



uOttawa

Department of History

***GRADUATE STUDIES
GUIDE***

August 2024

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Graduate Studies Guide

This guide is intended for Master's and doctoral students as well as for their research supervisors. Its purpose is to guide students through the academic procedures required throughout their program. Students are invited to familiarize themselves with the operations and contents of their uoZone account so they can initiate the required procedures throughout their program.

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1- SUPERVISION AND SUPPORT

Research supervisor

Students have to identify a research supervisor that will guide them throughout their program by providing advice and feedback, while evaluating their academic progress. It is important to contact your supervisor at the beginning of your program to discuss mutual expectations and to keep in touch afterwards. An efficient communication in both directions is the key to success!

***Procedure: During the second term of registration, students must officially declare the name of their research supervisor by making a service request through their uoZone account.

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Graduate Studies and Financial Aid Committee

The Graduate Studies and Financial Aid Committee (GSC) is responsible for the planning and functioning of the History Department's graduate studies program and the partial management of competitive scholarships. 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 also analyzes the applications for internal competitive scholarships and participates in the ranking of external competitive scholarships.

For any academic or administrative question, don't hesitate to communicate with the Chair of the Committee.

Contact: Dir.Etud.Sup.Histoire-History.Grad.Dir@uottawa.ca

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Graduate Office, Faculty of Arts

The Graduate Office at the Faculty of Arts is responsible for monitoring all students registered in graduate programs in the faculty. It oversees all graduate programs and ensures compliance with university's graduate studies rules and regulations. The Graduate Office informs students by email of all important deadlines and procedures. It also organizes thesis defenses at the Masters and PhD levels. The [Graduate Office website](#) contains general informations relevant to all the graduate programs in the Faculty of Arts. The Officers in Academic administration can also provide answers to questions pertaining to procedures at different stages of the program.

Contact: artsgrad@uottawa.ca

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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 regular meetings to discuss general matters, to plan social, academic, and professional activities, and to circulate information among its members. The HGSA organizes the annual *Pierre Savard Conference* and publishes the journal *Strata*. The Association appoints members to sit on departmental committees and is in relation with other graduate students' associations across

campus. Engagement in HGSA contributes to the professional development of students who can improve their leadership skills and gain experience in event organization and editing, while being active participants in their community.

Contact: aedh.hgsa@uottawa.ca

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Resources and services

- In the general website of the University of Ottawa, the page dedicated to [Graduate Academic Support](#) contains the main academic resources available on campus: help to manage conflicts, writing help, faculty services. From this link, take the time to explore these resources to locate in advance what may be useful for you.
- Students are invited to familiarize themselves with the [Academic Regulations](#) applicable to graduate studies.
- All other student support services (career development, academic essentials, health and wellness, security) can be accessed through the [Current Students](#) page of the general university website.

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2- PROVISIONS COMMON TO ALL PROGRAMS

It is assumed that students are familiar with the academic requirements of their [graduate program in History](#). This section pertains to specific aspects for which precisions were deemed necessary.

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.

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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 guide them through the process, and also consult all relevant documentation. 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.

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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 text of a thesis or major research paper is presented in a “letter” format. 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 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.

Resources: to better visualize these layout instructions, consult recent theses (MA and PhD) from the Department of History and submitted to the [institutional research repository](#). Under the Subject heading, just type “History”. If you know the name of a recent graduate whose thesis you want to consult, you can also use the OMNI search engine of our library.

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3- MASTER’S PROGRAM

Co-op option procedures

The co-op option is available to all full-time Master’s students (major research paper or thesis). Application to the co-op program must be submitted, through the uoZone account using the 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 [MA level 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.

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Major research paper and thesis proposal

Master’s students develop their proposals in the mandatory seminar HIS5122/HIS5522 that is offered in the winter term, in collaboration with their research supervisor who must read and comment draft versions and then approve the final version before submission.

***Procedure: No later than April 30 of the first year of registration, Master’s students must submit their research proposal by email to the Chair of the Graduate Studies and Financial Aid Committee: Dir.Etud.Sup.Histoire-History.Grad.Dir@uottawa.ca. The committee will evaluate the clarity of the proposal and its feasibility and can return the proposal to a student, with modifications request, if not deemed satisfactory. A new submission will then be necessary. The result will then be transmitted to the Graduate Office of the Faculty of Arts.

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.

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Registration of thesis topic (thesis only, not mrp)

During the second term of registration, students must register their research topic and the title of their thesis, using their uoZone account. It is understood that the final title of the thesis may differ somewhat from the submitted topic title, as long as the research subject remains essentially the same. If the research subject changes substantially during the program, the procedure must be repeated.

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Annual research progress report (thesis only, not mrp)

In April of each year, all thesis students must submit through their uoZone account an annual research progress report. In March, students and supervisors will receive an email from the Graduate Office that explains the procedure to be followed. The form must be filled out by the student, then completed by the supervisor, preferably in a joint meeting. Submitted as a service request, the annual progress report will be approved by the supervisor in the system. The report will then be sent to the Chair of the Graduate Studies and Financial Aid Committee for comments and recommendation to the Graduate Office, who will take appropriate measures, if needed.

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

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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 terms (4 years).

***Procedure: 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 from their uoZone account

an extension request with the [appropriate form](#) **at least one month prior to the normal deadline date**. The Graduate Studies Committee and Financial Aid Committee will consider the request and will forward its recommendations to the Graduate Office.

***Procedure: A student who wishes to take a leave of absence for valid reasons must first read very carefully regulation C-3.2 (refer to [Academic Regulations](#)) and fill out a service request in their uoZone account, submitting the [appropriate form](#). The request is then forwarded to and examined by the Graduate Studies and Financial Aid Committee, which will then forward it to the Graduate Office with its recommendations. **It is very important to annex all supporting documentation 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 (employment at the University, internal and external scholarships, student loan).

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Submission procedures of a thesis or a major research paper

Major research paper

The major research paper must be written in one term according to the [relevant academic regulation](#), students registering in the HIS6999 course code when ready to write. The major research paper is around 50 pages in length, including notes and bibliography, but not including title page, front matter, and appendices. The MA major research paper must be based on primary sources, and demonstrate a good command of historical methods and of the historiography of the topic.

***Procedure: the major research paper must first be submitted by the student to the research supervisor, according to a pre-established timeline, with the [mrp evaluation form](#) partially filled out, for a preliminary quality assessment. In consultation with the student, the supervisor will select a reader to formally grade the mrp, communicating this information by email to the Chair of the Graduate and Financial Aid Committee for approval. Any regular professor of the History Department can grade an mrp, as can a professor from another department of this university, pending approval from the Chair of the Committee. The mrp is then sent by the supervisor to the reader for evaluation, along with the evaluation form.

Before the submission of the major research paper for evaluation by a reader, the student must have completed all other requirements of their program.

The major research paper must be submitted to the reader **not later than** the mrp submission date determined for that term in the [official calendar of the University](#), in order to complete the evaluation process within the normal deadline of correction and grade submission for courses.

Best practices:

- Students should submit their mrp to their research supervisor **a month before the last day of the term in the official university calendar** (submission around April 1st, August 1st, or December 1st, depending on the chosen writing term) to allow time for adjustments before sending the mrp to the reader in order to complete the evaluation in a timely fashion.
- It is **strongly** suggested to research supervisors that they contact the intended reader sufficiently in advance to plan the grading of the major research paper to avoid any delays.

Thesis

The MA thesis must be between 125 and 150 pages in length, including footnotes and bibliography, but not including title page, front matter, 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.

***Procedure: 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 Department and the Faculty when the professor comes from another institution. The submission of the thesis is done electronically through the uoZone account.

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

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Evaluation procedures of the thesis or the major research paper

Major research paper

The reader has 10 business days after receiving the major research paper to complete their evaluation and send the grade to the Chair of the Graduate and Financial Aid Committee along with the filled out [mrp evaluation form](#). The Chair of the Committee then sends the grade (S or NS) to the Graduate Office with the signed form. For the major research paper, there is not revision process or final submission. The grade is final, without appeal.

Thesis

The Graduate Office sends the thesis to the examiners and receives their reports, generally within four weeks. Reports are then communicated to the student and the supervisor. In the case where one or both of the examiners has indicated that the thesis cannot proceed to the next stage, the defense can be postponed (see [thesis regulation C-7.10.5](#)). A failing grade (NS) is then registered in the student's transcript. The student has up to 3 academic terms to submit a revised version of the thesis, otherwise he or she will be automatically withdrawn from the program.

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. After deliberation, 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 30 calendar days after the defence, registration is required for one term. Students have a maximum of 120 calendar days after the defense to complete their final submission.

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, consult the specific instructions provided by [UO Research](#).

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 generally 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.

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4- DOCTORAL PROGRAM

International mobility

It is possible, if research warrants it, to make prolonged research stays in foreign universities during the doctoral program supported by an [international mobility scholarship](#) or to participate in the [doctoral mobility program](#) with an American institution.

A more complex option is 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](#). 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 and Financial Aid 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.

In all instances, international mobility experiences must be well planned. It is imperative that requirements, procedures, fees, and funding details of each mobility program be carefully considered.

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Registration of thesis topic

In the third term of registration at the latest, students must register their research topic, using their uoZone account. It is understood that the final title of the thesis may differ somewhat from the submitted topic title, as long as the research subject remains essentially the same. If the research subject changes substantially 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 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.

***Procedures: At the start of the program, students must register in at least two fields (codes HIS 9XXX, except HIS9998 and HIS9999) that will begin in the Fall term. **Before registration**, the fields must be approved by the Graduate Studies and Financial Aid Committee, which will reject fields that are too narrowly defined. **The third field must be chosen and approved no later than the end of the first term, with registration beginning in the Winter term.** For each field, the student has to consult with a professor associated with that field to make sure of their availability and discuss the parameters of the field (content, expected calendar of meetings, nature and weighting of written assignments). Together they fill out the field form which is then submitted to the Committee for approval, through a service request in the uoZone account.

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. Each field must include written work, including an historiographical essay of no more than 30 pages, mostly based on the reading list. 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 terms. Ideally, each field would be completed in two consecutive terms, with the three doctoral fields thereby completed in the three terms 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 and Financial Aid 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.**

- 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 terms 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 progress toward the next stage.

- With the approval of the Graduate Studies and Financial Aid 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.

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Comprehensive exam

The oral comprehensive exam, which covers the subject matter of the three fields, must be held preferably in the **fourth term of registration**, but **no later than in the fifth term** of registration. 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 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.

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 and Financial Aid Committee or his or her delegate, who will determine the order in 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 B 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.

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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. Students should have completed 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.

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Thesis proposal

All students must submit their thesis proposal for the approval of the Graduate Studies and Financial Aid 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 **no later than in the fifth term of the program.**

***Procedure: Submission of the proposal is made by email to the Chair of the Committee: Dir.Etud.Sup.Histoire-History.Grad.Dir@uottawa.ca. The committee will evaluate the clarity of the proposal and its feasibility and can return the proposal to a student, with modifications request, if not deemed satisfactory. A new submission will then be necessary. The (S) grade will then be transmitted to the Graduate Office of the Faculty of Arts to be registered in the student's transcript.

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.

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Annual research progress report

At the PhD level, the annual progress report **is more than a simple tracking formality**, it is a communication and planning tool for a multi-year project. Students and supervisors must use it to identify any delays in the normal progress in the program (fields completed in the first year, comprehensive exam in the 4th term of registration, proposal submitted and approved in the 5th term at the latest, stages of research and writing that lead to finish the program in 5 years on average) and identify measures to correct the situation. It is the moment to set up a clear plan with specific objectives to move forward. The role of the Graduate and Financial Aid Committee is to make sure that the progress of the student is properly assessed and that objectives are clearly stated in order to make informed recommendations.

***Procedure: In April of each year, all thesis students must submit through their uoZone account an annual research progress report. In March, students and supervisors will receive an email from the Graduate Office that explains the procedure to be followed. The form must be filled out by the student, then completed by the supervisor, preferably in a joint meeting. Submitted as a service request, the annual progress report will be approved by the supervisor in the system. The report will then be sent to the Chair of the Graduate Studies and Financial Aid Committee for comments and recommendation to the Graduate Office, who will take appropriate measures, if needed. It is, for example, possible to increase the frequency of the progress reports to one per term and/or to require a detailed study plan when the progression of the student is worrisome.

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

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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 and Financial Aid 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.

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Leave or extension requests

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

***Procedure: 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 from their uoZone account an extension request with the [appropriate form](#) **at least one month prior to the normal deadline date**. The Graduate Studies Committee and Financial Aid Committee will consider the request and will forward its recommendations to the Graduate Office.

***Procedure: A student who wishes to take a leave of absence for valid reasons must first read very carefully regulation C-3.2 (refer to [Academic Regulations](#)) and fill out a service request in their uoZone account, submitting the [appropriate form](#). The request is then forwarded to and examined by the Graduate Studies and Financial Aid Committee, which will then forward it to the Graduate Office with its recommendations. **It is very important to annex all supporting documentation 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 (employment at the University, internal and external scholarships, student loan).

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Thesis submission procedures

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).

***Procedure: 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 through the uoZone account.

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Thesis evaluation procedures

Normally, it takes **three months for the reading and defence of the thesis**. The Graduate Office sends the thesis to the examiners and receives the examiners' reports in 4-6 weeks. Reports are then communicated to the student and the supervisor. In the case where one or more of the examiners has indicated that the thesis cannot proceed to the next stage, the defense can be postponed (see [thesis regulation C-7.10.5](#)). A failing grade (NS) is then registered in the student's transcript. The student has up to 3 academic terms to submit a revised version of the thesis, otherwise he or she will be automatically withdrawn from the program.

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. 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. After deliberation, 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 30 calendar days after the defence, registration is required for one term. Students have a maximum of 120 calendar days after the defense to complete their final submission.

The final version of the PhD 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, consult the specific instructions provided by [UO Research](#).

Best practices

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

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