

# Procedures Guide for Master Students in Criminology

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*The information in this Guide is provided for information purpose only. In the event of discrepancies between the guide and the official regulation of the University, the latter shall prevail.*

## I. MASTER OF ART IN CRIMINOLOGY

### A. The options

◆ There are several 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**;
- a second **thesis** option does not include a field placement.
- a third option involves the preparation of a **major research paper**.
- The Master Degree in Criminology with two diplomas University of Ottawa and Université Catholique de Louvain (Belgium). This option is only offered in French. [View the French program information \(pdf, 74 KB\)](#).

◆ The department also offers a **collaborative program in Women's Studies** at the MA level. The degree awarded is a master's degree in criminology with a "specialization in women's studies".

◆ **The completion** of either of the program options qualifies students to apply for admission to PhD programs.

### B. The field placement

◆ If you are interested in completing a Field Placement during your graduate studies (option MA with Thesis and field Placement), apply to the Master's program, option Thesis. And mention in your letter of intent that you apply 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). The placement takes place in an organization approved by the Department of Criminology and is not remunerated. For more information, please consult : <http://socialsciences.uottawa.ca/crm/field-placement-graduate>

### C. Transferring to another option

◆ 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 to another program option must advise the Chair of the Master's Committee of his/her request, by submitting the completed form **Modification of registration** (in [Candidate Center \(uoZone\)](#))<sup>1</sup>. The Chair of 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. The request must be approved by the Chair of the committee and further by the Office of Graduate studies at the Faculty of Social sciences.

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<sup>1</sup> From the uoZone Applications tab, select Service Requests. From the My Service Requests screen, click Create New Request.

## **D. The qualifying program**

- ◆ If a 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**. It aims to render the student eligible to pursue studies in the Master's program.
- ◆ **To successfully complete** the qualifying year, the student must receive a passing grade (C+ (65%)) in all courses. The student must also 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. 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 as described above.
- ◆ **Tuition fees** for the qualifying year are the same as the tuition fees for students registered in the Master's program. Please note that students registered to a qualifying year are **not eligible for scholarships or assistantships** offered by the University.

## **II. STUDENT'S STATUS**

### **A. Full time studies**

- ◆ As of September 2017, students admitted to a graduate program at the UOttawa must maintain their full-time student status throughout their studies. Students registered prior to this date will still be allowed to transfer from full-time to part-time status after having been registered full-time for at least three consecutive sessions.

### **B. Studies and work**

- ◆ 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. To this end, the form ***Request for an Exception to the 10-Hour Rule*** (in [Candidate Center \(uoZone\)](#)) must be completed and submitted. Read more about the procedure at <http://www.uottawa.ca/graduate-studies/students/forms/request-exception>. According to this procedure, the thesis/research supervisor of the student and the Chair of the Graduate committee must approve the request. It must also be approved by the Graduate Studies Office of the Faculty of Social Sciences.
- ◆ 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. Request for an extension will not be granted 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.

### **III. THESIS AND MAJOR RESEARCH PAPERS**

#### **A. Content**

- ◆ **Both the major research paper and the thesis** should constitute an original contribution to the field. The student must demonstrate the ability to work within a scientific framework and the capacity to elaborate a rigorous methodological framework. Both types of papers must also show that the student is familiar with the published scientific literature 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 what 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.

#### **B. Writing rules and conventions**

- ◆ Students preparing essays, a major research paper or a thesis must abide by certain rules and regulations regarding the general form of their manuscript. These rules and regulations are described in detail in the following documents.
- ◆ The students and their supervisor will find useful information on the main steps to write the thesis, various tools and the new thesis regulation at <http://www.uottawa.ca/graduate-studies/students/theses>,
- ◆ While the above documents refer to the rules of the student's academic unit (especially when they provide information about the presentation of a bibliography and footnotes), 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: <http://socialsciences.uottawa.ca/students/undergraduate/writing-style-guide>.
- ◆ As you complete your program please consult *A Strategic Guide to Graduate Studies* (<http://web5.uottawa.ca/www3/ilob/olbi/files/A%20Strategic%20Guide%20to%20Graduate%20Studies.pdf>). The following resources from the Student Academic Success Service also provide tips on writing your thesis or major research paper: *Essentials of Graduate Writing ; Writing a Literature Review; Writing a Thesis Proposal: A Systems Approach*: <https://sass.uottawa.ca/en/writing/resources>.

## IV. PROCEDURAL STEPS IN OBTAINING A MASTER'S DEGREE IN CRIMINOLOGY

### A. For all students

◆ Every student is assigned an **interim supervisor** by the Master's Committee to answer questions about the program and provide with the selection of a permanent supervisor.

◆ Students should visit the Department's website to consult the list of all members of the teaching staff and their research field 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 below 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.

- Note that the Master Degree in Criminology with two diplomas requires 2 co-supervisors, one from the UCL and one from the UO.

◆ **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. Follow the procedure found below when the supervisor is approved by the Committee.

◆ The registration of the research topic and the appointment of a supervisor must be completed by the end of the second semester.. To do so, the requests *Add a thesis title* and *Add a new supervisor* must be completed (in [Candidate Center \(uoZone\)](#)). Then fill-in and submit the form *Reg. supervisor confirmation* (in [Candidate Center \(uoZone\)](#)) to get the supervisor's confirmation. The Academic Secretariat will then send the form to The Chair of the Master's Committee and the Graduate Studies Office of the Faculty of Social Sciences for their approval.

◆ 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: <http://research.uottawa.ca/ethics/>.

### B. For students registered in the major research paper option

◆ Students registered in 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 the form *Statement of Major Paper Supervisor* (available at the Academic Secretariat of the Department) 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 of the Department, *Nomination of Major Paper Examiner* (available at the Academic Secretariat). The Chair of the Master's Committee must approve the nomination before the process can continue. The following guidelines must be respected:
  - 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.
  - If the supervisor believes that no one within the department possesses the required expertise, it is possible to recruit the examiner from another academic department 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 Chair of the Master's Committee authorizes such a step.
3. The **evaluation of the major research paper** must demonstrate that the student is able to work in a scholarly manner and is acquainted with the principal works published on the research subject. Whenever 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* (at Secretariat). 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. However, in order to submit the major research paper, the student must be enrolled in 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 that are required for the thesis options. See below.

### ◆ The progress report

- **At the end of the third semester of enrolment**, all students enrolled in the master's program option with thesis must complete an *Annual Research Progress Report* (in [Candidate Center \(uoZone\)](#)). This form is also submitted during the third semester of each academic year. It is the student's responsibility to complete this report and to clearly indicate the work the student completed in the previous year. The research supervisor will have to comment on the student's progress. This form is then submitted to the Chair of the Master's Committee and the Graduate Office of the Faculty of Social Sciences, who may also comment on the student's progress.
- If the student **fails to submit** a progress report, access to registration will be blocked until the student remedies the situation.
- If the progress is **unsatisfactory**, a report may be required more frequently.
- Students who have **two unsatisfactory** progress reports will be withdrawn from the program.

### ◆ Steps to submission of the thesis

- **One month prior to submitting thesis**
  - In order to organize an oral defence where relevant, students must announce their intention to submit their manuscript. This is done by sending an e-mail to the Academic Secretariat of the Department.
  - At the same time, the student (in consultation with his or her supervisor) proposes the list of examiners. To achieve this, the student must submit the form *List of Examiners for the Evaluation of the Thesis* (in [Candidate Center \(uoZone\)](#)).
  - When an **external examiner** is suggested (e.g., from another department or from another university), a justification for this choice must be provided to the Chair of the Master's Committee for ratification.
  - The list of examiners must then be approved by the Chair of the Committee and further by the Graduate Office at the Faculty of Social sciences.
  - Note that any delay in the submission of this form will delay the entire evaluation and defence process.
- **Submission of the thesis for evaluation**
  - The student has to complete the form *Submission of thesis for evaluation* and to submit an electronic copy of the thesis in the Candidate Center ([uoZone](#)). The student must verify if one or more examiners have requested paper copies. In such a case, the student has to supply the Academic Secretariat of the Department with the requested paper copies.
  - Students and supervisors cannot submit the thesis directly to the examiners.
  - Considering the standards required for the degree, the thesis supervisor will have to approve or refute the thesis submission (throughout the uoCampus portal). To know their status at this stage, students will consult the Candidate Center ([uoZone](#)).
  - Following the approval of the supervisor, the thesis is submitted to the jury.

- The student and the supervisor cannot communicate with the examiners regarding the thesis evaluation from the time the thesis is submitted until the day of the defence.
- **Evaluation of the written thesis by the board of examiners**
- The examiners must independently evaluate the thesis and cannot communicate with each other regarding the evaluation of the thesis until they have submitted their report.
  - The student should allow four weeks for the examiners to complete their evaluation. The evaluation reports are posted on the uoCampus Portal. Students who wish to know their status at this stage can connect to the Candidate center ([uoZone](#)).
  - Each evaluation report must be written and clearly detailed. It also indicates if the examiner considers that the thesis is ready for the defence.
- **Decision to defend the thesis**
- The student reads the evaluation reports and consults his/her supervisor to decide whether to defend the thesis or to make revisions before the defence. This decision must be **confirmed within five (5) days** of receipt of the evaluation report, by completing the form *Decision to proceed to defence* (Candidate center, [uoZone](#)).
  - On being advised of the decision to proceed to defence, the Academic Secretariat of the Department will suggest a Chair for the defence. The Chair acts on behalf of the Dean of the Faculty of Social sciences. The supervisor of the thesis will contact the Chair and check his/her availabilities. The Academic Secretariat will then organize the oral defence at a time acceptable to the Chair, the examiners, the supervisor and the candidate.
  - The student who decides *Not to proceed to defence* and to revise his or her thesis must file it for defence with the **same jury** within a maximum period of **three (3) consecutive terms**. The student must register each term for which they are making the revisions.. Such a decision to revise the thesis will automatically show an NS (not satisfactory) grade on the student's transcript. Once the revisions are complete the student will re-submit the thesis for evaluation.
- **Oral defence and the verdict of the examining board**
- The candidate presents the subject of the thesis. The examiners question the candidate on the thesis. Then, the members of the jury deliberate and arrive at one of the following three verdicts:
    - (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 30 days after the defence.
    - (2) The thesis is accepted for the degree with major corrections/revisions. Upon verification by the supervisor and possibly one or more examiners, the student will have 120 days after the date of the defence to complete the required revisions and to submit the final version of the thesis. The student must register for a term (session) within this 120-day period.
    - (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). The student must be registered for any and all of these terms and must make satisfactory progress during each term.

- **Thesis final version**

- After the correction of the thesis and within the deadlines, the student must request the approval from the thesis supervisor with the form *Approval of the final version of thesis* (Candidate center, [uoZone](#).)
- After having this approval, the final (revised) version of the thesis must be electronically deposited through our **institutional repository** [uO Research](#). For more information, see <https://ruor.uottawa.ca/submit-thesis.jsp?locale=en>.