorat en sciences et technologie et résidant au Québec.</i> <i>Citoyens canadiens ou résidents permanents.</i> <i>Moyenne de A- dans les deux dernières années d'études.</i> <i>Valeur de 15 000 \$ par année (maîtrise).</i> <i>Valeur de 20 000 \$ par année (doctorat).</i> <i>L'inscription se fait en ligne. Les documents papier à l'appui doivent être remis à la FÉSP.</i></p>
<p>Canadian Institute of Health Research (CIHR) – Master's Scholarship</p>	<p>Full-time students registered in a Master's program in a field related to health in Canada Available to Canadian citizens or permanent residents Value of \$17 500 per year (Master's) Note: for the period from 2014-2016, a total of 17 Master's and 17 PhD CIHR scholarships are available across the entire university.</p>
<p>Canadian Institute of Health Research (CIHR) – Doctoral Research Scholarship</p>	<p>Full-time students registered in a doctoral program in a field related to health in Canada Available to Canadian citizens or permanent residents Value of \$35 000 for a maximum of three years Note: for the period from 2014-2016, a total of 17 Master's and 17 PhD CIHR scholarships are available across the entire university.</p>
<p><i>Fonds de la recherche en santé du Québec (FRSQ)</i></p>	<p>Full-time students registered in a Master's or doctoral program related to health and reside in Quebec Available to Canadian citizens and permanent residents Average of B+ in the last two years of study Value of \$15 000 per year (Master's) Value of \$20 000 per year (doctorate) The application is completed online. Supporting documentation is submitted to the FGPS.</p>

Social Sciences and Humanities Research Council of Canada (SSHRC)	Full-time students registered in a Master's or doctoral program in the social sciences or humanities Available to Canadian citizens or permanent residents Average of A- in the last two years of study Value of \$17 500 per year (Master's) Value of \$20 000 per year (doctorate) The application is submitted to the Department Note: for the period from 2014-2016, a total of 41 Master's and 41 PhD SSHRC scholarships are available across the entire university.
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For more information and advice on applying for external scholarships and the deadlines for scholarship applications, consult the website for the funding agency concerned and the website for the FGPS:

<http://www.grad.uottawa.ca/Default.aspx?tabid=4325>

You can also attend one of the information sessions regarding these external scholarships in September. The schedule for these sessions is available online: <http://www.grad.uottawa.ca/Default.aspx?tabid=1464>

Other Scholarships

Students can also apply for other scholarships.

Here is a short list of scholarship search engines that may be helpful:

- FastWeb
U.S. Scholarship Search Engine
- Fédération de la jeunesse canadienne-française (in French)
Scholarships given or presented by this organization
- BOURSÉTUDES.com
- Scholarships Canada
- School Finder

You can also consult the different posters on the Department's bulletin boards and the electronic announcements that circulate for other funding opportunities, including international exchanges or scholarships for very specific themes.

Scholarship Regulations

Each year, the University awards, on a competitive basis, a number of scholarships to full-time graduate students. The following regulations apply to recipients of Admission and Excellence Scholarships:

- a) Scholarship holders must register as full-time students for the duration of the award.
- b) If an admission scholarship recipient receives an external award, she/he must inform her/his academic unit and the Graduate Awards Office; the internal award will be modified accordingly.
- c) The scholarship will be disbursed in three instalments, one at the start of each session. Tuition fees will be paid by the scholarship. However, should the tuition fees be paid by another source at the University, the scholarship will be amended. The scholarship DOES NOT cover incidental fees or medical and dental insurance costs.
- d) Scholarships must be held for a minimum of two consecutive sessions. Should a recipient leave the program before that time, she/he will have to reimburse the portion of the scholarship already received.
- e) The amount of paid employment, whether inside or outside the University, that scholarship recipients may engage in is limited. This limit does not apply to recipients of stipends as described in C - 1.3. b). The limit in effect in any given year will be stipulated at the time the scholarship is offered. Students exceeding the limit must immediately advise their academic unit and the Graduate Awards Office so that their eligibility to continue to hold the scholarship can be assessed. Recipients of scholarships from external agencies such as SSHRC, NSERC, CIHR, FCAR and

OGS are also subject to the employment limits specified by those agencies.

For information on graduate student scholarships, please consult the following Internet address: www.grad.uottawa.ca/awards/.

Faculty of Graduate and Postdoctoral Studies

115, rue Séraphin-Marion, room 104

Ottawa (Ontario)

Canada K1N 6N5

Tel : 613-562-5800, extension 1238

Fax : 613-562-5992

Email : gaward@uottawa.ca

TEACHING AND RESEARCH ASSISTANTSHIPS

Teaching assistants (TA's) complete a variety of tasks that allow the University of Ottawa to continue to provide high-quality courses to its undergraduate students. These tasks include correcting papers, marking exams and assignments, and monitoring lab sessions. Job postings for TA contracts are offered primarily in the Fall and Winter sessions. The postings can be found on the Department's bulletin boards, usually several weeks prior to the beginning of each term. They are also posted on the Department's website.

Often, professors in the Department look for graduate students with specific skills to help them with research projects. These research assistantship postings can also be found on the Department's bulletin boards.

Applications for teaching and research assistantships (*Form Appendix C*) must be submitted to the administrative assistant of the Department of Geography before the closing date of the posting. While priority is given to students with an admission scholarship from the University of Ottawa,

the availability of funds and number of postings may allow for other students to be considered for these positions.

The hourly rates for these positions are governed by CUPE's Collective Agreement. As per Article 31 of the Collective Agreement, "*When a full-time 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.*"

For more information about teaching and research assistantships, consult :

Graduate Students Association (GSAÉD) :
<http://www.uottawa.ca/gsaed/index.html>

Canadian Union of Public Employees (University of Ottawa) :
<http://www.cupe2626.ca/>

Suzanne Gratton-Sarrazin, Administrative Assistant of the Department of Geography: ssarazin@uottawa.ca, 613-562-5800, extension 1066

Other Funding Sources

Governmental programs for financial aid:
<http://www.grad.uottawa.ca/Default.aspx?tabid=1468>

Research Travel Grants:
<http://www.grad.uottawa.ca/Default.aspx?tabid=1469>

Applications for a Travel Grant:
<http://www.grad.uottawa.ca/Default.aspx?tabid=1471>;
http://www.cupe2626.ca/english/conference_en.htm

Student Mobility Bursary:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1476>

Moving Fees: <http://www.grad.uottawa.ca/Default.aspx?tabid=1475>

Fonds d'émergence du CRCCF (pour la recherche sur la francophonie) :

<http://www.crccf.uottawa.ca/recherche/emergence.html>

Funds for academic projects from GSAED: <http://www.gsaed.ca/>

Tuition Rebate: http://www.cupe2626.ca/english/tuition_en.htm

OTHER INFORMATION

This section contains additional useful information that may come in handy during your course of graduate studies in Geography at the University of Ottawa.

INSURANCE

All full-time graduate students are automatically included in the Graduate Students Association's (GSAED) insurance plan. Part-time students may also join the plan, and all students may purchase additional coverage for a spouse and family members.

Visit the website below for details on opting into and out of the plan, coverage for dental, travel, prescription drugs and vision care insurances, and making claims:

<http://www.uottawa.ca/gsaed/eng/insurance.htm>

Insurance for international students

Registered full-time international students also can be covered under the GSAED health and dental insurance plan.

In Canada, ALL Canadian citizens benefit from the public medical care system, which is provided by the provincial governments. This coverage allows us to visit medical doctors and public hospitals without being charged.

UHIP Coverage (University Health Insurance Plan) is meant to provide such coverage for university students who are non-citizens, but who are resident in Canada. When you come to Canada to study or work at an Ontario university, you must make sure you have insurance to pay for health care services incurred by you and any family members who come with you.

For more information on UHIP Coverage, call the International Student Office at 582-5800 ext.4406.

SERVICES

General services

The University of Ottawa offers a wide variety of services and activities on campus – from shopping, eating and bookstore facilities in the University Centre, to opportunities to participate in clubs and associations, recreational activities, organised sports, and fitness and physical activity programs.

Other services – InfoService, InfoWeb, Health Services, Counselling and Employment Services, Student Academic Success Service, Peer Help Centre, Teaching and Learning Support Services, Computing Resources, and more – are designed to meet information and other special needs.

Visit the following websites for more information about the many different services available to University of Ottawa students:

<http://www.uottawa.ca/students/student-services/>

The following services are geared specifically toward graduate students.

Graduate Students's (GSAED)

Location: 601 Cumberland

The University of Ottawa's GSAED offers various services and activities to graduate students enrolled at the University of Ottawa – including student representation, an international student identity card, and the organization of a wide variety of activities and events, including orientation BBQs and an interdisciplinary conference. The GSAED also operates Café Nostalgica, housed in the same building as its office, which offers good food and drink, an outdoor terrace, student discounts, and additional special events and activities.

The GSAED also offers dental and health insurance to full-time graduate students (see **Insurance** section of this handbook), and financial aid in the form of travel grants, inter-library loan reimbursement, temporary emergency financial assistance and more.

For more information:

GSAED: <http://www.uottawa.ca/gsaed/>

Café Nostalgica: <http://www.cafenostalgica.ca>

Faculty of Graduate and Postdoctoral Studies (FGPS)

Location: 115 Séraphin Marion

The FGPS is an important resource for University of Ottawa graduate students. It offers essential information and services relating to awards, programs of study, general regulations, financial support, research processes, thesis procedures, and more.

For more information:

<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1869>

613 562-5742

gradinfo@uottawa.ca

Academic Writing Help Centre (AWHC)

Location: 110 University, Room 119

The AWHC, part of the Student Academic Success Service (SASS), offers a wide range of tools and services geared toward all University of Ottawa students – from individual writing counselling and regular discussion groups, to writing kits with step-by-step instructions (<http://www.sass.uottawa.ca/redaction/>). Services designed specifically for graduate students are also available at the AWHC.

For more information:

<http://www.sass.uottawa.ca/writing/graduate/>

613 562-5601

cartu@uottawa.ca

Centre for University Teaching (CUT)

Location: Vanier Hall, Room 1001

If you are interested in a teaching career, you may want check out the Centre for University Teaching, part of the Teaching and Learning Support Service (TLSS). The CUT 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.

For more information:

<http://www.tlss.uottawa.ca/cpu/index.php?lang=en>

DISCRIMINATION & HARASSMENT
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The University of Ottawa has developed a very strict policy on the prevention of harassment and discrimination on campus that pertains to the behaviour of professors and students (Policy 67a). Harassment includes, but is not limited to, sexual harassment. The policy defines *harassment* as:

"...engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. A single unwelcome incident, if serious enough, can be sufficient to support an instance of harassment. Harassment includes comments or conduct that intimidates, humiliates, undermines or dominates the other person by belittling, embarrassing or demeaning them or involves the use of abusive or threatening language."

If you believe that you are a victim of harassment, you may contact the Office for the Prevention of Discrimination and Harassment at the Student Academic Success Service (SASS), 100 Marie-Curie, 4th floor (<http://www.sass.uottawa.ca/about/index.php>). At any time, you should feel confident to speak in confidence with the Chairperson of Graduate Studies or the Department Chair.

For more information about the University's Discrimination and Harassment policy, please see:

<http://www.sass.uottawa.ca/prevention/policy.php>

INTERNATIONAL STUDENTS

International Office

Location: 538 King Edward

The University of Ottawa's International Office is a central service dedicated to serving the different aspects of international life associated with the university. Along with support for international exchanges and intercultural communications projects, the office works to facilitate the admissions process for international students, and to help them integrate harmoniously into life on campus.

For important information on different aspects of life on campus and in Canada – from renewing permits and visas, to working in Canada, to student and banking services on campus:

<http://www.international.uottawa.ca/>

613 562-5847

Differential tuition fee exemption details

The differential tuition fee exemption reduces tuition fees for new international students to those paid by Canadian citizens and permanent residents as of the 2014-2015 school year (May 2014).

Obtaining the Differential tuition fee exemption

Applicable to international students who are registered to a full-time course load and who either:

- received a secondary or post-secondary diploma in French (minimum 2 years)
- for programs of study that offer compulsory courses in both official languages (English and French), register to the courses that are compulsory for the French program;

OR

- are admitted to a program only offered in French.
 - These programs are the following:
 - Lettres françaises (Ph.D.) (including specializations)
 - Audiologie (M.Sc.S.)
 - Ergothérapie (M.Sc.S.)
 - Lettres françaises (M.A.) (including specializations)

-
- Orthophonie (M.Sc.S.)
 - Physiothérapie (M.Sc.S.)
 - Service social (M.S.S.)

Note: The differential tuition fee exemption can be combined with the Faculty of Graduate and Postdoctoral Studies' international partial scholarship

Retaining the Differential tuition fee exemption

In order to retain the Differential tuition fee exemption for the maximum duration of his or her degree, the student must:

- be registered full-time in all semesters
- for programs of study that offer mandatory courses in both official languages (French and English), register to all mandatory courses in French

Please note that failure to adhere to these conditions will result in the loss of the Differential tuition fee exemption for the remainder of the program of studies.