

**FACULTY OF PHILOSOPHY**

**Graduate Studies**

**STUDENT HANDBOOK**

**2021-2022**

Revised summer 2021

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| **TABLE OF CONTENT** |
| Welcome to the Faculty of Philosophy  | 2 |
| 2021-2022 Sessional Dates | 3 |
| Practical Advice  | 4 |
| General Regulations | 6 |
| Registration and Student Records | 6 |
| Graduate Courses | 6 |
| Language Requirements | 7 |
| Leave of Absence | 7 |
| Student Involvement | 7 |
| Applications for SSHRCC/OGS Scholarships | 8 |
| Application for scholarships from DUC’s Foundation | 8 |
| Academic Regulations for the Master’s Programme in Philosophy | 9 |
| Academic Regulations for the Doctoral Programme in Philosophy | 12 |

**WELCOME TO THE FACULTY OF PHILOSOPHY**

Our Faculty is proud of its long-standing Dominican tradition and hopes you will benefit fully from it during your studies.

Ours is a tradition rooted in a life of study, thought and reflection, and focused on direct examination of writings. Reading, far beyond mere information-gathering, is a careful exegesis and analysis of philosophical works.

It is also a tradition of dialogue inspired by the great thinkers of the past as well as by contemporary ideas, in the quest for truth and knowledge.

The following practical advice and information are intended to help make your student life within the Faculty as rewarding as possible.

**ACADEMIC CALENDAR 2021-2022**

**Fall Session 2021 (September-December)**

* September 6 Labour Day (DUC closed)
* September 7 Registration
* September 8 Meetings, student association events, mass
* September 9 Start of the fall session
* September 15 Last day of registration for fall term
* September 24 Deadline for changes to course selection
* September 30 Payment deadline for tuition fees
* October 8 Authorized withdrawal deadline
* October 11 Thanksgiving Day (DUC closed)
* October 25 - 29 Study week
* November 21 Convocation
* December 1 Pre-registration for the winter session
* December 13 Last day of classes
* December 14 – 20 Exams
* December 21 – Jan 1 Christmas Break (DUC closed)

**Winter Session 2022 (January-April)**

* January 6 Registration/Start of the winter session
* January 17 Last day of registration for the winter term
* January 21 Deadline for changes to course selection
* January 22 St. Thomas Aquinas Feast Day
* January 31 Payment deadline for tuition fees
* February 15 Authorized withdrawal deadline
* February 21 Family Day (DUC closed)
* February 21 – 25 Study Week
* April 13 Last day of classes
* April 14 Holy Thursday (DUC closed)
* April 15 Good Friday (DUC closed)
* April 18 Easter Monday (DUC closed)
* April 19 - 25 Exams

**Spring Session 2022 (May-August)**

* May 2 Registration/Start of the spring session
* May 9 Last day of registration for the spring term
* May 20 Deadline for changes to course selection
* May 23 Victoria Day (DUC closed)
* May 31 Payment deadline for tuition fees
* June 24 St. Jean Baptiste Day (DUC closed)
* July 1 Canada Day (DUC closed)
* August 1 Civic Holiday (DUC closed)
* August 19 End of the spring session

**PRACTICAL ADVICE**

**Your Studies**

* Attend all classes regularly. If you must miss a class, inform the professor in advance.
* Do required reading before each class. This will not only enrich your understanding of the subject matter, but will contribute to a better classroom experience for all students as well as for the professor.
* Follow the professor’s instructions. Each professor has different methods of teaching and evaluation.
* If you encounter difficulties in a course, speak to your professor immediately. Consult the Dean if needed.
* Start planning and research for your assignments promptly. Work closely with your professor in order to achieve the best possible results. Respect deadlines. Some professors will refuse late assignments or will subtract marks.
* Please note that it is the student’s responsibility to notify the Registrar when he or she has completed his or her studies, so DUC can process the request to have the student’s diploma issued.

**The Institution**

* Follow the registration procedure.
* Pay your tuition fees on time.
* Keep your student record up-to-date and in order, in keeping with regulations and timelines.
* All operations and changes concerning your student record must be effected by the Registrar (Office 310). The Dean does not accept forms directly from students.
* Participate actively in the College’s activities. Attend our conferences, lectures and workshops in Philosophy and Theology. You will have the opportunity to hear and meet distinguished scholars, thereby increasing your knowledge. This is an essential part of student life.
* Our College is located in a Dominican House, where Brothers lead a monastic life. Please respect this environment.

**Administrative Services**

**The Dean and the Professors**

* The Dean will be happy to meet students by appointment.
* Professors consider the service they can give to people who want to meet them as a priority. However, in order to allow them to better plan their work and fulfill their various academic obligations, it is preferable to make an appointment.

**Administrative Officers**

In order to ensure the smooth operation of the Administrative Services, please note the following distribution of responsibilities:

**Registrar (Room 310)**

* Modifications to the student’s academic file
* Transcript, diploma and attestation
* Financial aid (OSAP, Prêts et bourses Québec, Foundation Bursary, OGS, SSRHC)
* Income tax declaration (T2202A and Relevé 8)
* Student Card
* Change of program, course registration and modification
* Complaints (Sexual violence and harassment policy)
* Submission of papers and dissertations
* Dominicus

**Coordinator of Academic and University Services (Room 309)**

* Submission of exam selection forms
* Codes and payments for photocopies
* Information on courses (timetables, credits, rooms),
* Room reservations
* Locker allocation
* Course evaluation
* Submission of masters’ dissertation
* Submission of doctoral thesis

**Director of Finances – (room 303)**

* Payment of tuition fees: The best method for students to pay their tuition during the COVID-19 pandemic is via Interac e-Transfer at finances@dominicanu.ca. Please be advised that the due dates for tuition fees is May 31st for the spring semester, September 30th for the fall semester and January 31st for the winter semester.

**Library**

During this year of COVID-19, the Library hours will be the following:

* Monday to Friday 9:00 a.m. to 4:00 p.m.
* Saturday and Sunday closed

Students must obey the Library’s rules regarding the use and borrowing of books and periodicals, the reserving of work stations, and the use of computers and copiers.

Whenever students have directly taken a book or a periodical from a shelf, they must place a cardboard (called “phantom”) indicating the number of the work station where the book or the periodical is being used. When use is over, please put the book or the periodical on the borrowing counter, at the Library’s entrance.

**GENERAL REGULATIONS**

**Registration and Student Records**

* The academic year for graduate studies is divided into three terms semesters (Fall, Winter and Summer). Students have to be registered for each term during their programme of studies.
* Students are responsible for maintaining their student record in order. All forms and thesis proposals must be delivered to the Registrar (Room 310). Students must have paid their fees in order to be allowed to attend classes and to consult a thesis director.
* Students must complete their program according to the Program Sequence/Timeframe. Full fees are payable until completion, submission and successful defence of thesis.
* Deadlines for the submission of thesis per term: August 31st (Spring/Summer), December 31st (Fall), April 30th (Winter). Example: if a thesis is submitted and successfully defended on September 1st, full fees for the Fall Term must be paid.
* Completed and signed registration forms must be submitted before the deadline. A penalty of $5 per working day will apply to late submissions.

**Graduate Courses**

* Graduate courses serve to complete students’ knowledge, point to research avenues from which thesis topics can be identified, and afford opportunities for interaction among students and their professors.
* Courses generally take the form of seminars. Students will be expected to read their papers to the group. Professors may also use the lecture method. However, seminars are intended to provide constructive discussion forums. Students are expected to make substantial contributions to each class.
* The passing grade for graduate courses is 74% or B.
* Students who fail to obtain a passing grade in two courses must withdraw from the programme.

**Language Requirements**

* All graduate Philosophy students must demonstrate proficiency in a second language, including languages relevant to their area of research. The thesis director is responsible for ensuring that these language requirements are met. The Faculty’s Graduate Studies Committee may revise such requirements in specific cases.
* Students may write their examinations, assignments and thesis in either official language. When it is feasible or if warranted by specific assignments, students may be allowed to submit one or several papers in their second language as proof of their language skills.

**Leave of Absence**

* In exceptional circumstances, students may be granted a leave of absence for valid reasons, with supporting documentation. The duration of such leaves of absence cannot exceed six months. Otherwise, it will be necessary to reapply for admission.

**WARNING**

Student who abandon their studies (without having first applied for a leave of absence form and received the authorization for it) and who wish to reactivate their student record will be charged a monetary penalty equivalent to fees for three terms of full-time studies.

**Student Involvement**

**Research assistantships**

The Faculty will attempt to offer research assistantships and lecturing opportunities to qualified graduate students in Philosophy. Positions will be posted at the College in September and March.

**“Work-in-Progress” Meetings**

The Faculty holds periodically “work-in-progress” meetings for students and professors. Attendance is compulsory for students in residence. All Philosophy graduate students are expected to present a lecture at one of these meetings during their programme of studies.

**Conferences**

Students are encouraged to attend conferences both at the DUC and in other institutions, as well as to present their work on such occasions. Some travel grants are allotted for this purpose. In addition, the DUC student association (Association étudiante du Collège dominicain d’Ottawa- AECDO) holds an annual conference in which all Philosophy graduates are invited to offer a paper.

**Research Seminars**

Graduate students are expected to conduct a research seminar in connection with their thesis research at least once during their programme of studies.

**Active Involvement**

The Faculty regularly holds seminars with distinguished guest scholars. Students in residence must attend all of the Faculty’s public seminars, workshops and lectures.

**Applications for SSHRCC/OGS Scholarships**

Students with an academic standing of A- or higher who intend to apply for a graduate scholarship (Master’s level) or a doctoral fellowship from the Ontario Graduate Scholarship (OGS) must submit their application form to the Registrar’s office no later than November 1st.

**Application for scholarships from DUC’s Foundation**

Students with an academic standing of A- or higher who intend to apply for a scholarship from the Foundation of Dominican University College must submit their application form to the Registrar’s office no later than November 1st.

**ACADEMIC REGULATIONS FOR THE MASTER’S PROGRAMME IN PHILOSOPHY (M.A.PH.)**

**Requirements**

Completion of four graduate-level Philosophy courses (12 course credits) or six graduate- level Philosophy courses (18 course credits) for a M.A. without thesis.

Completion of two academic terms, including the 12 course credits (without deferrals) and a thesis proposal or completion of three academic terms, including the 18 course credits (without deferrals) and a research paper proposal. Fees must be paid until completion of all courses, and submission and approval of the thesis proposal.

Submission of a thesis proposal or a research paper proposal (3 research credits).

Drafting of a thesis or a research paper under the direction of an authorized Faculty member (12 research credits).

Thesis defense before a panel of three professors, of which one may be an external examiner (3 credits).

**Timeframe** (An academic year consists of three semesters: Fall, Winter, Spring/Summer)

MA with Thesis should consist of the following:

* Semester 1: Seminars and begin thesis proposal
* Semester 2: Seminars, the thesis proposal, and a choice of supervisor/director.
* Semesters 3 and 4: Writing stage
* Semester 5 or 6: Defence of Thesis

MA without Thesis, i.e., Research paper, must be completed within three years (nine terms), and consist of the following:

* Semesters 1 and 2: Course work
* Semester 3: Research Proposal to be submitted
* Semester 7: Research project to be submitted no later than seventh semester

The MA thesis proposal should be submitted by the end of the second term. The research paper proposal should be submitted by the end of the third term.

The Master’s thesis should be submitted no later than the end of the fifth term. The research paper should be submitted no later than the end of the seventh term.

The M.A. programme must be completed within two years (six terms).The M.A. without thesis programme must be completed within three years (nine terms).

**Registration**

Candidates for the M.A. degree must be registered students during two consecutive terms from the time of their initial registration.

**Thesis Proposal and Direction**

Upon registration, students are assigned a mentor to assist them in the initial stages of their research. They must choose, as soon as possible, an authorized Faculty member to direct their research and to whom they must submit a thesis proposal before the end of their first year of studies (second term).

The MA Thesis proposal is a document of 10-12 pages of text presenting the thesis question, the problem, the current approaches to the problem and the strategy or methodology to address the question. In addition, the proposal includes an annotated bibliography (20-30 references) of the main texts to be considered.

The Graduate Studies Committee, composed of the Dean, Vice-dean and Secretary of the faculty, evaluates the proposal, which is then submitted for the Faculty’s approval (Form ESP 02-E).

**Master’s Thesis**

**Subject**

The Master’s thesis consists of a scholarly study of approximately 100 pages. The research paper consists of a scholarly study of approximately 40-60 pages. It may provide an analysis of a philosophical issue or author. Translations with scholarly apparatus may also be accepted as a Master’s thesis.

**Submission**

Students are expected to submit their thesis for evaluation no later than the end of their second year (fifth term) of studies (Form ESP-04-E).The Dean may grant an extension if serious reasons are given.

Students who wish to submit a thesis must meet the following requirements:

* Provide three paper copies of the final version of the thesis;
* Provide two electronic copies of the final version of the thesis, one in Word format and one in PDF format on separate compact discs or USB flash drives;
* Fill out (including date and signature) the thesis submission form available at the Coordinator, University and Administrative Services office;
* Obtain the signature of the Coordinator, University and Administrative Services;
* Have one’s file in order with the Vice-President, Finance and Administration and with the Office of the Registrar.

**IMPORTANT NOTE**

The submission of the thesis is the student’s personal responsibility. It is incumbent upon the student to verify each step leading to the production of the final document - electronic and printed copies - and to make sure that the document presented to the Faculty authorities is the work to be read and evaluated by the jury.

The candidate cannot leave such personal responsibility in the hands of anyone else. The personnel of the Secretariat or any other of the College’s services cannot be expected to participate in any way (printing, layout, binding, etc.) in the preparation of the documents.

**Thesis Evaluation**

The thesis is read and evaluated by three Faculty members, including the thesis director. The members of the Examining Panel are expected to submit their written evaluation within 8-10 weeks after the submission of the thesis.

The thesis can be accepted, accepted with minor or major revisions, or rejected. In the case of minor revisions, the candidate is allowed 30 work days to make the necessary changes and resubmit the thesis. In the case of major revisions, the candidate is allowed 90 work days.

**Oral Defence**

As soon as possible after receipt of the evaluations, the Faculty will schedule the oral defense.

**Format**

The thesis must include an abstract of no more than 150 words and meet all other Theses Canada requirements. (<http://www.collectionscanada.ca/thesescanada/027007-3200-e.html>)

**Programme Sequence**

First year: Completion of four courses (without deferrals), and development and submission of a thesis proposal.

Second year: Drafting and submission of the thesis.

**Progress Report**

Thesis directors submit a yearly report on the status of the work undertaken by students under their direction.

**ACADEMIC REGULATIONS FOR THE DOCTORAL PROGRAMME IN PHILOSOPHY (PH.D.)**

**Admission**

A Master’s degree in Philosophy from a recognized institution is normally required for admission to the doctoral programme. If the graduate degree has been earned in another field, the applicant may still be admitted, but supplementary requirements or a qualifying year may be added to the student’s programme.

**General Application Requirements**

The candidate must include in the application package the following items:

* A completed application for admission form.
* Original transcript(s) of university studies. Transcripts that are not written in French or English must be provided in a certified translation.
* Two letters of recommendation sealed, written on official letterhead, from persons who endorse the candidacy to Doctoral Studies in Philosophy.
* A letter of intent indicating the proposed area of specialization for the doctoral thesis and a description of the thesis project.
* A writing sample of 1500 words.
* A Curriculum vitae.
* The application fees.

**Requirements**

Completion of six graduate-level Philosophy courses (18 course credits).

Completion of four academic terms, including the 18 course credits (without deferrals) and the thesis proposal. Fees must be paid until completion of all courses, and approval and submission of the thesis proposal (6 research credits).

Submission of a thesis proposal (6 research credits).

Successful completion of the doctoral candidacy examination (6 research credits).

Drafting of a doctoral thesis under the direction of an authorized Faculty member (30 research credits).

Thesis defense before a panel of four professors, including one external examiner (3 research credits).

Earning of a total of 69 credits, i.e. 18 course credits and 51 research credits.

**Timeframe** (An academic year consists of three semesters: Fall, Winter, Spring/Summer)

PhD Thesis consists of the following:

* Semesters 1-4: Completion of six graduate-level Philosophy courses (18 course credits)
* Semesters 5 and 6: Thesis proposal
* Semester 7: Candidacy Exam
* Semester 8: Writing stage

The doctoral thesis should be submitted at the end of the fourteenth term, at the latest.

The oral defence should take place within weeks of the acceptance of the doctoral thesis by the examiners.

The Ph.D. programme must be completed within five years (15 terms).

The thesis proposal should be submitted by the end of the fifth term.

The candidacy examination should take place soon after the submission and approval of the thesis proposal.

The doctoral thesis should be submitted at the end of the fourteenth term, at the latest.

The oral defence should take place within weeks of the acceptance of the doctoral thesis by the examiners.

The Ph.D. programme must be completed within five years (15 semesters).

**Registration**

Doctoral candidates must be registered students during four consecutive terms from the time of their initial registration.

**Ph.D. Thesis Proposal and Direction**

Students must choose a Faculty member as a director or advisor and propose a topic with a view to submitting a thesis proposal before the end of their second year of studies (fifth term). The Graduate Studies Committee evaluates the proposal and the thesis director approves the topic (Form ESP-02-E).

The Ph.D Thesis proposal is a document of 15-18 pages of text presenting the thesis question, the problem, the current approaches to the problem and the strategy or methodology to address the question. It should stress the originality of the thesis and its contribution to current research. In addition, the proposal includes an annotated bibliography (30-50 references) of the main texts to be considered.

The purpose of the Thesis proposal is to provide a panoramic view of the student’s thesis. Prior to formally starting one’s research project, the student should submit a research proposal. The goal of writing a thesis is to pursue and explore a given subject matter. It should be seen as a guide that provides direction in, and parameters around, one’s given topic. The proposal should engage with a salient philosophical tradition that provides the thematic problem of the student’s area of research. The student’s investigation should discuss the fundamental assumptions and assertions that scholars have made about the given research area, and to discuss how the student will continue in the academic conversation after thorough assessment of these claims. It will be essential for the student to contextualize his or her thesis in the larger intellectual context of said philosophical tradition, after having produced a sufficient summary of the philosophical problem at hand. Reproducing a former project on the topic is insufficient and cannot be grounds for a successful thesis. The proposal is simply an initial statement of one’s research project. It is normal, then, that it provides a concise and clear statement of the main research question. At this stage, the student is not expected to resolve the fundamental philosophical problem of the research project; for, this problem can be addressed in more detail once the student begins his or her research. The proposal should also make explicit one’s methodology throughout the research process. It is, therefore, imperative that the student articulate clearly a “working thesis” – i.e. tentative answer or line of reasoning.

All Proposals should provide an Hypothesis: An hypothesis is a claim that the student would like to justify. It follows the Quaestiones Disputatae, the philosophical theme animating one’s project.

All Proposals should provide an Annotated Bibliography: All proposals require a Bibliography, the salient references (books, articles, archival documents) that will be referred to in one’s project. Each Reference should include two to three sentences describing the Reference cited. The Proposal should be double-spaced, Times New Roman, 12 pts font, 15-18 pages in length.

A student should choose his or her supervisor during the period of course work.

Once the student’s thesis supervisor has agreed to move forward to a defence, the student must submit PDF and WORD electronic versions in a USB stick, and a hardcopy of the dissertation to the Registrar.

**Candidacy Examination**

All doctoral candidates must demonstrate their competence in their thesis research area in relevant history of ancient and contemporary Philosophy (Area of specialization or "AOS"), as well as in one other separate branch of Philosophy (Area of competence or "AOC"). The examination consists of a six-hour written examination, followed within ten days by an oral examination.

Once the thesis proposal has been approved, students, working with the thesis Supervisors, present a minimum of 20 questions. At least one textual reference must accompany each question. The questions on the research area should be highly specialized and feature precise technical or exegetical issues related directly to the thesis.

The written examination consists of three main questions selected from the above-mentioned list. However, the oral examination can include all of the 20 questions from the list.

The Examination Committee, composed of the thesis director and two other Faculty members, must approve the questions of the candidacy examination.

About the written component of the candidacy examination, please note the following:

* The written component of the examination consists of two sessions of three hours each on two consecutive days. The examination can be written by hand or on an offline computer provided by the Faculty.
* The selection of themes to be developed in each of the sessions will be determined by the Examination Committee according to the above-mentioned list. The selected questions are disclosed to the candidates 24 hours before the written examination.
* If the written examination is considered a “pass” by the Examination Committee, the student will be asked to attend the oral examination.

The Candidacy Examination is a major milestone in the Ph.D. programme and must be prepared with great attention. Students are encouraged to develop their questions and the outline of their answers carefully, working closely with their supervisors or other Faculty members who can help on specific subjects.

Students who fail the candidacy examination will be granted one supplemental examination within one term. Those who fail the supplemental examination must withdraw from the programme.

Students must register for their candidacy examination (Form ESP-03-E).

**Doctoral Thesis**

**Content**

The doctoral thesis consists of a substantial scholarly work that shows mastery of a specific field and contributes to the advancement of knowledge. It must be more than the presentation of an author or of an issue, and reach beyond textual exegesis. Students are advised to carefully circumscribe the topic to be developed. The recommended length for a thesis is 250 pages.

**Submission**

A doctoral thesis must be submitted no later than the end of the fifth year, 14th term (Form ESP-04-E). Students who wish to submit a thesis must meet the following requirements:

* Provide five paper copies of the final version of the thesis;
* Provide two electronic copies of the final version of the thesis, one in Word format and one in PDF format on separate compact discs or USB flash drives;
* Fill out (including date and signature) the thesis submission form available at the Coordinator, University and Administrative Services office;
* Obtain the signature of the Coordinator, University and Administrative Services;
* Have one’s file in order with the Vice-President, Finance and Administration and with the Office of the Registrar.

**IMPORTANT NOTE**

The submission of the thesis is the student’s personal responsibility. It is incumbent upon the student to verify each step leading to the production of the final document - electronic and printed copies - and to make sure that the document presented to the Faculty authorities is the work to be read and evaluated by the jury.

The candidate cannot leave such personal responsibility in the hands of anyone else. The personnel of the Secretariat or any other of the College’s services cannot be expected to participate in any way (printing, layout, binding, etc.) in the preparation of the documents.

**Evaluation**

The thesis is read and evaluated by a panel made up of the thesis director, two internal examiners and one external examiner appointed by the Graduate Studies Committee. The examiners must submit their written evaluation within 12-15 weeks.

The thesis can be accepted, accepted with minor or major revisions, or rejected. In the case of minor revisions, the candidate is allowed 30 work days to make the necessary changes and resubmit the thesis. In the case of major revisions, the candidate is allowed 90 work days.

**Format**

The thesis, accompanied by an abstract, must be printed double-spaced on 8.5” x 11” sheets, and submitted in room 309.

The thesis must include an abstract of no more than 350 words and meet all Theses Canada requirements. <http://www.collectionscanada.ca/thesescanada/027007-3200-e.html>

**Oral Defense**

If the thesis is accepted by the Examining Panel, the student must defend the thesis before the examiners. The purpose of the oral defense is to assess the candidate’s skills in presenting and defending the work before a competent and critical audience.

The oral defense will be scheduled at a convenient time for all members of the Examining Panel and for the student. Since all four examiners must be present, it is unlikely that a defense can be scheduled during the summer.

**Programme Sequence**

First year: Beginning of the programme of studies and completion of four graduate courses.

Second year: Completion of the final two courses required, submission of the thesis proposal and passing of the candidacy examination.

Third year: Advancement of research work and drafting of the thesis.

Fourth and fifth years: Completion, submission and defense of the thesis.

**Progress Report**

Thesis directors submit a yearly report on the status of the work undertaken by each student under their direction.