



uOttawa

Department of History

***GRADUATE STUDIES
GUIDE***

January 2017

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Graduate Studies Guide

This guide is intended for masters and doctoral students as well as for professors and research supervisors. Its purpose is to guide our students through the academic and administrative steps and procedures throughout their program. Its content will be reviewed on a regular basis, thus it is crucial to consult it periodically.

It is important to note that numerous changes will impact graduate studies in 2017, most notably the introduction of a new student information system (uoCampus), accessible to students through uoZone, the restructuring of graduate studies governance with the closure of the Faculty of Graduate and Postgraduate Studies, the transfer of many responsibilities to faculties, and the opening of a Central Office for graduate studies. Many processes will be affected during this transition period and we strongly recommend that students carefully read all communications pertaining to graduate studies in the coming months. Students must familiarize themselves with uoCampus guides for processes that have to go through either the Candidate Center or the Service Request Console.

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1- GENERAL INFORMATION

Graduate Studies Committee

The Graduate Studies Committee (GSC) is responsible for planning our programs of graduate studies. It examines memoir and thesis proposals, doctoral fields, requests for extension, leave of absence and exception, and decides whether to approve or reject the requests. 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 Departmental assembly about graduate studies policies and regulations. The chair of the committee advises students on academic matters and can act as a mediator in case of conflict between students and supervisors. Students have two representatives on the committee who are invited to share their views about policies and graduate studies activities and who can bring to the committee's attention questions and issues discussed by their association.

In 2016-2017, members of the GSC are:

- Prof. Ryme Seferdjeli, Chair (rseferdj@uottawa.ca)
- Prof. Eric Allina (Eric.Allina@uottawa.ca)
- Prof. Michel Bock (Michel.Bock@uottawa.ca)
- Prof. Corinne Gaudin (Corinne.Gaudin@uottawa.ca)
- Samantha Lafleur (rep. MA)
- Benoit Longval (rep. PhD)

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History Graduate Student Association

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

In April of each year, the HGSA elects its president and vice-president university affairs for the following academic year to insure continuity. 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. Another election is held in October to elect the other officers of the Association.

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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. **Attention, transition period!!** The Office of graduate studies is currently engaged in a review of all processes linked to the transferred operations from the now closed Faculty of Graduate and Postgraduate Studies. A Central Office for graduate studies will open shortly and will oversee program quality control operations and monitor rules and regulations across campus.

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

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Communications

The academic assistant for graduate studies informs students of all important deadlines by email. Information on general matters (conferences, activities, scholarships, events) is also sent by email by the department's secretary as well as posted on our website or on posters. Even if the volume of emails is high, it is crucial that students check their emails regularly and carefully read the emails in order to remain well-informed and to be able to seize all the opportunities offered by the department.

Academic assistant: Suzanne Dalrymple (artsgrad@uottawa.ca), office DMS 8154, telephone: 613-562-5800 ext. 1297.

The academic assistant is the point person for all administrative matters linked to the MA and PhD programs.

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Support services for students

a) Academic support

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

b) Personal support

- [Counseling 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 (cv 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.

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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 broad research interests identified in the admission application. The interim advisor can help students with their course selection, area of studies and to choose a 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

We strongly encourage 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 help students 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. 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. [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 an approval from the [Office of Research Ethics and Integrity](#) before proceeding. The approval process is long and complex and must be initiated as early as possible. Students must consult with their supervisors who can guide them through the process and 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 already approved applications. 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. It is not possible to proceed with the evaluation of a memoir or a thesis without the approval by the ethics committee. [Table of contents](#)

Formatting guidelines for theses and memoirs

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

General organization:

The original copy of a thesis or memoir 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. The footnotes must be in *Times New Roman*, 10 point. The main text is double spaced. Footnotes are single spaced. Quotations longer than five lines are indented and single spaced. Subdivisions 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 memoir (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 memoir must be numbered with Arabic numerals.

Order of components for theses and memoirs:

- 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 memoir, 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 Memoir) 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, 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 Faculty of Graduate and Postgraduate Studies, 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 assistance (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. We suggest a decimal system for subdivisions. The titles of the chapters are in capital letters. The titles of the subdivisions 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 memoir 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 typed in capital letters, using Arabic numerals, and must be centered. The title, in capital letters, 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. Subdivisions 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. Full citations should be given for the first reference only in the thesis or memoir. For the notes 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 memoir.

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.

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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.

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Coop procedures

The coop option is available to all master's students (memoir or thesis). Application to the coop regime must be submitted, through UoZone and its Coop Navigator application, in the first month of registration into the master's program (deadline: September 30). To be admissible to the coop 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 [Coop 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 [coop option in history](#) must register full-time to the following codes:

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

For each coop placements, 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 department's regular professor in charge of the coop regime. To remain registered in the coop program, students have to maintain their full-time status, a cumulative GPA of at least 7.0, and an S grade for each placement.

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Memoir and thesis proposal

All students must submit their memoir 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 their proposal in the mandatory seminar HIS5122\HI5522 that is offered in the winter semester. The proposal must be submitted to the Graduate Studies Committee, through the graduate academic assistant, on the winter semester's last working day, at the latest. The committee will evaluate the clarity of the proposal and its feasibility.

The proposal must follow some basic norms:

- A five to ten page long proposal, single spaced
- The first page must include: the candidate's name; the MA option: thesis or memoir; the name of the research supervisor; 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 outline of the thesis or memoir
 - 6) A list of the main primary sources and their physical location, if applicable
 - 7) A preliminary bibliography
- The last page must include a space for the signatures of the supervisor and of the student.

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Registration of thesis topic (thesis students only)

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site.

During the second term of registration, students must register their research topic and officially declare the name of their research supervisor. It is understood that the final title of the thesis may differ from the submitted topic title, as long as the subject remains essentially the same.

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

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Annual research progress report

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site.

In March-April of each year, all thesis students must submit an annual research progress report. This form must be filled online by the student, then completed online by the research supervisor. It will then be forwarded to the Chair of the Graduate Studies Committee who will add her own recommendation before forwarding it to the Office of Graduate Studies at the Faculty of Arts.

It is important to note that an unsatisfactory progress report is equivalent to a failure. A student who gets two consecutive unsatisfactory progress reports will be withdrawn from the program.

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Tables of progress through the program (memoir, thesis, coop)

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 defense of the thesis

MA with memoir (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 memoir proposal 	<ul style="list-style-type: none"> ▪ HIS6999 memoir research and writing ▪ Submission of the memoir

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 (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 defense of the thesis

MA with specialization in Women's Studies with memoir (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 memoir proposal 	<ul style="list-style-type: none"> ▪ HIS6999 memoir research and writing ▪ Submission of the memoir

**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
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 defense of the thesis

**MA with specialization in Medieval and Renaissance Studies with memoir (Collaborative)
(21 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 memoir proposal 	<ul style="list-style-type: none"> ▪ HIS6999 memoir research and writing ▪ Submission of the memoir

MA with coop 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 defense of the thesis 		

MA with coop 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 defense of the thesis 		

MA with coop option, with memoir (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 memoir 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 memoir research and writing ▪ Submission of the memoir 	

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Leave or extension requests

Attention, transition!! These processes are now done through uoCampus by connecting to uoZone. Follow the instructions on the site.

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 memoir 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. The request is then forwarded to and examined by the Graduate Studies Committee, who will then forward it to the Office of graduate studies with its recommendations. **It is very important to annex all supporting documentation (i.e. 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 situation.

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Submission procedures of a thesis or a memoir

Memoir

The memoir should be approximately 50 pages long, and should not exceed 75 pages, including notes, bibliography and appendices. The MA memoir must constitute a contribution to knowledge, be based on primary sources and must 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 memoir to the Department of History, a candidate must have completed all other requirements of his/her program. The deadlines for students to submit their memoir without having to re-register for the next session are **December 1st, April 1st, and August 1st.**

Students submit their MA memoirs to the department. Students must hand in to the academic assistant two copies of the memoir, accompanied by a [“Statement of Paper Supervisor” form](#) signed by the supervisor, certifying that he/she has read the memoir and finds it acceptable for submission to the reader. The memoir 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 memoir 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

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site. Please read carefully the new [Regulation G](#) which applies to masters and doctoral theses.

The MA thesis should be between 125 and 150 pages long, including notes, bibliography and appendices. The MA thesis must constitute a contribution to knowledge, be based on primary sources and must 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, either wholly or in part.

Before submitting a thesis a candidate must have completed all other requirements of his/her program. A candidate must also make sure that authorizations to reproduce copyrighted material (such as photos, images) have been obtained.

The examiners list must be submitted one month prior to the submission of the thesis. It is possible to select professors outside the Department to act as examiners. However, a special authorization is necessary when the professor comes from another institution. The submission is done electronically.

Best practices

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

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Evaluation procedures of the thesis or the memoir

Memoir

As soon as the academic assistant receives the memoir, he or she records the date of receipt of the memoir and forwards the memoir 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 memoir, the reader returns the signed “Research Paper Report” form to the academic assistant, along with the copy of the memoir.

If revisions are required, the reader should indicate them on his/her copy of the evaluation form and, if necessary, on his/her copy of the memoir. The student will receive the annotated copy of his/her memoir. The supervisor should first discuss with the reader what revisions are required. Then the supervisor discusses the revisions with the student and sets a deadline for submission of the revised memoir. The supervisor may also advise the student to discuss revisions directly with the reader as well. The student then submits the revised version of the memoir with a new [“Statement of Paper Supervisor” form](#) signed anew by the supervisor to the academic assistant. The academic assistant then forwards the revised memoir and another “Research Paper Report (MA)” form to the reader, asking for another evaluation to be completed within two weeks.

If the memoir is deemed acceptable, the academic assistant informs the student. The student then must submit three revised copies of the memoir as soon as possible (within four weeks). On reception of the three final copies of the memoir, the academic assistant informs the Office of graduate studies that the memoir 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 memoir by the deadline set by the supervisor or if the reader evaluates the revised version as "unacceptable," 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/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, a reader's judgment that the memoir must be resubmitted, or a reader's judgment that a revised memoir is still unacceptable. 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 memoirs for research purposes. When the final copies are submitted, students must complete and sign the form [“Permission to Reproduce and Distribute the M.A. Memoir”](#). It is a document consenting to their memoir 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 memoir and to lend or sell their copies at a cost to libraries or scholars. The author of the memoir retains the right to publish the memoir by other means and to sell it to the public.

Thesis

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site. Please read carefully the new [Regulation G](#) which applies to masters and doctoral theses.

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. **IMPORTANT!! Students have five business days to decide whether or not to proceed with the defense. Refusal to proceed with the defense results in a failing grade (see Regulation G).**

The thesis defense is public. During the defense, the student must first present his/her main conclusions (10-15 minutes), then he or she will be asked questions by examiners, one after the other. In general, a second round of questioning, shorter than the first, is deemed necessary.

Finally, the defense 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.

At the end of the defence, the defense chair will read the verdict and explain any corrections that must be made before the final submission of the thesis, if necessary. 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 no more than 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 get familiar with the process, students are strongly encouraged to attend a master's thesis defense before going through it themselves. Thesis defenses are always announced to graduate students and professors via email.
- To better prepare for a defense, students should ask their supervisor for guidance, especially with regard to the content of their 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.

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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.

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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 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 university while 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 that 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 a very good communication between the partners (student, supervisors, graduate officers, etc.) .

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Registration of thesis topic

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site.

During the second term of registration, students must register their research topic and officially declare the name of their research supervisor. It is understood that the final title of the thesis may differ from the submitted topic title, as long as the subject remains essentially the same.

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

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Doctoral fields

Doctoral fields are intensive directed readings paired with written assignments that aim to provide wide historical knowledge in a specific area with the double objective of deepening research related knowledge and preparing the student for teaching a historical survey that roughly corresponds to a 2000 or 3000 level BA course.

At the start of the program, in the Fall term, students must register in two fields (codes HIS 9XXX, except HIS9998 and HIS9999), after approval by the Graduate Studies Committee, who will reject fields that are too narrowly defined. The third field must be chosen and approved by the end of the Fall semester. For each field, the student has to consult with a professor associated with that field to make sure of his/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 clearly be outside the research area of the student.

The reading list of each field must include between 70 and 100 titles (books or articles). To discuss the readings, 7 to 12 meetings with the professor will be scheduled. Each field must include written work, including a historiographical essay of no more than 30 pages. The nature and weighting of each assignment must be specified at the beginning of the field. All assignments must be submitted to the professor within a month after the last meeting and the final grade of the field will be submitted by the professor to the academic assistant in the next 10 working days.

A student cannot register in a given doctoral field for more than four semesters. Ideally, the three doctoral fields should be completed in the first year of registration. Requests for an exception to be able to register for a fifth semester in the same field must be submitted to the Graduate Studies Committee at least one month prior to registration and be justified on serious grounds and with proper documentation, if need be. Fields are graded according to the letter-grade scale of the University of Ottawa and the passing grade is C+. In case of failure, the student has to take another doctoral field, 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 multiple 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 to be avoided at all cost, because their cumulative effect impacts negatively the length of study and program completion probabilities. 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 works) over the three semesters. Professors who are on a year-long academic leave are strongly discouraged to commit themselves to give 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 multidisciplinary component. In this case, it would be useful to provide a copy of this section to the professor and ask him to contact the supervisor of the student to become more familiar with our practices and requirements.
- Field meetings can be individual or involve small groups of PhD students. Professors should take into account the specific profile of each student (type of research, background knowledge, etc.) before forming a group in order to maximize the learning process of each individual.

Fields do not aim to train specialists in any of the three areas covered and their content should not constitute in depth research linked to the doctoral research topic of the student. In a field, a student learns the main concepts and historiographical debates linked to the domain, develops his knowledge base on the period, and familiarizes himself with the pedagogical tools and techniques which will enable the dissemination of that knowledge to undergraduate students.

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Comprehensive exam

The oral comprehensive exam, which covers the subject matter of the three fields, must be held in the fifth term of registration at the latest. 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 for the three fields, his or her supervisor contacts the three field directors, who are going to be the examiners, to schedule the date and time of the exam. In doing so, the supervisor will take into account the examiners' schedule, the room availability, and will make sure to leave the student sufficient time to prepare for the exam, a minimum of two weeks up to a month. To help the student prepare for the exam, each examiner will give the student a series of large questions or broad themes susceptible to be covered during the exam.

The exam is not open to the public or to other students. The exam has to be taken without notes, although students are permitted to bring blank paper to write down questions and notes during the exam. The exam is chaired by the head of the Graduate Studies Committee or her delegate, who will determine with the examiners the order of the interventions. Generally, two rounds are necessary, a first one lasting 15 to 20 minutes per examiner, followed by a second round lasting 10 to 15 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 in the student's transcript. The student must receive a passing grade (S) from each of the three examiners to successfully pass the exam. As an informal evaluation and in order to provide the student with a more precise sense of his/her performance in the exam, each examiner will also give an alphanumeric grade to the exam. The three examiners can also agree on a common grade.

In case of failure, the student can take the exam again the following term. The exam will then be scheduled and organized 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 in history.

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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 discussion between the Chair of the Department, the research supervisors and the students in a climate of cooperation.
- Apart from what is being discussed in 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>

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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 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.

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Thesis proposal

All students must submit their thesis proposal to the Department of History Graduate Studies Committee after their research supervisor has approved it. Doctoral students will develop this proposal together with their research supervisor and should submit it to the Committee by the end of the semester following the oral examination, or in the fifth term at the very latest. The committee will evaluate the clarity of the proposal and its feasibility.

The proposal must follow some basic norms:

- A fifteen to twenty page long proposal, single spaced
- The first page must include: the candidate's name, the name of the research supervisor, the title of the research project, and 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 outline of the thesis
 - 6) A list of the main primary sources and their physical location, if applicable
 - 7) A preliminary bibliography
- The last page must include a space for the signatures of the supervisor and of the student.

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Annual research progress report

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site.

In March-April of each year, all thesis students must submit an annual research progress report. This form must be filled online by the student, then completed online by the research supervisor. It will then be forwarded to the Chair of the Graduate Studies Committee who will add her own recommendation before forwarding it to the Office of Graduate Studies at the Faculty of Arts.

It is important to note that an unsatisfactory progress report is equivalent to a failure. A student who gets two consecutive unsatisfactory progress reports will be withdrawn from the program.

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Tables of progress through the program

The following tables indicate the expected progress in our two PhD 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.

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.) ▪ Submission of the thesis proposal (or in the following semester) 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing
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 defense of the thesis

Note: the normal length of our doctoral program is 5 years (complexity of research, professional development activities, etc.). This table thus only 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, 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.) ▪ Submission of the thesis proposal (or in the following semester) 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing 	<ul style="list-style-type: none"> ▪ HIS9999 thesis research and writing
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 defense of the thesis

Note: the normal length of our doctoral program is 5 years (complexity of research, professional development activities, etc.). This table thus only 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, strongly recommended to finish all three fields in the first year.

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Leave or extension requests

Attention, transition!! These processes are now done through uoCampus by connecting to uoZone. Follow the instructions on the site.

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 **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, who will then forward it to the Office of graduate studies with its recommendations. **It is very important to annex all supporting documentation (i.e. 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 situation.

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Thesis submission procedure

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site. Please read carefully the new [Regulation G](#) which applies to masters and doctoral theses.

The doctoral thesis should be 250 to 350 pages long, excluding notes, 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 requirements of the program. A candidate must also make sure that authorizations to reproduce copyrighted material (such as photos, images) have been obtained.

The examiners list must be submitted **four weeks 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.

Best practices

- Before the submission of the thesis, the student and his/her supervisor should discuss the selection of the examiners so the student can be made aware of who will evaluate his/her work. This helps for the preparation of the defense.

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Thesis evaluation procedures

Attention, transition!! This process is now done through uoCampus by connecting to uoZone. Follow the instructions on the site. Please read carefully the new [Regulation G](#) which applies to masters and doctoral theses.

Usually it takes three months for the reading and defense of the thesis. The Office of graduate studies sends copies of the thesis to the examiners (electronic or paper) and receives the examiners' reports. Providing that the examiners' reports are favourable, the defense 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. **IMPORTANT!! Students have five business days to decide whether or not to proceed with the defense. Refusal to proceed with the defense results in a failing grade (see Regulation G).**

The PhD thesis defense is open to the public and generally lasts two to three hours. After a brief presentation by the student, the examiners, one by one, ask questions to the candidate according to a predetermined order and time length agreed upon at the beginning of the defense and communicated to the public by the defense chair. A second round is generally necessary. At the end of the defence, the chair of the jury will read the verdict and explain any corrections that must be made before the final submission of the thesis, if necessary. If the corrections cannot be completed within one month of the defence, registration is required until the corrected copies of the thesis have been submitted. Students can only register for 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 get familiar with the process, students are strongly encouraged to attend a PhD thesis defense before going through it themselves. Defenses are always announced to graduate students and professors via email.

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