



uOttawa

Department of History

***GRADUATE STUDIES
GUIDE***

September 2019

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Graduate Studies Guide

This guide is intended for Master's and doctoral students as well as for professors, research supervisors, and program administrators. Its purpose is to guide students through the academic and administrative steps and procedures required throughout their program. It will be updated regularly and it is therefore crucial for students to consult it on an ongoing basis.

TABLE OF CONTENTS

1- General information

- [Graduate Studies Committee](#)
- [History Graduate Students' Association](#)
- [Office of Graduate Studies, Faculty of Arts](#)
- [Communications](#)
- [Support services for students](#)

2- Provisions common to all programs

- [Interim advisor](#)
- [Research supervisor](#)
- [Language requirements](#)
- [Ethics approval for research involving human participants](#)
- [Formatting guidelines for theses and major research papers](#)

3- Master's program

- [Residence requirements](#)
- [Coop procedures](#)
- [Major research paper and thesis proposal](#)
- [Registration of thesis topic](#)
- [Annual research progress report](#)
- [Tables of progress through the program \(major research paper, thesis, coop\)](#)
- [Leave or extension requests](#)

- [Submission procedures for a thesis or a major research paper](#)
- [Evaluation procedures of a thesis or a major research paper](#)

4- [Doctoral program](#)

- [Residence requirements](#)
- [Out-of-campus registration](#)
- [Doctoral *cotutelle* procedures](#)
- [Registration of thesis topic](#)
- [Doctoral fields](#)
- [Comprehensive exam](#)
- [Undergraduate teaching](#)
- [Doctoral research seminar HIS 8900](#)
- [Thesis proposal](#)
- [Annual research progress report](#)
- [Tables of progress through the program](#)
- [Leave or extension requests](#)
- [Thesis submission procedure](#)
- [Thesis evaluation procedures](#)

1- GENERAL INFORMATION

Graduate Studies Committee

The Graduate Studies Committee (GSC) is responsible for the planning and functioning of the History Department's graduate studies program. It evaluates applications to enter the program. It examines major research paper and thesis proposals as well as proposed doctoral fields and decides on requests for extensions, leaves of absence, and exceptions. It ensures that the program is run in accordance with the university's rules and regulations and reviews the academic progress of each student. It provides recommendations to the Department about graduate studies policies and regulations. The chair of the committee advises students on academic matters. Students have two representatives on the committee who are invited to share their views about departmental policies and who can bring to the committee's attention questions and issues discussed by their association.

In 2018-2019, members of the GSC are:

- Prof. Serge Durflinger, Chair (sdurflin@uottawa.ca)
- Prof. Michel Bock (mbock@uottawa.ca)
- Prof. Richard Connors (rconnors@uottawa.ca)
- Prof. Micheline Lessard (mlessard@uottawaca)
- Quinn Robinson (MA representative)
- Danika Gourgon (Ph.D. representative)

[Table of contents](#)

History Graduate Students' Association

The role of the [History Graduate Students' Association](#) (HGSA) is to represent all students registered in the Department of History's graduate programs. The Association holds monthly meetings to discuss general matters, to plan social, academic, and professional activities, and to circulate information among its members.

In April of each year, the HGSA elects its president and vice-president of university affairs for the following academic year to ensure continuity. The HGSA also appoints representatives in departmental committees such as the Graduate Studies Committee, the Executive Committee, the Library and Web Committee and the Departmental Assembly. An election is held in October to elect the other officers of the Association. The president of the HGSA for 2019-20 is Emmanuelle Goulet (acting interim by Heather McIntyre) and can be reached at hsa.president@artsuottawa.ca.

[Table of contents](#)

Office of Graduate Studies, Faculty of Arts

The Office of Graduate Studies at the Faculty of Arts is responsible for all students registered in graduate programs in the faculty. It oversees all programs and monitors, and ensures compliance with graduate studies rules and regulations.

Students are responsible for complying with all [university regulations](#) pertaining to their studies.

[Table of contents](#)

Communications

The Faculty's academic officer responsible for graduate studies in history informs students by email of all important deadlines. The History Department secretary informs students by email concerning general matters such as conferences, activities, scholarships, and special events. This information is also posted on our website or on posters around the Department. Even if the volume of emails is high, it is crucial that students check their emails regularly and read them carefully in order to remain well-informed and be able to benefit from all of the opportunities offered by the department.

Academic Officer: Roxanne Lacelle (artsgrad@uottawa.ca), office DMS 8154, telephone: 613-562-5800, ext. 1297.

The academic officer is the contact person for all administrative matters linked to the MA and Ph.D. programs.

[Table of contents](#)

Support services for students

a) Academic support

- [Writing](#) tools and tips for graduate studies.
- The Student Academic Success Service ([SASS](#)) also has a [collection of writing help documents](#).

b) Personal support

- [Counselling and coaching](#) service.
- [Sexual violence: support and prevention](#) policies and services.

c) Skills development

The [Center for University Teaching](#) offers workshops for teaching assistants, university pedagogy courses, and online pedagogical resources.

The [Career Development Centre](#) offers advice and online resources to prepare students for the job market (curriculum vitae samples or templates, portfolio, interview, etc.).

[MyGradSkills.ca](#), created by a consortium of universities in Ontario, including the University of Ottawa, offers free online courses for professional skills development.

[Table of contents](#)

2- PROVISIONS COMMON TO ALL PROGRAMS

Interim advisor

The Graduate Studies Committee assigns to each entering graduate student an interim advisor whose area of expertise coincides with the student's broad research interests identified in the admission application. The interim advisor can help students with their course selection, area of studies, and choice of supervisor, if needed. The interim advisor is identified in the admission letter sent by the department. We strongly encourage students to contact their interim advisor as soon as possible.

[Table of contents](#)

Research supervisor

Normally, students will have identified a potential supervisor at the time of their application. If this is not the case, then it is important for graduate students to identify at the beginning of their program a research supervisor in order to quickly benefit from his/her guidance. Master's students should do so in their first term of registration. To select a supervisor, students are invited to look at the [professors'](#) profiles on the departmental website.

[Table of contents](#)

Language requirements

Master's and doctoral students must demonstrate their reading comprehension in Canada's other official language, and must pass a language examination administered by the Department at the earliest opportunity. For Anglophones, registration in HIS5599 (*Exigence de langue française en*

histoire) is compulsory. Students who do not successfully pass the test the first time, must re-register and take the test again until they obtain a passing grade. *N.B.: Master's students who take a graduate seminar in history in the other language are exempted from this examination.* The examination is normally scheduled once a term. Students will be notified by email a month in advance of the exam.

The [Official Languages and Bilingualism Institute](#) (OLBI) of the University of Ottawa offers free language classes to students interested in perfecting their languages skills in their second language. We very strongly urge students to avail themselves of this service in order to improve their academic and professional qualifications and to make the most of their opportunities while at the University of Ottawa.

[Table of contents](#)

Ethics approval for research involving human participants

Master's and doctoral students who wish to conduct interviews with historical actors (oral history) as part of their research must obtain approval from the [Office of Research Ethics and Integrity](#) before conducting the interviews. The approval process is long and complex and must be initiated as early as possible. Students must consult their supervisors, who can help guide them through the process, and also consult all relevant documentation on the Office of Research Ethics and Integrity website. Paying attention to details is needed in this process and, to avoid delays, students are encouraged to consult past applications that have been approved. Students planning to do research in the summer term must prepare their application well in advance since the ethics committee does not meet in July. **Please note: Students are not allowed to conduct interviews before approval by the ethics committee.** It is not possible to proceed with the submission or evaluation of a major research paper or a thesis containing oral history testimony without the approval of the ethics committee.

[Table of contents](#)

Formatting guidelines for theses and major research papers

For the general presentation of the thesis narrative text and for writing norms, see the Department of History's [Essay Guide](#).

General organization:

The original copy of a thesis or major research paper must be printed on 21.5 x 28 cm (8.5 x 11", also called "letter" format) good quality paper. The text must be in *Times New Roman*, 12 point font. The footnotes must be in *Times New Roman*, 10 point font. The main text is double-spaced. Footnotes are single-spaced. Quotations longer than five lines are indented and single-spaced.

Subtitles are separated by two double spaces (four single spaces). The first line of a paragraph must be indented by eight spaces. Standard margins are 2.5 cm on all sides.

The preliminary pages of the thesis or major research paper (title page, abstract, acknowledgements, table of contents, lists of graphics and tables) are numbered with lower case Roman numerals, which are consistently centered or placed in the upper right-hand corner. The title page counts as page i, but the number does not appear in the page. The rest of the thesis or major research paper must be numbered with Arabic numerals.

Order of components for theses and major research papers:

- 1) Title page
- 2) Abstract (thesis only)
- 3) Acknowledgements
- 4) Table of contents
- 5) Lists of graphics and tables
- 6) Chapters and notes
- 7) Appendices
- 8) Bibliography

Title page

The title page includes the title of the thesis or major research paper, centered in the top quarter of the page; the word “by” followed by the name of the author, in the middle of the page; the statement “Thesis (or Major Research Paper) submitted to the Faculty of Arts in partial fulfillment of the requirements for the MA (or PhD) degree in History”, in the last third of the page; “University of Ottawa”, a little bit below; and finally the International Copyright notice, “© year, name of author” at the bottom of the page.

Abstract (thesis only)

The abstract consists of a 350-word maximum, double-spaced, description of the subject of the thesis that highlights its main conclusions and results. It is very important that the abstract accurately reflects the content of the thesis since it will be used for the dissemination of the thesis by electronic means. One copy of the abstract will be submitted to the Graduate Studies Office of the Faculty of Arts, which will forward it to *Dissertation Abstracts International*. The abstract is preceded by a heading that includes the following elements: the word “Abstract”, the title of the thesis, the name of the author (normally on the left side), the name of the supervisor (normally on the right side) and the year of submission of the thesis.

Acknowledgements

The acknowledgements should include an expression of appreciation to purveyors of financial assistance (scholarships, grants, research or teaching assistantships), to professors who provided intellectual guidance (including the supervisor), and to other people who provided support (family, friends). You should also express your gratitude to people who have granted you the permission to use their personal archives.

Table of contents and other tables

The table of contents is a list of the titles and page numbers of the abstract, acknowledgements, table of contents, lists of graphics and tables, chapters, important subsections of chapters, appendices, bibliography, and index. Arabic numerals are used for all chapters and subsections. The titles of the chapters are in capital letters. The subtitles are indented and in lower case letters, with the exception of the first letter of the first word.

Tables and graphics (charts, illustrations, maps, and diagrams) which are included in the thesis or major research paper are listed separately on the page(s) following the list of chapters. Separate lists are made for tables, charts, illustrations, maps, and diagrams, in that order. Use a separate page for each category. Each list includes the number of the graphic or table, a brief title in lower case letters, and the number of the page upon which it appears. Only the first letter of the first word in each title is capitalized. Arabic numerals are used to number graphics and tables.

Chapters and notes

The number of the chapter is in Arabic numerals and the title is in capital letters; it must be centered. The title is two single spaces below the number and must be identical to the corresponding title in the table of contents. If you break your chapters up into subdivisions, then each subdivision is identified as it appears in the table of contents. Subdivision titles are aligned with the main body of the text along the left side of the page.

Notes are placed at the bottom of the page as footnotes. Endnotes are not to be used. Full citations should be given for the first reference only in the thesis or major research paper. For footnoting style, please refer to the *History Essay Guide*.

Appendices and bibliography

Appendices are placed after the conclusion. The pages of the appendices are numbered consecutively with the pages of the body of the thesis or major research paper.

The bibliography must be divided into several sections: archival sources, printed primary sources, and secondary sources. The bibliography must include the list of primary and secondary sources that support the research. All references in the footnotes must be included in the general bibliography.

[Table of contents](#)

3- MASTER'S PROGRAM

Residence requirements

Master's students admitted on a full-time basis must register full-time for at least three consecutive sessions. Students admitted on a part-time basis do not have to meet residence requirements.

[Table of contents](#)

Co-op procedures

The co-op option is available to all Master's students (major research paper or thesis). Application to the co-op program must be submitted, through [uoCampus](#) and its Co-op Navigator application, in the first month of registration into the Master's program (deadline: September 30). To be admissible to the co-op program, a student has to start the program in the Fall term, be registered full-time, and have a GPA of at least 7.0 in our grading system. Admissions are offered on a competitive basis and are managed by the [Co-op Office](#). Credits gained with coop placements are added to the master's program credits and cannot be transferred as equivalent to course credits.

Students admitted in the [Co-op option in History](#) must register full-time to the following codes:

- HIS6001 Co-op Work Term I / Stage Co-op I (6 cr.). Prerequisite: authorization from the co-op office.
- HIS6002 Co-op Work Term II / Stage Co-op II (6 cr.). Prerequisite: HIS6001.

For each co-op placement, students will receive a grade of S/NS (Satisfactory/Non satisfactory) based on their employer's report and on their own work term report. This latter report should be 15 to 20 pages in length, including appendices. Refer to the [Work term report guidelines](#) for further detail. The final evaluation is done by the History Department's chair of the Co-op committee. To remain registered in the co-op program, students have to maintain their full-time status, a cumulative GPA of at least 7.0, and an S grade for each placement.

[Table of contents](#)

Major research paper and thesis proposal

All students must submit their major research paper or thesis proposal to the Department of History Graduate Studies Committee after it has been approved by their research supervisor. Master's students will develop the basis of their proposals in the mandatory seminar HIS5122\HIS5522 that is offered in the winter semester. The proposal must be submitted in paper to the Faculty of Arts Administrative Officer (DMS 8154) for subsequent distribution to the members of the Graduate Studies Committee on or prior to the winter semester's last working day and no later than usually April 30. The committee will evaluate the clarity of the proposal and its feasibility and can reject proposals pending requested modifications.

The proposal must be five to ten pages long, single spaced.

- The first page must include:
 - 1) the candidate's name;
 - 2) whether the MA option is thesis or major research paper;
 - 3) the name of the research supervisor; and
 - 4) the title of the project.
- The proposal must include:

- 1) The research topic placed in its historical context;
 - 2) The specific research question it will address;
 - 3) The historiography;
 - 4) The methodology and the sources;
 - 5) A general chapter outline of the thesis or major research paper;
 - 6) A list of the main primary sources and their physical location, if applicable; and
 - 7) A preliminary bibliography.
- The last page must include signature blocks for the supervisor and the student.

[Table of contents](#)

Registration of thesis topic (thesis students only)

During the second term of registration, students must register their research topic and title and officially declare the name of their research supervisor via [uoCampus](#). It is understood that the final title of the thesis may differ somewhat from the submitted topic title, but it is also understood that the subject must remain essentially the same. If the research subject or the supervisor changes during the program, the procedure must be repeated.

[Table of contents](#)

Annual research progress report

In April of each year, all thesis students must submit an annual research progress report. This form must be filled and submitted by the student via [uoCampus](#) then completed by the research supervisor. It will then be forwarded to the Chair of the Graduate Studies Committee who will add her/his own recommendation before forwarding it to the Office of Graduate Studies at the Faculty of Arts. **Students and supervisors must discuss the progress report before its submission.**

It is important to note that an unsatisfactory progress report is equivalent to a failure. The Faculty of Arts will withdraw from the program any student obtaining two consecutive unsatisfactory progress reports.

[Table of contents](#)

Tables of progress through the program (major research paper, thesis, co-op)

The following tables indicate the expected progress in all of our MA program options. Students and their supervisors can refer to them to evaluate their own rhythm of progression through their program and correct the course if necessary.

MA with thesis (12 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 2 courses HIS (level 5000/6000/7000 (6 cr.)) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ 1 course HIS (level 5000/6000/7000 (3 cr.)) ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of thesis proposal 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing
Year 2	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing ▪ Submission and defence of the thesis

MA with major research paper (18 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 3 courses HIS (level 5000/6000/7000 (9 cr.)) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ 2 courses HIS (level 5000/6000/7000 (6 cr.)) ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of the major research paper proposal 	<ul style="list-style-type: none"> ▪ HIS6999 major research paper research and writing ▪ Submission of the major research paper

MA with specialization in Women's Studies with thesis (Collaborative) (15 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 2 courses HIS (level 5000/6000/7000 (6 cr.)) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ 2 compulsory courses FEM5300/FEM5700 and FEM5103/FEM5503 (6 cr.) ▪ Research seminar HIS5122/HIS5522 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing

	Fall	Winter	Spring/Summer
		(3 cr.) <ul style="list-style-type: none"> ▪ Submission of thesis proposal 	
Year 2	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing ▪ Submission and defence of the thesis

MA with specialization in Women’s Studies with major research paper (Collaborative) (18 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 3 courses HIS (level 5000/6000/7000 (9 cr.) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ 2 compulsory courses FEM5300/FEM5700 and FEM5103/FEM5503 (6 cr.) ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of the major research paper proposal 	<ul style="list-style-type: none"> ▪ HIS6999 major research paper research and writing ▪ Submission of the major research paper

MA with specialization in Medieval and Renaissance Studies with thesis (Collaborative) (15 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 2 courses HIS (level 5000/6000/7000 (6 cr.) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ 2 compulsory courses MDV5100/MDV5500 and MDV5900 (6 cr.) ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of the thesis proposal 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing

	Fall	Winter	Spring/Summer
Year 2	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing ▪ Submission and defence of the thesis

MA with specialization in Medieval and Renaissance Studies with major research paper (Collaborative) (18 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 3 courses HIS (level 5000/6000/7000 (9 cr.)) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ 2 compulsory courses MDV5100/MDV5500 and MDV5900 (6 cr.) ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of major research paper proposal 	<ul style="list-style-type: none"> ▪ HIS6999 major research paper and writing ▪ Submission of the major research paper

MA with co-op option, with thesis, Option 1 (24 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 3 courses HIS (level 5000/6000/7000 (9 cr.)) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of thesis proposal 	<ul style="list-style-type: none"> ▪ Work term HIS6001 (6 cr.)
Year 2	<ul style="list-style-type: none"> ▪ Work term HIS6002 (6 cr.) 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing
Year 3	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing ▪ Submission and defence of the thesis 		

MA with co-op option, with thesis, Option 2 (24 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 3 courses HIS (level 5000/6000/7000 (9 cr.)) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of the thesis proposal 	<ul style="list-style-type: none"> ▪ Work term HIS6001 (6 cr.)
Year 2	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing 	<ul style="list-style-type: none"> ▪ Work term HIS6002 (6 cr.) 	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing
Year 3	<ul style="list-style-type: none"> ▪ HIS7999 thesis research and writing ▪ Submission and defence of the thesis 		

MA with co-op option, with major research paper (30 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 3 courses HIS (level 5000/6000/7000 (9 cr.)) ▪ HIS5199/HIS5599 (Language requirement) 	<ul style="list-style-type: none"> ▪ 2 courses HIS (level 5000/6000/7000 (6 cr.)) ▪ Research seminar HIS5122/HIS5522 (3 cr.) ▪ Submission of the major research paper proposal 	<ul style="list-style-type: none"> ▪ Work term HIS6001 (6 cr.)
Year 2	<ul style="list-style-type: none"> ▪ Work term HIS6002 (6 cr.) 	<ul style="list-style-type: none"> ▪ HIS6999 major research paper research and writing ▪ Submission of the major research paper 	

[Table of contents](#)

Leave or extension requests

According to regulations, the maximum time frame for part-time and full-time Master's students to complete their program cannot exceed 12 semesters (4 years). If a Master's student thinks he or she will not be able to submit the major research paper or thesis within the 12-term time period, he or she must submit an extension request **at least one month prior to the normal deadline date**. The Graduate Studies Committee will consider the request and will forward its recommendations to the Office of Graduate Studies.

A student who wishes to take a leave of absence for valid reasons must first read very carefully the relevant regulations and fill out a service request via [uoCampus](#). The request is then forwarded to and examined by the Graduate Studies Committee, which will then forward it to the Office of Graduate Studies with its recommendations. **It is very important to annex all supporting documentation (e.g., medical certificate) to the form.** It is the responsibility of the student to consider all the consequences of a leave on his or her academic and financial situations.

[Table of contents](#)

Submission procedures of a thesis or a major research paper

Major research paper

The major research paper should be no fewer than 50 pages in length but must not exceed 70 pages, including notes, but not including title page, front matter, bibliography, and appendices. The MA major research paper must constitute a contribution to knowledge, be based on primary sources, and demonstrate a good command of historical methods and of the historiography of the topic. It must meet the standards established in our discipline, including stylistically, to be considered for publication as a journal article after adequate revisions.

Before submitting a major research paper to the Department of History, a candidate must have completed all other requirements of his/her program. The deadlines for students to submit their major research paper without having to re-register for the next session are **December 1st, April 1st, and August 1st**.

Students submit to the academic officer two-paper copies of the major research paper, accompanied by a "[Statement of Paper Supervisor](#)" form signed by the supervisor, certifying that he or she has read the major research paper and finds it acceptable for submission to the reader. The major research paper must be submitted with the "[Recommendation of reader for research paper](#)" form. Any regular member of the teaching staff of the History Department can serve as reader of a major research paper as can members of any other departments at the University of Ottawa or any other universities. The Chair of the Department designates the reader.

Thesis

Please read carefully the [new thesis regulation](#) applicable to both Master's and doctoral theses. The MA thesis must be between 125 and 150 pages in length, including footnotes, but not including title page, front matter, bibliography, and appendices. The MA thesis must constitute a major contribution to knowledge, be based on primary sources, and demonstrate an excellent command of historical methods and of the historiography of the topic. It must meet the standards established in our discipline, including stylistically, to be considered for publication, either wholly or in part.

Before submitting a thesis a candidate must have completed all other requirements of his/her program. A candidate is responsible for obtaining in writing permissions to reproduce copyrighted material (such as photos or images).

The examiners list must be submitted one month prior to the submission of the thesis. It is possible to select professors outside of the Department to act as examiners. However, a special authorization is necessary from the chair of the department and the faculty when the professor comes from another institution. [The submission is done electronically](#). However, students must be prepared to furnish paper copies to any examiner requesting one and to the supervisor upon the latter's request.

Best practices

- Before the submission of the thesis or the major research paper, the student and his or her supervisor must discuss the selection of the examiners or the reader so that the student can be made aware of who will evaluate his/her work.

[Table of contents](#)

Evaluation procedures of the thesis or the major research paper

Major research paper

As soon as the academic officer receives the major research paper, he or she records the date of its receipt and forwards the major research paper along with a "Research Paper Report (MA)" form to the reader, indicating the date by which the report should be completed (normally within two weeks of submission). On completing the evaluation of the major research paper, the reader returns the signed "Research Paper Report" form to the academic assistant, along with the copy of the major research paper.

The reader should indicate required revisions on his or her copy of the evaluation form and on his or her copy of the major research paper. The student will receive the annotated copy of the major research paper. The supervisor should first discuss with the reader what revisions are required. Then the supervisor discusses the revisions with the student. The supervisor may also advise the student to discuss revisions directly with the reader as well. Within 15 days of the student receiving the reader's report, the student must submit to the academic officer three revised versions of the major research paper with a new ["Statement of Paper Supervisor" form](#) signed anew by the supervisor.

On reception of the three final copies of the major research paper, the academic assistant informs the Office of Graduate Studies that the major research paper has been awarded a passing grade (S). One copy is stored in the Departmental Archives, another is given to the supervisor and the third copy is for the reader.

If the student does not submit the revised major research paper by the deadline, the academic assistant registers a failing grade in the system. The Chair of the Graduate Studies Committee will then write a letter to the student informing him or her of this action, with copies going to the supervisor, reader, and Chair of the Department.

The student has the right to appeal a supervisor's decision not to sign the *Statement of Paper Supervisor* form or a reader's judgment that the major research paper must be resubmitted. Appeals must be submitted in writing to the Chairperson of the Department.

By registering in a graduate program at the University of Ottawa, students implicitly agree to the use of their major research papers for research purposes. When the final copies are submitted, students must complete and sign the form ["Permission to Reproduce and Distribute the M.A. Major research paper"](#). It is a document consenting to their major research paper being made available for loan and for consultation in accordance with University regulations and allowing the University of Ottawa, its successors and assignees, to make copies of the major research paper and to lend or sell their copies at a cost to libraries or scholars. The author of the major research paper retains the right to publish the major research paper by other means and to sell it to the public.

Thesis

The Office of Graduate Studies sends copies of the thesis (electronic or paper) to the examiners and receives their reports, generally within four weeks.

Providing that the reports are favourable, the defence is scheduled at a time convenient to the examiners, the candidate, and the supervisor. Students have five business days to decide whether or not to proceed with the defence. Refusal to proceed with the defence results in a failing grade (see Regulation G).

The thesis defence is public. During the defence, the student must first present his or her main conclusions (10 minutes), then the two examiners will ask questions of the student in sequence (15-20 minutes). In general, there is a second round of questioning, considerably shorter than the first (5-10 minutes). Finally, the defence chair will give the supervisor a few minutes to make some comments. The candidate and the public will then be asked to leave the room while the jury deliberates.

The defence chair will announce the verdict and explain any corrections that must be made before the final submission of the thesis. If the corrections cannot be completed within one month after the defence, registration is required until the corrected copies of the thesis have been submitted.

Students have only one semester to submit the corrected version of the thesis and the required forms.

The final version of the Master's thesis is submitted in electronic form and stored in the publicly accessible research repository of the University of Ottawa. For the final submission of the thesis, go to the following web page: [Submitting the final version of your thesis electronically](#).

Best practices

- In order to become familiar with the process, students are strongly encouraged to attend a Master's thesis defence before going through it themselves. Thesis defences are always announced to graduate students and professors via email.
- To better prepare for a defence, students should ask their supervisor for guidance, especially with regard to the content of their 10-minute presentation. It is expected that students will have read closely the examiners' reports and will have prepared answers, justifications, and potential corrections in response to the examiners' written questions and comments.

[Table of contents](#)

4- DOCTORAL PROGRAM

Residence requirements

Doctoral students must register full-time for at least six consecutive semesters.

Out-of-campus registration

Doctoral students who must reside in a city other than Ottawa to conduct their research can obtain an « out-of-campus » status. They will thus be exempted from the payment of incidental fees. An email must be sent to the academic assistant, with a copy to the research supervisor, explaining the academic necessity for taking up temporary out-of-campus residency. The research supervisor must then send an email to confirm the request of the student.

[Table of contents](#)

Doctoral *cotutelle* procedures

It is possible to get a double degree by pursuing concurrent doctoral programs in two institutions, the University of Ottawa and a foreign university, according to the *cotutelle* procedures explained on the [Office of Graduate Studies](#) website. The *cotutelle* agreements are negotiated on a case-by-case basis in order to meet the requirements of both the partner institution and of our own university while at the same time maintaining the highest quality standards. At the very beginning of the process, students and their research supervisors have to carefully plan which requirements

will be completed in which of the two institutions. In general, students have to request that an equivalence be granted by the Graduate Studies Committee for one of the requirements of our program (ex. Seminar HIS8900) which will be replaced by one or more specific academic activities in the partner institution. It is the responsibility of the student to demonstrate the ways in which the proposed activities are equivalent to one of the requirements of our program that they wish to replace.

Students and research supervisors considering this option must initiate the process as soon as possible, even before the initial registration in our doctoral program, because the procedures can be very long and complex. To run a cotutelle smoothly requires some effort and very good communication between the partners (student, supervisors, graduate officers, and administrators).

[Table of contents](#)

Registration of thesis topic

During the second term of registration, students must register their research topic and officially declare the name of their research supervisor via [uoCampus](#). It is understood that the final title of the thesis may differ from the submitted topic title, but it is also understood that the subject must remain essentially the same.

If the research subject or the supervisor changes during the program, the procedure must be repeated.

[Table of contents](#)

Doctoral fields

Doctoral fields are intensive, directed readings paired with written assignments that aim to provide wide historical knowledge in specific areas with the double objective of preparing the student for university-level teaching, roughly corresponding to a second- or third-year BA course. In keeping with these objectives, it is understood that one of the fields normally would be offered by the student's supervisor, with the two others being complementary to the student's research and teaching interests. Accordingly, acceptable doctoral fields would generally correspond with the types of survey history courses offered at this and other universities. The narrow subject of a student's research topic is not an acceptable doctoral field. In a field, a student learns the main concepts and historiographical debates linked to the field topic, develop their knowledge base on the period/theme, and familiarize themselves with the pedagogical tools and techniques which will enable the dissemination of that knowledge to undergraduate students. This is why the field topics are sometimes referred to as "teachable" topics.

At the start of the program in the Fall term, students must register in at least two fields (codes HIS 9XXX, except HIS9998 and HIS9999) that will begin immediately. It is possible to register for

all three fields right away. These fields require approval by the Graduate Studies Committee, which will reject fields that are too narrowly defined or that do not meet the criteria described above. The third field must be chosen and approved no later than the end of the first semester, to begin in the second semester. For each field, the student has to consult with a professor associated with that field to make sure of his or her availability and discuss the parameters of the field (content, expected calendar of meetings, nature and weighting of written assignments). Together they fill out and sign the [Field Form](#) and submit it to the Graduate Studies Committee for approval one month prior to registration. Keeping in mind that fields are designed to provide a rich and diversified training, the Graduate Studies Committee will reject sets of three fields with overlapping content and will require that at least one of the three fields be outside the research area of the student.

The reading list of each field must include between 70 and 100 books or articles. To discuss the assigned readings, 8 to 12 meetings with the professor will be scheduled, usually at two- or three-week intervals.

Each field must include written work, including an historiographical essay of no more than 30 pages. The nature and weighting of assignments must be specified at the beginning of the field. All assignments must be submitted to the professor within 30 days following the last meeting and field supervisors will submit the final grade of the field to the academic officer in the following 10 days.

A student cannot register in a given doctoral field for more than four semesters. Ideally, each field would be completed in two consecutive semesters, with the three doctoral fields thereby completed in the three semesters making up the first year of registration. Fields are graded according to the letter-grade scale of the University of Ottawa and the passing grade is C+. In case of failure in any field, the student must take another, after authorization from the Graduate Studies Committee. The student must successfully complete the three fields before moving on to the next step, the comprehensive exam.

Best practices

Doctoral fields are a personalized and flexible form of training. Within the stated guidelines, it is possible to organize a field in different ways (building the reading list, type of assignments, type of interactions) **insofar as the total workload remains comparable from student to student.**

- Students should consult their research supervisor (or interim supervisor) before selecting their three fields to benefit from their insight.
- Delays in the normal progression through doctoral fields are strictly to be avoided, because their cumulative effect negatively influences the length of study and the probability of program completion. Careful planning of the year-long process should take into account the availability of the three professors and the distribution of the workload of the student (readings, meetings, written work) over the three semesters of the first year. Professors who are on a year-long academic leave are strongly discouraged from committing themselves to offering a doctoral field to a second-year doctoral student upon their return, as this will

considerably delay the completion of the course portion of their program and slow down their progression toward the next stage.

- With the approval of the Graduate Studies Committee, it is possible for a professor outside the department of history to give a doctoral field to a student whose research has a multi-disciplinary component. In this case, it would be useful to provide a copy of this section of the guide to the professor and ask him or her to contact the student's supervisor to become more familiar with our practices and requirements.
- Field meetings normally take place on an individual basis, but it is possible to organize meetings involving two or more Ph.D. students registered in much the same field. Professors must take into account the specific profile of each student (type of research, background knowledge, etc.) before organizing group meetings in order to maximize the learning potential of each individual and to avoid disadvantaging any individual student.

[Table of contents](#)

Comprehensive exam

The oral comprehensive exam, which covers the subject matter of the three fields, must be held no later than the fifth term of registration and preferably during the third or fourth. Students must register in the course code HIS9998 at the beginning of the term during which they are going to take their exam.

Once the student has received his or her grades (minimum of B) for the three fields, his or her supervisor contacts the other field directors, who are going to be the examiners, to schedule the date and time of the exam. In doing so, the supervisor will make sure to leave the student up to four weeks to prepare for the exam. Prior to the exam, each examiner must meet with the student, review the material covered during the field, and offer the student a series of broad questions or themes likely to be covered during the exam.

The exam is not open to the public or to other students. The exam must be taken without notes, although students are permitted to bring blank paper to write down questions during the exam. The exam is chaired by the head of the Graduate Studies Committee or his or her delegate, who will determine the order with which the examiners will proceed. Generally, two rounds of questions and discussions are necessary, the first lasting 20 minutes per examiner, followed by a second round lasting up to 10 minutes per examiner. At the end of the exam, the chair will ask the student to leave the room while the three examiners deliberate.

The comprehensive exam is graded in S/NS mode (satisfactory or non-satisfactory) by a unanimous verdict and this is the grade that will appear on the student's transcript. However, as an informal evaluation and in order to provide the student with a more precise sense of his or her performance in the exam, each examiner will also give a letter grade to the exam. The three examiners must average the three grades and agree on a common final grade. The student must

receive a passing grade of no less than C+ from each of the three examiners to successfully pass the exam.

In the event of failure in even a single field, the student must take the exam again during the following term. The exam will then be scheduled and organized in the same way as the first one. Students who fail the exam twice will be withdrawn from the program.

Best practices

- Field directors are invited to clarify their expectations with the student before the comprehensive exam, preferably at the end of the directed reading meetings.
- Comprehensive exams are very different from one discipline to another. If a field director is from another discipline (or from another institution), research supervisors are invited to communicate with the field director to explain the process practised in the History Department.

[Table of contents](#)

Undergraduate teaching

After successfully passing their comprehensive exam, doctoral students are eligible for part-time teaching positions at the undergraduate level. Putting together the undergraduate history program, from course selection to the assigning of teaching positions, is a long and complex process. The posting of positions and the assigning of teaching contracts have to follow the rules stipulated in the collective agreement of the Association of Part Time Professors of the University of Ottawa ([APTPUO](#)). In accordance with these rules, the History Department can reserve some positions for its doctoral students for training and professional skills acquisition purposes.

Undergraduate teaching is not in the purview of the Graduate Studies Committee. For information and advice on undergraduate teaching, students should contact the Chair of the Department and the [APTPUO](#).

Best practices

- Doctoral students who have successfully passed their comprehensive exam should express their interest for undergraduate teaching to their research supervisor. Research supervisors can help students assess their level of readiness for teaching, the type of courses that would be suitable to their profile, and the impact of this new task on their doctoral studies. Although the recruitment of part-time professors follows a structured process, it is also part of doctoral students' training and, as such, it is a topic for co-operative discussion between the Chair of the Department, the research supervisors, and the students.
- Apart from the content of doctoral fields, specific training to teach at the undergraduate level is also available through the Teaching and Learning Support

Service of the University of Ottawa, which offers a series of courses on the topic:
<http://saea.uottawa.ca/site/en/courses-and-certificates>

[Table of contents](#)

Doctoral research seminar HIS 8900

The doctoral research seminar HIS8900 is compulsory and must be taken in the Fall of the second year of registration. It is highly advantageous that students complete their three fields by this point. It is a **bilingual** seminar that looks at historiographical debates, conceptual approaches, and research methodologies in History. Since class discussions are in French and English, students must have an active knowledge of one of Canada's official languages and a passive knowledge of the other (program requirement). The main objective of this seminar is to help students prepare and develop their formal thesis proposal through discussions and exchanges. In addition, the seminar aims to prepare students for their future professional life, in academia or elsewhere, by discussing practical topics and by providing professional development tools.

The seminar is graded satisfactory or non-satisfactory (S/NS), according to criteria specified in the course syllabus.

[Table of contents](#)

Thesis proposal

All students must submit their thesis proposal for the approval of the Graduate Studies Committee after their research supervisor has approved the proposal. Doctoral students will develop this proposal together with their research supervisor and should submit it to the Committee by the end of the semester in which took place the oral examination, and never later than the fifth semester of the program. The committee will evaluate the clarity of the proposal and its feasibility.

The proposal must be 10 to 15 pages in length, single spaced.

- The first page must include:
 - 1) the candidate's name;
 - 2) the name of the research supervisor;
 - 3) the title of the project; and
 - 4) the year the student started his or her PhD.

- The proposal must include:
 - 1) The research topic placed in its historical context;
 - 2) The specific research question it will address;
 - 3) The historiography;
 - 4) The methodology and the sources;
 - 5) A general chapter outline of the thesis;
 - 6) A list of the main primary sources and their physical location, if applicable; and
 - 7) A preliminary bibliography.

- The last page must include signature blocks for the supervisor and the student.

[Table of contents](#)

Annual research progress report

In April of each year, all thesis students must submit an annual research progress report via [uoCampus](#). This form is then completed by the research supervisor. It will then be forwarded to the Chair of the Graduate Studies Committee who will add his or her own recommendation before forwarding it to the Office of Graduate Studies at the Faculty of Arts. Students and supervisors must discuss the report together before its submission.

It is important to note that an unsatisfactory progress report is equivalent to a failure. The Faculty of Arts will withdraw from the program any student receiving two consecutive unsatisfactory progress reports

[Table of contents](#)

Tables of progress through the program

The following tables indicate the expected progress in our two Ph.D. program options. Students and their supervisors can refer to them to evaluate progression through their program and correct the course if necessary.

For students in a *cotutelle* (double degree) and who have to spend a minimum of three semesters at the partner university, these tables are useful to track progression in our program and also to determine the requirements for which they need an equivalence. However, *cotutelle* students should produce their own tailored table of expected progress based on their *cotutelle* agreement.

PhD (12 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 1 doctoral field* (HIS 9000) (3 cr.) ▪ HIS5199/HIS5599 (Language requirement) ▪ Registration of thesis topic 	<ul style="list-style-type: none"> ▪ 1 doctoral field * (HIS 9000) (3 cr.) 	<ul style="list-style-type: none"> ▪ 1 doctoral field * (HIS 9000) (3 cr.) ▪ HIS9998 comprehensive exam (or at the beginning of the following semester)
Year 2	<ul style="list-style-type: none"> ▪ Doctoral research seminar HIS8900 (3 cr.) 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing

	Fall	Winter	Spring/Summer
	<ul style="list-style-type: none"> ▪ Submission of the thesis proposal (or in the following semester) 		
Year 3	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing
Year 4	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing ▪ Submission and defence of the thesis

Note: the normal length of our doctoral program is 5 years and takes into account the complexity of research and professional development activities. This table therefore presents an optimal progression.

*In this table, fields have been distributed across the three semesters of the first year for presentation purposes only. It is understood that students will first register in two fields in the Fall term of Year 1 and in a third field in the Winter term of Year1. Registration in the same field course code can be continuous for up to four semesters. It is, however, very strongly recommended to finish all three fields in the first year.

PhD with avec specialization in Canadian Studies (15 cr.)

	Fall	Winter	Spring/Summer
Year 1	<ul style="list-style-type: none"> ▪ 1 doctoral field * (HIS 9000) (3 cr.) ▪ HIS5199/HIS5599 (Language requirement) ▪ Registration of thesis topic 	<ul style="list-style-type: none"> ▪ 1 doctoral field * (HIS 9000) (3 cr.) ▪ CDN6910 or CDN6520 (3 cr.) 	<ul style="list-style-type: none"> ▪ 1 doctoral field * (HIS 9000) (3 cr.) ▪ HIS9998 comprehensive exam (or at the beginning of the following semester)
Year 2	<ul style="list-style-type: none"> ▪ Doctoral research seminar HIS8900 (3 cr.) 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing

	Fall	Winter	Spring/Summer
	<ul style="list-style-type: none"> ▪ Submission of the thesis proposal (or in the following semester) 		
Year 3	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing
Year 4	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing ▪ Submission and defence of the thesis

Note: the normal length of our doctoral program is 5 years and takes into account the complexity of research and professional development activities. This table therefore presents an optimal progression.

*In this table, fields have been distributed across the three semesters of the first year for presentation purposes only. It is understood that students will first register in two fields in the Fall term of Year 1 and in a third field in the Winter term of Year1. Registration in the same field course code can be continuous for up to four semesters. It is, however, very strongly recommended to finish all three fields in the first year.

[Table of contents](#)

Leave or extension requests

According to regulations, doctoral students have a maximum of 18 semesters (6 years) to complete their program.

If a doctoral student thinks he or she will not be able to submit the thesis within the 18-term time period, he or she must submit an extension request via [uoCampus](#) **at least one month prior to the normal deadline date**. The Graduate Studies Committee will consider the request and will transmit its recommendations to the FGPS.

A student who wishes to take a leave of absence for valid reasons must first read very carefully the relevant regulations and fill out a service request. The request is then forwarded to and examined by the Graduate Studies Committee, which will then forward it to the Office of Graduate Studies with its recommendations. **It is very important to annex all supporting documentation (e.g., medical certificate) to the form.** It is the responsibility of the student to consider all the consequences of a leave on his or her academic and financial situations.

[Table of contents](#)

Thesis submission procedure

Please read carefully the new Regulation G, which applies to masters and doctoral theses.

The doctoral thesis must be 300 to 350 pages in length, including notes, but not including title page, front matter, bibliography, and appendices. A doctoral thesis must constitute a contribution to knowledge, embody the results of original investigation and analysis on the part of the student, and must meet the standards established in our discipline, both scholarly and stylistically, for publication.

Before submitting a thesis, a candidate must have completed all other program requirements. A candidate is responsible for obtaining in writing permissions to reproduce copyrighted material (such as photos or images).

The examiners list must be submitted one month **before submitting the thesis**. Professors from other departments who can supervise theses can be internal examiners. The external examiner must be carefully selected to avoid any conflict of interests.

The thesis is submitted electronically. However, students must be prepared to furnish paper copies to any examiner requesting one and to the supervisor upon the latter's request.

Best practices

- Before the submission of the thesis, the student and his or her supervisor should discuss the selection of the examiners so that the student can be made aware of who will evaluate his or her work.

[Table of contents](#)

Thesis evaluation procedures

Please read carefully the new thesis regulation which applies to Master's and doctoral theses.

Normally, it takes three months for the reading and defence of the thesis. The Office of Graduate Studies sends copies of the thesis to the examiners (electronic or paper) and receives the examiners' reports in 4-6 weeks. Providing that the examiners' reports are favourable, the defence is scheduled at a time convenient to the examiners and the candidate. If the reports are not favourable, the student could have to submit another version within a year, while registered in the program. Students have five business days to decide whether or not to proceed with the defence. Refusal to proceed with the defence results in a failing grade (see new thesis regulation G). However, a student electing to delay the defence can register for an additional semester and

resubmit his or her thesis for re-examination before the end of that semester. Failure to do so will result in an obligatory withdrawal from the program without having obtained the degree.

The Ph.D. thesis defence is open to the public and generally lasts two to three hours. After a 10-minute presentation by the student, the examiners, in turn, ask questions to the candidate according to a predetermined order and time length agreed upon at the beginning of the defence and communicated to the public by the defence chair. This normally is 20 minutes per examiner. A second round of questioning is generally necessary though this is limited to 10 minutes per examiner. At the end of the defence, the chair of the jury will announce the verdict and explain any corrections that must be made before the final submission of the thesis. If the corrections cannot be completed within one month of the defence, students must register for a maximum of one more semester to submit the corrected version of the thesis along with the required forms.

For the final submission of the thesis, go to the following web page: [Submitting the final version of your thesis electronically](#).

Best practices

- In order to become familiar with the process, students are strongly encouraged to attend a Ph.D. thesis defence. Defences are always announced to graduate students and professors via email.

[Table of contents](#)