

# **Procedures Guide for Master Students in Criminology**

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## I. THESIS AND MAJOR RESEARCH PAPERS

- ◆ There are three options in order to fulfill the requirements of the **master's program in criminology**. The first option involves the preparation of a thesis and the completion of a field placement, while a second thesis option does not include a field placement. The third option involves the preparation of a major research paper. Students are required to be **registered full-time for at least three consecutive sessions**.
- ◆ Students enrolled in the master's program in criminology may **apply to transfer** from one option to another during the course of their studies. However, decisions concerning these applications are based upon the availability of spaces for each of the program options. Any student wishing to transfer program options must advise the *Committee of graduate studies-master* in writing of their request. The Committee will then evaluate the student's file in order to ensure course equivalencies and can identify new courses or course prerequisites the student must take in order to meet the requirements of the new program option. Following this evaluation, the Committee will inform the student of their decision and indicate when the transfer takes effect in cases where the application is accepted.
- ◆ **Both the major research paper and the thesis** should constitute an original contribution to the field. The student must show the ability to work within a scientific framework and the capacity to elaborate a rigorous methodological framework. Both types of papers must also demonstrate that the student is acquainted with the principal works published on the subject of the research.
- The **master's thesis** is a document no longer than 120 pages, and includes all the components usually found in a research project (literature review, theoretical framework, methodology, data analysis and discussion of the significance of the results). The thesis is evaluated on the basis of the rigor of scientific analysis it demonstrates, both theoretically and empirically.
- The **master's major research paper**, while shorter than the thesis (under 60 pages), consists of an extensive research exercise and must make use of a rigorous methodology. Just as with the thesis, the student must demonstrate the ability to work independently in a scholarly manner. Keeping in mind that the number of credits awarded for the completion of the major research paper is half the number of credits awarded for the completion of the thesis, it is suggested that the research project related to the major research paper should involve less extensive empirical work than is required for the thesis. In order to avoid delays in starting their fieldwork, it is recommended that students who have chosen the major research paper option make use of a methodology that does not require review and approval by an external ethics board. The major research paper can take the form of a case study, an analysis of criminal justice policies, a program evaluation, a critical literature review or a more theoretical paper.
- ◆ **The completion** of either of the three program options qualifies students to apply for admission to PhD programs.

## II. THE QUALIFYING PROGRAM

- ◆ If the student has an Honours degree in a related field (e.g., sociology, psychology, law, social work, political science, history, philosophy) but is considered to have insufficient training in the theoretical and methodological traditions of the criminological discipline, the student may be offered a qualifying year.
- ◆ A **qualifying year** in criminology may be offered before undertaking the MA courses. It aims to render the student eligible to pursue studies in the Master's program.
- ◆ **To successfully complete** the qualifying year, the student must pass all courses (passing grade is C+, 65%) and have an average of B+ (75%). It is necessary to submit a new application, during the qualifying year, for admission to the Master's program to be considered. The student will receive an offer of admission to the Master's program which will be conditional on the successful completion of the qualifying year.
- ◆ Tuition fees for the qualifying year are the same as the tuition fees for students registered in the Master's program. Students registered to a qualifying year are not eligible for scholarships or assistanships offered by the University.

## III. FULL TIME STUDIES AND WORK

- ◆ Full-time students can work a maximum of ten (10) hours per week on average. They need to ask for an exception if they work more than 10 hours a week and a special exception if they work more than 25 hours a week. According to this procedure, students must have their thesis/research supervisor(s) and the director of graduate studies approve their request and submit it to the Graduate Studies Office of the Faculty of Social Sciences. The forms can be found on the FGPS website at: <http://www.grad.uottawa.ca/Default.aspx?tabid=4830>.
- ◆ Please note that exceptions to the 10-hour rule will only be granted in cases in which students are making, and will continue to make, normal progress in their studies. In some cases, the exception may be granted on condition that the student renounces the RA/TA support to which he is entitled under an admission scholarship. Under no circumstances will FGPS consider a request for an extension on the grounds that the student cannot complete his studies within the time limit due to the exception granted to work more than 10 hours per week.

## IV. WRITING DRAFTING RULES AND CONVENTIONS

◆ Students preparing essays, a major research paper or a thesis must respect certain rules and conventions regarding the general form of their manuscript. These rules and conventions are described in detail in the following documents:

- *Preparing a Thesis or a Research Paper: A Guide for Graduate Students and Supervisors*; and Annex G in the *General Regulations and Procedures* of the Faculty of Graduate and Post Doctoral Studies ([www.grad.uottawa.ca](http://www.grad.uottawa.ca)).
- While the above documents mentions the rules of the student's academic unit (especially where they provide information about bibliography and footnote conventions), students should also consult *Writing and Style Guide for University Papers and Assignments* by François-Pierre Gingras, particularly the second section about the organization and editing of the manuscript ([www.socialsciences.uottawa.ca/guide-en.asp](http://www.socialsciences.uottawa.ca/guide-en.asp)).

◆ As you complete your program please consult *A Strategic Guide to Graduate Studies* (<http://www.sass.uottawa.ca/includes/pdf/mentoring-graduateGuide.pdf>). The following resources from the Student Academic Success Service also provides tips on writing your thesis or major research paper (<http://www.sass.uottawa.ca/writing/graduate/writingkit.php>):

- *Essentials of Graduate Writing*
- *Writing a Literature Review*
- *Writing a Thesis Proposal: A Systems Approach*

## V. PROCEDURAL STAGES IN OBTAINING A MASTER'S DEGREE IN CRIMINOLOGY

### A) For all students

- ◆ Every student will be assigned an interim supervisor by the *Master's Committee* to assist with the selection of a permanent supervisor.
- ◆ Students should consult the list of all members of the teaching staff with their research field on the Department's website to find a permanent supervisor (<http://www.socialsciences.uottawa.ca/crm/eng/index.asp>). Next, we recommend that students send an email to those with whom you think you can define a research question, to setup an appointment. Please consult the qualifications that your supervisor must have according to your MA option. This first step always involves a bilateral agreement between the student and the professor who is accepting to become the supervisor.
- ◆ **When a student has a problem finding a supervisor** who is a member of the department's teaching staff, it is possible to choose a supervisor from the list of *adjunct professors* or *cross-appointment professionals*. The *Master's Committee* must approve the nomination of those supervisors. To get this approval, the student must provide a written request, including a draft of the research project proposal (2 pages) and the reason why an external supervisor is required.
- ◆ **The registration of the topic and the appointment of a supervisor** must be completed **by the end of the second semester**. The student is required to fill-in the appropriate form (which can be obtained from the Academic Secretariat of the Department), and to have it signed both by the supervisor and the Director of the *Master's Committee*.
- ◆ If the student's project involves human subjects, approval must be obtained from the University of Ottawa's **Research Ethics Board (REB)**. For information on how to apply for REB approval, please consult the following University webpage: [www.rges.uottawa.ca/ethics/index.asp](http://www.rges.uottawa.ca/ethics/index.asp).

## **B) For students registered in the major research paper option**

◆ Students registered for this program option must choose their supervisor from the list of the Department's teaching staff.

◆ A number of steps must be completed before a student can officially submit the major research paper. These include:

1. At the time of the **submission of the major research paper** for evaluation, the supervisor must complete a form (*Statement of Major Paper Supervisor*) certifying that the manuscript is acceptable for submission. The student submits **two (2) unbound copies** of the paper to the Academic Secretariat of the Department.
2. After the major research paper has been submitted, the supervisor must nominate **one (1) examiner** and submit the appropriate form to the Academic Secretariat (**Nomination of Major Paper Examiner**). The Director of the *Master's Committee* must approve the nomination before the process can continue. The following guidelines must be respected:
  - a. The examiner must be selected among the full-time members of the faculty in the Department. The key criterion is the nominee's knowledge and expertise on the topic of the major research paper.
  - b. If the supervisor believes that no one within the department possesses the required expertise, it is possible to recruit the examiner from another academic unit at the University of Ottawa. If no appropriate person is available within the University, it is then possible to nominate an **external examiner**. An external examiner can be approached only after the Director of the *Master's Committee* authorizes such a step.
3. The **evaluation of the major research paper** must reveal that the student is able to work in a scholarly manner and is acquainted with the principal works published on the research subject. Wherever possible, the manuscript should be an original contribution. The examiner should be able to complete the evaluation within four (4) weeks. When the evaluation process is completed, the examiner should complete the form entitled *Major Paper Examiner Report*. There are three possible verdicts:
  - (1) **The major research paper is accepted** in light of the standards required for the degree.
  - (2) **The candidate must revise the major research paper, in whole or in part, to the satisfaction of the examiner.** A revised version of the paper must be submitted again to the examiner. This verdict may imply that the candidate will have to register for another semester. The time allotted for making revisions is one semester. If the deadline is missed, the file will be closed.
  - (3) **The major research paper is unacceptable.** According to the examiner's judgment, the paper fails to meet standards required for the degree.
4. The **official submission** of the major research paper is authorized when the required revisions are completed. The student submits three (3) unbound copies of the manuscript to the Academic Secretariat of the Department. The student then signs a form permitting the consultation and the lending of the manuscript pursuant to the regulations established by the librarian of the University. At this point, the supervisor completes the form entitled *Official Submission of Major Research Paper*, certifying that the requested corrections have been properly inserted and that the paper fulfills the standards required for the degree.

◆ With respect to the major research paper, the student may proceed to final submission, even if it takes place before the completion of other requirements (such as courses and field placement). In order to submit the major research paper, the student must be enrolled in the CRM 6999.

### **C) For students registered in the thesis options**

◆ Students who are registered in the master's program option involving the preparation of a thesis must complete the same steps and follow the same procedures as students who have selected the major research paper option. Some differences, however, exist in the procedures and the forms that are required for the thesis and major research paper options. In particular, this is true of the choice of the supervisor and of the evaluation process.

◆ **At the end of the third semester of enrolment**, all students enrolled in the three master's program options must complete an *Annual Research Progress Report*. This form must also be completed upon each following year of registration and can be found on the FGPS website ([www.etudesup.uottawa.ca/Portals/29/forms/ESUP5189.pdf](http://www.etudesup.uottawa.ca/Portals/29/forms/ESUP5189.pdf)). It is the student's responsibility to complete this report and the report should clearly indicate all of the work the student has completed (towards their thesis or major research paper) in the previous year. The student must submit the report to their research supervisor who must sign it and can comment on the student's progress. This form is then submitted to the Director of the *Master's Committee*, who may also comment on the student's progress. An unsatisfactory report will impact on a student's ability to continue in the program.

◆ Regarding the evaluation process in the thesis options:

- All theses are subject to an **oral defence**. Students in the master's program with thesis options must announce **one month in advance** their intention to submit their manuscript. The academic unit will then have time to nominate the examiners and organize an oral defence. The supervisor must certify that the thesis meets the standards required for the degree.
- All theses are evaluated by a **board of examiners** composed of **two (2) professors** other than the supervisor. A fourth professor who represents the Dean of the FGPS chairs the defense. While the supervisor is in charge of the recruitment of both the examiners, their nomination, as well as that of the chair suggested by the Academic Secretariat (or the supervisor) must be ratified by the Director of the *Master's Committee*. The order in which the various stages of a thesis defence unfold, the roles played by the various participants and other important items of information can be found in the guide *Preparing a Thesis or a Research Paper* and in the *General Regulations and Procedures* of the FGPS (see [www.grad.uottawa.ca](http://www.grad.uottawa.ca)).
- Students in the M.A. program must submit **three (3) unbound copies** of their thesis to the Academic Secretariat of the Department. The Academic Secretariat will then send a copy of the thesis to the examiners with the form *Thesis Examiner's Report*. Students and supervisors cannot submit the thesis directly to the examiners.
- The student should allow four weeks for the examiners to complete their evaluation of the draft.
- Each examiner submit a detailed written report. The report must indicate if the thesis is ready for the defence.

- The defence cannot be scheduled before the official submission to the Academic Secretariat of the Department of the two Examiner’s Reports.
- At the end of the defence, the examiners will render one of the following three verdicts:
  - **Verdict #1.** The thesis is accepted for the degree with minor corrections. Upon verification by the supervisor, the final version of the thesis must be submitted no later than thirty (30) days after the defence.
  - **Verdict #2.** The thesis is accepted for the degree with major corrections. Upon verification by the supervisor and possibly one or more examiners, the final version of the thesis must be submitted no later than thirty (30) days after the defence. The student must register for a term (session) within this 120-day period.
  - **Verdict #3.** The thesis is NOT accepted for the degree. It must be revised and undergo the evaluation and defence process again with the same jury. A verdict #3 is considered a failure and it will be recorded on the student’s transcript as NS (not satisfactory).
- Students having defended their thesis will be required to deposit the final version (revised) of their thesis electronically through our **institutional repository** “uO Research”.

## **D) The field placement**

- ◆ If you are interested in completing a Field Placement during your graduate studies (option MA with Thesis and field Placement), please note that you have to be admitted to the Master’s program first. Once you have been admitted, you need to submit a second request for the Thesis and Field Placement Option.
- ◆ The placement is completed during the fall of the second year of study. It begins in September and ends in December. Students are in the field 32 hours a week (total of 360 hours). It takes place in an organization approved by the Department of Criminology and is a non-remunerated field placement  
For more information, please consult : <http://socialsciences.uottawa.ca/crm/field-placement-graduate>