



Kroc Institute for International Peace Studies

UNIVERSITY OF NOTRE DAME

Kroc Institute for International Peace Studies

PhD Student Manual, 2012-2013

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1. THE DOCTORAL PROGRAM IN PEACE STUDIES AT THE UNIVERSITY OF NOTRE DAME

The University of Notre Dame is one of the leading centers in the world for advanced study in the interdisciplinary field of peace research. Situated within a major international Roman Catholic university, the Kroc Institute for International Peace Studies has established a doctoral program that seeks highly qualified men and women from all major cultural regions of the world and from diverse religious and secular traditions. Students and faculty with diverse perspectives mingle in the classroom and share their disciplinary expertise with one another in research. Successful applicants to this program show serious commitment to advancing humanity's understanding of the conditions essential for peace, justice, and human rights, as well as the causes of armed conflict.

Doctoral students in the Kroc Institute's degree programs at Notre Dame receive mentoring from world-class scholars working across several disciplines, find depth in curricula and learning opportunities, and contribute to path-breaking research.

The mission of the Kroc Institute for International Peace Studies is to be an international community engaged in studying the human, normative, institutional, political, social, economic, psychological, cultural, and religious dimensions of conflict transformation and strategic peacebuilding. The Kroc doctoral program has been carefully designed to provide the best parts of two worlds: (1) solid methodological training within rich bodies of knowledge from time-honored disciplines and (2) creative research design and interdisciplinary theorizing, problem-centered inquiry, and peacebuilding praxis. The program's primary goal is to empower students to become outstanding independent scholars and teachers who will make important contributions to a growing body of peacebuilding knowledge and practice that will, in the long run, alleviate violence and human suffering.

Student learning opportunities arise from the Kroc Institute's rich array of research, education, and outreach programs. These explore the ethnic, national, religious and structural dimensions of violent conflict and peacebuilding; the ethics of the use of force and nonviolent action; and the peacemaking role of international norms, policies, and institutions, including a focus on economic sanctions and the promotion of human rights. Students are invited to participate in conversations with guest lecturers and visiting fellows about public issues and policy-relevant research.

Students work closely with faculty who are engaged in cutting-edge research and who are leading innovators in their fields. Faculty and professional specialist staff members of the Kroc Institute and affiliated faculty fellows from a dozen departments and several professional schools at Notre Dame conduct the Institute's programs. They, along with the Institute's most advanced doctoral students, reach out to national and international communities through media commentary, online and print publication and blogs, and workshops for peace studies educators and nongovernmental and religious organizations. Kroc Institute faculty and fellows contribute both to international policy discussions and peacebuilding practice through their various professional roles and responsibilities in international organizations and the private and public sectors. These activities are not merely available for students; they are, in the view of the Kroc faculty, integral to the rigorous study of peace research and professional preparation for what has become the Institute's hallmark of engaged scholarship.

At the doctoral level the Kroc Institute's mission and intellectual community are manifested in five degree programs constructed in partnership with the Departments of History, Political Science, Psychology, Sociology, and Theology. The Institute also draws upon additional faculty and curricular contributions from other departments, the Law School, and the Mendoza School of Business. The Institute intends to admit to this program only highly qualified students who seek a doctoral degree in one of these five areas in which degrees are offered: History and Peace Studies, Political Science and Peace Studies, Psychology and Peace

Studies, Sociology and Peace Studies, or Theology and Peace Studies. **Those seeking an M.A. degree should apply separately to the Kroc Institute's M.A. program:** <http://kroc.nd.edu/masters>

The Kroc Institute's substantial human, library, electronic, and financial resources focus on identifying ways to make peacebuilding strategically more effective. The University libraries contain approximately 3 million volumes, provide access for thousands of online data bases, and house a document center with over 800,000 United Nations and United States government documents. The Center for Social Research and the Office of Information Technology make large-capacity, networked equipment and quantitative and qualitative databases accessible to Kroc students. The Center for Civil and Human Rights at the Law School aids those studying the meaning and implementation of human rights and duties. The Kellogg Institute for International Studies, to take a second example, provides invaluable learning opportunities for those with particular interests in transitions from authoritarian to democratic societies. These illustrate but do not exhaust the many learning opportunities at Notre Dame.

2. GENERAL GUIDELINES FOR DOCTORAL STUDENTS AT THE KROC INSTITUTE

Doctoral students in peace studies may use this manual as the basic set of guidelines for their doctoral work. In addition, each student should consult the guidelines posted by the partnering department in the disciplinary area that each student has selected for her or his peace studies degree.

Both this Kroc manual and departmental manuals refer you, where relevant, to the policies established by the Graduate School for all graduate students, because all graduate students must follow the guidelines determined by the Graduate School itself. These are described in the “Academic Regulations” of the Graduate School **Bulletin of Information**, which can be found on the Graduate School’s web site at <http://registrar.nd.edu/BOI.shtml>

Students are responsible for knowing the requirements and expectations explained in the **Bulletin of Information**, which contains important information not covered in this manual.

The following paragraphs describe policies specifically for the Kroc Institute’s doctoral programs. If any conflict appears to arise between the policies of the Institute and the Graduate School, the rules of the Graduate School **Bulletin of Information** supersede the policies of the Institute or a partnering department. If questions arise about how to apply particular regulations to any individual case, please consult the Kroc Director of Doctoral Studies (DDS), the Kroc Associate Director of Doctoral Studies (ADDS), the associated departmental Director of Graduate Studies (DGS), or, where relevant, the student’s academic advisor. Normally, the DDS and ADDS or the graduate advisory committee of the Kroc Institute provides authoritative interpretations of the Institute’s academic policies, after consultation with the Director of the Kroc Institute, the Graduate School, and the relevant departmental partner.

Ordinarily, changes in the Institute’s doctoral program are not imposed retroactively. Students who enter the program under a given set of regulations may complete their work under them. However, students may also elect, as a complete set, the provisions of any program updates that are put in place during their enrollment.

The DDS at the Kroc Institute will be the primary faculty advisor for the doctoral students in peace studies during their first one or two years. In addition, each student should, from the outset, seek academic counsel from the relevant departmental Director of Graduate Studies, with whom the Kroc DDS and ADDS work closely. Any departure from the agreed-upon policies laid down in this manual requires the approval of both the Kroc DDS and ADDS and the relevant departmental DGS.

3. ACADEMIC, ADMINISTRATIVE, AND FINANCIAL AID POLICIES

General academic policies are outlined in the Graduate School's **Bulletin of Information**. *Students are responsible for knowing the provisions described in the Bulletin*. The following are more specific Kroc Institute policies:

3.1. Full-time and Part-time Status

A full-time student is one who registers for nine to twelve credit hours of required course work per semester in the academic year. **All Full-time students must be registered for nine credit hours at all times.** If for any reason a student is not registered for nine credit hours, they must register either for a directed reading course under the DDS or the ADDS names or for a research and dissertation course with their advisor—both through the Kroc Institute.

A part-time student is any enrolled graduate student who does not fall within either of the preceding categories. The Kroc Institute does not accept part-time students unless special arrangements are formally approved.

3.2. Measures of Good Standing and Satisfactory Progress

An adequate grade point average (GPA) of 3.0, discussed in the Graduate School's **Bulletin of Information**, is one of several factors taken into consideration in determining a student's good standing, satisfactory progress, and overall qualifications for the PhD degree. All the factors, which are discussed by the Institute's graduate advisory committee to examine the progress of each student in the program, include data assembled for each student on:

- grades or incompletes earned in formal courses,
- assessments conveyed in comments (both written and oral) from members of the faculty with whom the student has had contact,
- performance and timeliness of comprehensive examinations,¹
- the quality of participation in interdisciplinary student-faculty seminars and research conversations,
- work on research and articles being prepared for submission to scholarly publications,
- performance as a research or teaching assistant,
- presentations at professional meetings,
- applications for external funding for research,
- research and writing of the dissertation proposal and the dissertation, and
- any teaching experience.

When considering each graduate student, the committee will identify both praiseworthy and problematic items, and will formulate initial recommendations concerning them. These cases will then be slated for discussion by the full Kroc faculty at an annual meeting devoted to reviewing graduate student progress. In any single case, five possible options may be considered: (1) commendation for work well done; (2) acknowledgement of satisfactory if not exemplary progress; (3) issuance of a written concern informing the student that improvements in performance are required, along with suggestions as to what should be done to achieve improved results, (4) a decision to deny the student renewed financial assistance, and (5) a decision to terminate altogether the student's enrollment in the University as a degree candidate in the Kroc doctoral program. All students will receive a letter indicating the results of the review of progress.

¹ In this document the term "comprehensive examinations" are used to refer to qualifying or candidacy exams.

A student must be making satisfactory progress (as measured against the benchmarks above and indicated in the illustrative programs in section 4 below) and in good standing academically to be eligible for continued or any new financial support. Students who have lost funding may qualify again if they continue into the subsequent year, and at the conclusion of that year are deemed, in the judgment of the faculty, to have performed satisfactorily.

A student who does not complete all requirements for the PhD by the eighth year of study is considered to be withdrawn from the program. Students may apply for a limited extension of degree eligibility in their seventh year, if for good reasons they anticipate that they will not earn their PhD by the end of that academic year. This application must be approved first by the student's advisor, then by the Kroc DDS, and finally by the Graduate School.

3.3. Financial Support, Research and Teaching Assistantships, Credit transfers

To enable students to take advantage of the many opportunities that arise only with full-time study, the Kroc Institute offers full financial support in the form of fellowships, graduate assistantships, and tuition scholarships for full-time, degree-seeking doctoral students in good academic standing.

Incoming students normally receive an assistantship and a scholarship that together provide full tuition plus a stipend for living expenses for five years, contingent upon satisfactory progress in the program. A tuition scholarship entitles the recipient to the remission of tuition charges for a fixed number of credit hours in a given semester. Assistantships carry a cash stipend for living expenses that is paid to the student in return for his or her service to the Institute. Assistantships are assigned to support Kroc Institute research projects or to assist Kroc faculty and their specialized discipline's faculty, with their teaching or research activities. The amount of expected service is determined and assigned in all cases by the Kroc Institute, but the service requirement varies slightly from one disciplinary context to another. In all cases, students are encouraged to develop a close working relationship with faculty members, because these relationships are vital for students' acquisition of research and teaching skills and professional preparation for high quality post-graduate employment.

Service will not exceed 17.5 hours of service per week for those working in the disciplines of political science, psychology and sociology; 12 hours per week for those in history and theology.

Normally first-year students working with the disciplines of history, political science, and theology will not be expected to provide service. In psychology and sociology, students are integrated immediately into faculty-directed research projects; those students will have research assistantships in their first year. In the second and third years, and sometimes in the fourth, students in the associated departments will normally perform research or teaching duties in the form of assistantships.

As part of their professional training, students normally should expect to be assigned to **five** semesters of assistantships. These should be divided between peace studies and their specialized discipline. In addition, one of the five required semesters should include service as a teaching assistant for the undergraduate course "Introduction to Peace Studies." To facilitate excellent research and writing during the dissertation (fifth) year, in all fields except theology, students normally will not perform service as a teaching or research assistant. However, students in theology will be asked to teach two courses—one for Kroc and one for theology—this will count for one assistantship. Therefore theology students should only complete four assistantships in their second and third years. Because the Institute provides stipends for doctoral students, decisions about assistantship assignments reside with the Institute. ***Therefore, all teaching and research assistantships must be approved by the ADDS in the semester prior to service.***

Assistants and fellows who receive a full stipend are not permitted to be employed elsewhere without written approval of the DDS and the ADDS and the Graduate School.

In addition, the Kroc Institute offers an opportunity for advanced graduate students to design and teach their own course based upon their interests and the needs of the program. Interested graduate students will apply for this opportunity one year prior to the scheduled teaching experience. The goal of this teaching experience is to encourage students in the Peace Studies PhD program to further develop their teaching skills during the dissertation stage of their graduate studies. Please see Appendix C for more information on how to apply for this opportunity.

As part of their professionalization, all students are required to prepare a minimum of one article for submission to a scholarly publication. All students are also required to apply for external funding for their research no later than during the fourth year of their programs. If a student's application is unsuccessful, he or she will still be covered by financial aid from the Institute in accord with normal expectations about being in good academic standing while making satisfactory progress.

If students enter with advanced standing or transfer credits, the number of years of financial support from Notre Dame is likely to be proportionately less than five. Details need to be worked out with the ADDS following the transfer of credits to the University of Notre Dame, which occurs sometime after the student successfully completes the first semester. Criteria for such a transfer can be found in the Graduate School Bulletin and must be approved by the ADDS and the Graduate School.

Funding may also be available, in full or in part, beyond five years if available and warranted. This is decided on a case-by-case basis. To be eligible to apply the student must be ABD and must have applied before to external funding. In order to apply for an extension of funding, a formal letter addressed to the DDS and ADDS must be submitted explaining why the student is asking for an additional year. In addition, a letter of support from the advisor should be submitted and a list of references of other faculty members that could be consulted. These should be submitted at least a semester before the extension requested is to commence.

Additional funding may be available for summer study or research, although this is provided only on a competitive, case-by-case basis from the Institute, or possibly from other sources on campus or elsewhere. Graduate students are encouraged to apply for such summer opportunities in accordance with separately published eligibility requirements available in the annex of this manual. Sufficient Kroc Institute funds are not available to offer awards to all students every summer. As summer subsidy is already included in fellowships that are part of the Graduate School-wide competition, such as Notebaert, Presidential, Deans and Gaia fellowships, recipients of these are not eligible for additional summer stipends (but can get expenses reimbursed in some instances). Please see Annex B for more information.

Most of the academic-year financial awards are renewable annually, but renewal is by no means automatic. Rather, it is contingent upon the diligent performance of study and work obligations, including making satisfactory academic progress. To be eligible for financial support from the University for the fifth academic year, a student must have successfully passed all required comprehensive exams no later than August 15th after the fourth academic year.

3.4 Academic Integrity

All students in the Institute's doctoral programs are expected to be fully cognizant of and committed to honoring the detailed regulations and procedures for maintaining academic integrity that are specified in the Graduate School's Bulletin of Information.

Any person who has reason to believe that a violation of academic integrity has occurred shall discuss it on a confidential basis with the Kroc DDS or the ADDS. If a perceived conflict of interest exists between the DDS or ADDS and any accused, the Regan Director of the Kroc Institute shall be notified. The Regan Director (or his/her designee) shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of the dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the Dean of the Graduate School as a matter of documentation. In the case of allegations determined to be worthy of further investigation, the Regan Director of the Institute will select an impartial panel consisting of three faculty members to investigate the matter. The Regan Director of the Institute will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges.

3.5 Appeal Procedures

Occasionally someone who begins a doctoral program does not complete it. For that reason, the University establishes fair processes that protect both students and programs in cases where students are dismissed. The process described here is restricted to academic issues. For more information, see the academic Integrity section of the Graduate School *Bulletin* at <http://registrar.nd.edu/BOI.shtml>

For issues of personal misconduct, including issues of sexual or discriminatory harassment or disability-related grievances, which are handled by the Office of Student Affairs, additional information is available in *du Lac: A Guide to Student Life* at <http://dulac.nd.edu/>

If a student fails to pass a comprehensive examination or otherwise fails to perform at a satisfactory level, the DDS or ADDS will send a written communication to the student informing him or her of the failure and provide information about any recourse that the student might have. If a student is performing poorly, the advisor or DDS/ADDS should provide the student with a written notice about the poor performance, indicate the expectations necessary to remain in the program, and give the student a specific time when he or she will be re-evaluated.

If a student is dismissed for academic reasons, he or she may appeal the decision in a two-step process. The first is within the Institute. If the student does not agree with the Institute's decision, she or he may then appeal to the Dean of the Graduate School, who makes the final determination. The Graduate School's grievance process can be found at: http://graduateschool.nd.edu/assets/9047/info_appeal_procedure.pdf.

The following provides guidance for the first or the local appeal.

Complaints must be initiated by a written statement from the student to both the DDS and the Regan Director of the Institute within 14 days from the time when the student is informed of dismissal. To hear the appeal, the Regan Director of the Institute will appoint an *ad hoc* committee composed of himself or herself as chair or another faculty person so designated, and at least two faculty members unconnected factually with the case or the reasons for the appeal. If the Regan Director has been involved in the case, the appropriate associate dean of the college should appoint the committee and designate the person to serve as its chair.

The student's statement should indicate details on the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested.

The appeals committee will promptly and thoroughly investigate the appeal to determine whether the relief requested is warranted. The investigation may include interviews and/or written statements from the student, any student witnesses, faculty or staff members who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In most situations during the regular academic year, the appeals committee will complete the investigation in 30 business days (Note: Business days do not include weekends or employee holidays as recognized by the University). There may be some reports that cannot be investigated within 30 business days, particularly during the summer months when faculty may be away. In such cases, the chair of the appeals committee will communicate in writing to the student that the investigation is going to take longer than 30 business days and will also include a statement indicating when the committee anticipates completing the investigation.

3.6 Interruptions of Progress Toward Degree

On questions of withdrawal, leaves of absence, and medical leaves, the Institute follows and refers students to Graduate School policies as specified in the Bulletin of Information.

3.7 Peace Studies Comprehensive Examinations

This comprehensive exam, created and graded by Kroc Institute faculty, examines students on their ability to synthesize materials from (1) peace studies courses, (2) foundational literature from a recommended peace studies reading list and (3) their own research or field experience. The examination will be composed of two questions based on general knowledge of peace studies and one question specific to the student's interests.

Comprehensive Exam guidelines:

1. The examination period is a six-hour block during one day and predetermined by the Doctoral Committee.
2. The exam will be given twice a year, typically at the end of each semester on a predetermined day. The ADDS should be informed before the beginning of the semester of your intention to take the exams.
3. Each year the DDS will appoint two faculty members to administer examination questions and grading, on a rotating basis.
4. An updated reading list will be available to students by the beginning of the school year. Reading lists will be revised at least every three years, with student and faculty input.
5. The deadline for completing comprehensive examination requirements in Peace Studies is the 6th semester (typically the 2nd semester of the third year). Laptops and notes are permitted, however it is not recommended to rely on these too heavily.
6. An oral examination of one to two hours will be scheduled approximately one week after the written examination. This examination will be conducted by three faculty members with the support of the DDS and ADDS.
7. To successfully complete the comprehensive examination, the candidate must pass the written and oral parts of the examination.
8. A student who fails a comprehensive exam, must retake it at the end of the subsequent semester unless the DDS or ADDS has approved an alternative schedule. Failure to pass the comprehensive examination in two attempts time will result in the student's dismissal from the doctoral program.

3.8 Procedure for University fellowship nominations

Each year the DDS nominates exceptional incoming doctoral students for a variety of university fellowships. Below is a list of the fellowships available and their selection criteria.

Presidential

<http://graduateschool.nd.edu/admissions/financial-support/prestigious-fellowships/presidential-fellowships/>

For its humanities and social science students, the University of Notre Dame Graduate School recognizes outstanding performance in undergraduate studies as well as promise in graduate studies and professional life with its University Presidential Fellowships. Open to both U.S. citizens and international students, University Presidential Fellowships offer students full tuition and a generous stipend of \$25,000 on a 12-month basis, for up to five years. In addition, the University covers the full cost of its health insurance premium for Presidential Fellows.

Notaebart

<http://graduateschool.nd.edu/admissions/financial-support/prestigious-fellowships/notebaert-fellowships/>

The Richard and Peggy Notebaert Premier Fellowships are funded through the largest single gift bestowed upon the University for graduate education. For up to six years of funding, Notebaert fellows receive a stipend of \$30,000 to \$35,000 annually, according to program, on a 12-month basis, as well as full tuition and coverage of the student's health insurance premium costs. Fellows have priority in accessing professional development funds, including grants for conference travel and presentations, travel for research purposes, and related professional activities.

Approximately five new Notebaert Premier Fellows are selected each year.

Gaia

<http://graduateschool.nd.edu/admissions/financial-support/prestigious-fellowships/gaia-fellowships/>

The Joseph L. Gaia Distinguished Fellowship in Latino Studies funds doctoral students in any discipline who choose some aspect of Latino Studies as their area of specialization. Gaia Fellows receive full-tuition scholarships, annual stipends of \$25,000 for up to five years and full coverage of the University's health insurance premium.

Deans

<http://graduateschool.nd.edu/admissions/financial-support/prestigious-fellowships/diversity-fellowships/>

As do all the Graduate School's prestigious fellowships, Deans' Fellowships recognize outstanding performance in undergraduate studies as well as promise in graduate studies and professional life. Each year, approximately six entering doctoral and master's students are named Deans' Fellows and receive stipends that are significantly higher than the standard University stipend. These fellowships are one of the many ways Notre Dame works to promote diversity among its graduate students. The fellowships are open to U.S. citizens or permanent residents in any division of the Graduate School who are first-generation, low-income college students and/or who are African American, Asian American, Hispanic, or Native American. Participants in Ronald E. McNair programs across the United States will automatically satisfy these eligibility requirements.

Mullen

Each year two second-year PhD students in Peace Studies are selected as Mullen Family Fellows. Selection is based on demonstrated excellence and promise in the first year of studies in the program. The fellowship bears the Mullen name because of a generous contribution received in 2008 from the Mullen family. Although being named to receive this fellowship does not change the amount of the stipend received, it is an

additional honor for those students who demonstrate exceptional promise and past achievement.

3.9 Language Requirement

Students must be proficient in one foreign language in addition to English. If their native language is not English, they do not need to take an exam. If English is their first language, they must take a language exam—regardless of the requirements of the partner department. This exam is administered by the individual language departments at Notre Dame and is given a few times each year. Other departments, such as History and Theology, may have language requirements that exceed the Kroc minimum. Students in those departments must meet those requirements. Students may take foreign language courses while at Notre Dame, but it does not count as credit towards the doctoral degree.

4. SPECIFIC DEGREE PROGRAMS

The Kroc Institute offers PhD degrees in History and Peace Studies, Political Science and Peace Studies, Psychology and Peace Studies, Sociology and Peace Studies, and Theology and Peace Studies. The Kroc doctoral degrees enable graduates to be highly competitive on the job market, because they receive full credentialing and professional mentoring that prepares them for a variety of openings: disciplinary teaching positions as historians, political scientists, psychologists, sociologists, and theologians; interdisciplinary positions in peace studies; and combined positions in which employers seek expertise in the peace and conflict subfields of history, political science, psychology, sociology, or theology. In addition, the curricular program and research mentoring possibilities will prepare some students for employment by intergovernmental, governmental, or nongovernmental organizations as scholarly practitioners of peacebuilding.

Because each of the five associated departments has different requirements for earning a peace studies PhD associated with its disciplinary specialty, there are some variations in each of the five programs as well as some common requirements in all. In addition to meeting specific course requirements and passing comprehensive exams in one partnering departmental context, Kroc Institute students typically will take a minimum of six required peace studies courses provided by Kroc Institute faculty, study core peace studies literature and research design, select departmental courses with significant content relevant to peace studies, take a comprehensive examination in peace studies (see article 3.7 for further details), submit a peace studies article to a scholarly publication to be considered for publication, submit at least one proposal to an external funding agency for doctoral research, complete a teaching assistantship in Introduction to Peace Studies, complete one or more research assistantships with Kroc Institute faculty engaged in scholarship related to the Institute's research themes, and conduct dissertation research and writing under the guidance of Kroc faculty and faculty fellows. In meeting agreed requirements for the PhD degree in their affiliated discipline, students work closely with Kroc faculty and faculty fellows in the relevant department. Peace studies courses often contribute to one or more subfield specialties within a department, thereby usually enabling students to earn their degrees in approximately five years.

Normally a Kroc Institute faculty member or faculty fellow will be the primary advisor of dissertation research and writing. Any exceptions must be approved in writing by the Kroc DDS and ADDS, following a written student request for an exception in which the student provides a clear substantive rationale and indicates how the proposed research project and faculty mentoring will build on and contribute to the field of peace research.

As early as possible in his or her graduate education, each student should develop a long-term working relationship with at least one member of the faculty in addition to the DDS and ADDS. In the first year, all new students will have the DDS assigned as their primary advisor. Normally, by the end of the spring semester of the first year, and no later than the middle of the fourth semester in the program, each student should select a faculty advisor with expertise in his or her own specialized subfield of substantive interest. Ideally, the person who is selected might later function as a dissertation advisor. The opportunity to change advisors is available to the student, assuming that there is another faculty member who is willing and able to serve in that capacity. This substantive advisor should play a central mentoring role for the student, but in addition the student **must consult at least once a semester** with the Kroc DDS and ADDS and the departmental Director of Graduate Studies to ensure satisfactory academic progress in the overall program.

The following illustrative programs provide guidelines and a suggested timeline of satisfactory progress that each Kroc doctoral student should transform into a set of realistic, concrete academic goals for his or her particular career trajectory. These should be discussed in detail with the Kroc DDS and ADDS, focusing

particularly on (1) implementing each student's individual substantive emphasis that understandably varies from one student to another, (2) utilizing the unique opportunities for interdisciplinary learning and research design that arise with Kroc faculty and doctoral students in neighboring disciplines, and (3) identifying the ways and means of meeting each student's goals and eventually obtaining job placement within an expected timetable. In some cases, the courses listed are illustrative rather than required, so further consultation with the Kroc DDS and ADDS and the Departmental Director of Graduate Studies will be necessary.

4.1 Ph.D. in History and Peace Studies

4.1.1. Curriculum

- Semester 1

International Peace Research: Origins, Methodologies, Results (Required for the first semester)

Strategies of Peacebuilding: Organizing the Field (Required for the first semester)

The Historian's Craft

Elective history course

- Semester 2

Methods in Peace Research (Required for the second semester)

Research, Writing, and Publishing in History

Elective history course

Elective history course

- Summer 1

Study language if needed or take first language exam

Read for comprehensive exams

Preliminary/exploratory dissertation research

- Semester 3

Kroc Research Seminar

The Historical Profession

Elective history course

Perform assistantship

- Semester 4

Conflict Transformation through Dialogue: from Theory to Practice

Peace Studies Elective

Elective history course

Perform assistantship

- Summer 2

Take second foreign language exam, if needed

Prepare for comprehensive exams

Preliminary/exploratory dissertation research

- Semester 5
 - Elective history course
 - Perform assistantship*
 - Take written and oral comprehensive exams in fifth or sixth semester in History and Peace Studies*

- Semester 6
 - Elective history course or directed reading
 - Perform assistantship*
 - Take written and oral comprehensive exams in fifth or sixth semester in History and Peace Studies*

- Summer 3
 - Prepare article for submission to scholarly publication*
 - Preliminary/exploratory dissertation research*

- Semester 7
 - Submit application for external research funding*
 - Submit and defend dissertation proposal*
 - Perform assistantship*

- Semester 8
 - Conduct dissertation research and writing
 - Prepare Job Placement Dossier*

- Semester 9
 - Conduct dissertation research and writing

- Semester 10
 - Complete and defend dissertation

4.1.2. Degree Requirements

The requirements for the Ph.D. in History and Peace Studies normally include: a minimum of 30 hours of courses in history, 3 of which may be pass-fail, and 18 hours of courses in peace studies; proficiency in English and 1 or 2 other languages (depending on the specialty within history); a minimum of two research seminar papers, at least one of which will be an article of publishable quality and submitted to a scholarly publication; comprehensive examinations in four three areas (specified below); an application for external

funding for scholarly research; research and teaching assistantships in history and peace studies; and a dissertation of original research. Some courses not listed above might be substituted in a particular student's program, depending on the student's professional goals and the availability of courses, subject always to the approval of the Kroc DDS and ADDS and the DGS in History. Students in History usually are not expected to perform service obligations during their first and fifth years. After consultation with the History DGS, the Institute ADDS assigns teaching and research assistantships normally in the second, third and, in some cases, the fourth years.

4.1.3. Qualifying Exams

<http://history.nd.edu/graduate-program/resources/>

In addition to the Peace Studies Comprehensive Exam, students in History must also pass the qualifying exams in History.

Students are required to take written and oral Qualifying exams in three areas and will be chosen from among the major areas in the History Department. In addition, students will be required to take the comprehensive exams in Peace Studies.

Qualifying examinations are based on reading lists approved by the administering faculty member in the particular field of study.

Qualifying exams test the student's preparation for teaching and research. Passage reflects the faculty's judgment that the student has adequate knowledge of the reading list, problems, and methods of the field, and a basic ability to synthesize readings and analyze past the content of any one book or historiographic problem. Examiners will be members of the Notre Dame History Department's teaching and research faculty or, in the case of a field outside of the discipline of history, a member of the teaching and research faculty in another department at Notre Dame.

It is the student's responsibility to schedule the examination, upon consultation with the examiners. The examination is in two parts, written and oral, with the oral occurring within ten days of successful passage of the written. The student should schedule both sections of the examination with the Departmental Administrative Assistant, who in turn will notify the Graduate School.

The written examination in each of the three exams, one set by each examiner. Each exam must be completed in two hours, and will normally consist of two essays in response to questions asked by the examiner. The four three written exams are taken over a period of one week; the examiners will read the exam in their field and report the grade within five days after completion of the exam. The examiners' options are pass or fail; passes are provisional on the student's performance in oral exams. One or no failures will lead to scheduling of oral exams within a period of five days to two weeks after the written exams are graded. Failure in two of the three of the written exams will necessitate retaking them, based on new questions but the same body of reading, at the next scheduled examination period. A second failure is grounds for dismissal from the program.

The oral examination consists of questioning by the same committee of three faculty members for a period of not less than ninety minutes and not more than two hours. On an examining board of four three members, at least three two must agree on passage for the student to move forward to candidacy for the Ph.D. Students who fail two or more fields may petition the Director of Graduate Studies to retake them one time, at the next scheduled examination period. The student will retake only the failed portions of the exam with new questions on the same body of literature and only the committee members who graded the first examination

a failure. The dissertation advisor will serve as convener of the second oral examination. A second failure is grounds for dismissal from the program.

4.1.4. The Dissertation

The Kroc Institute protocol for dissertation proposals and for the research, writing, and defense of dissertations generally follows the procedures and policies listed in detail in the doctoral studies handbook of the History Department, with the understanding that the following two requirements are met: (1) the dissertation advisor will typically be a Kroc Institute faculty or faculty fellow, usually drawn from the Department, and (2) a minimum of one-half of the members of the faculty committee for the dissertation proposal examination and the dissertation defense normally will be Kroc faculty or faculty fellows, frequently drawn from the Department. As the History Department stipulates, one member may be drawn from another department.

4.2 PhD in Political Science and Peace Studies

4.2.1. Curriculum

- Semester 1

International Peace Research: Origins, Methodologies, Results (Required for the first semester)

Strategies of Peacebuilding: Organizing the Field (Required for the first semester)

Proseminar in Political Science

Math for Political Scientists (unless Political Theory is the first field)

- Semester 2

Methods in Peace Research (Required for the second semester)

Introduction to Quantitative Methods (unless Political Theory is the first field)

Theories of International Relations

International Cooperation or an elective course

- Summer 1

Study language if needed or take the foreign language exam

Read for Comprehensive Exams

- Semester 3

Kroc Research Seminar

International Law (Political Science or Law School)

International Political Economy

International Security, National Security Policy, or Causes of War

Perform assistantship

- Semester 4

Conflict Transformation through Dialogue: from Theory to Practice

Peace Studies Elective

Theoretical Approaches in Comparative Politics

Take first written comprehensive exam (May)

Perform assistantship

- Summer 2

Prepare for Peace Studies and second comprehensive exams and/or summer methods workshop

- Semester 5

Comparing Democracies

Seminar in Comparative Politics

Methods course – qualitative or advanced quantitative (Political Science)

*Take comprehensive exams in fifth or sixth semester in Peace Studies and second field of Political Science
(January)*

Perform assistantship

- Semester 6

Armies and Politics, or Theories of Identity and Conflict, or Comparative Foreign Policies

Political Science elective or Directed readings

Take comprehensive exams in fifth or sixth semester in Peace Studies and second field of Political Science

Perform assistantship

- Summer 3

Application for external support for dissertation or article submission to scholarly publication

- Semester 7

Prepare dissertation proposal

Application for external support for dissertation or article submission to scholarly publication

Perform assistantship

- Semester 8

Dissertation research and writing

Preparation of Job Placement Dossier

- Summer 4

Dissertation research and writing

- Semester 9

Dissertation research and writing

- Semester 10

Completion and defense of dissertation

4.2.2. Degree Requirements

The requirements for the PhD in Political Science and Peace Studies normally include: a minimum of 69 hours of credit for the PhD degree (57 of which are in substantive courses, with 42 in political science and 15 in peace studies); proficiency in English and one other language; one article of publishable quality which must be submitted to a scholarly publication; one major external grant application; teaching and research assistantships in both political science and peace studies; written comprehensive examinations in three areas (specified below); and a dissertation of original research. Students complete all existing regular political science requirements and take peace studies courses as the third area of specialization. Some courses not listed above might be taken in place of the illustrative courses for a particular student's program, depending on the student's professional goals and the availability of courses, subject always to the approval of both the Kroc DDS and ADDS and the DGS of Political Science.

4.2.3. Comprehensive Examinations

<http://politicalscience.nd.edu/graduate-program/student-resources/>

In addition to the Peace Studies Comprehensive Exam, students in Political Science must also pass the comprehensive exams in Political Science.

Comprehensive exams in two of the Department's five main fields. Written comprehensive exams, or comps, are given in American Politics, Comparative Politics, Constitutional Law and Politics, International Relations, and Political Theory. Each field sets the format and details of its respective comp. Field-specific comprehensive exam descriptions are available on the Graduate Program website. Students who receive fewer than 12 transfer credits are required to take a first comprehensive exam no later than May of the second year. They must take a second exam no later than January of the third year. Students who are able to do so are encouraged to take the second comp one semester earlier than stated above.

Students who enter the program with an M.A. in political science and receive 12-24 transfer credits must take a first exam no later than January of the second year. They must take a second exam no later than September of the third year. Students who are able to do so are encouraged to take the second comp one semester earlier than stated above.

Written comprehensives are offered in January, May, and September. About a month before the exam, the program administrative assistant sends out an e-mail requesting information about students who wish to take the upcoming comp. Students who wish to take the comp must reply in writing to the administrative assistant with the requested information in a timely manner or a comp exam will not be prepared for them. In addition, students planning to take a comp are advised to contact the field chair at least one semester before the comp date. The field chair sends written notification to the student of the field committee's assessment, normally within three weeks of the examination. A Report on Comprehensive Examination for the Master's Degree form, available through the Graduate Studies administrative assistant, must also be signed by the field chair and forwarded to the Graduate School, if the student wishes to apply the examination towards a Master's degree.

For students seeking the PhD degree, the second comprehensive exam is a departmental requirement only. Forms to be filed on completion of this exam are available through the Graduate Studies administrative assistant and are for departmental use only. In most cases, students either pass or fail the exam. However, when the members of the field grading an exam feel that the answers were borderline or very uneven, they may, at their collective discretion, offer a student the opportunity, in lieu of failure, to write an essay before the next exam on a question of the field's choice. The student may decline this option. The American field does not offer the essay option (see the field comprehensive exam description). After failing an exam, the student may retake the exam once at the next scheduled date.

7. Post-first field comp review. Fields complete a review of their students following their first field comp (i.e., in the same semester). The object of this review is to determine if students may continue toward PhD candidacy, or whether they will be moved to a terminal M.A. path. This review focuses on the student's entire record. Please see the POLS manual for more information.

4.2.4. The Dissertation

The Kroc Institute protocol for dissertation proposals and for the research, writing, and defense of dissertations generally follows the procedures and policies listed in detail in the doctoral studies handbook of the Political Science Department, with the understanding that the following two requirements are met: (1) the dissertation advisor will be a Kroc Institute faculty or faculty fellow, usually drawn from the Department, and (2) a minimum of one-half of the members of the faculty committee for the dissertation proposal examination and the dissertation defense normally will be Kroc faculty or faculty fellows, usually drawn from the Department.

4.3 PhD in Psychology and Peace Studies

4.3.1. Curriculum

- Semester 1

International Peace Research: Origins, Methodologies, Results (Required for the first semester)

Strategies of Peacebuilding: Organizing the Field (Required for the first semester)

Quantitative Methods I

Theories of Development

- Semester 2

Methods in Peace Research (Required for the second semester)

Quantitative Methods II

Conflict in Families

- Summer 1

Study language if needed or take foreign language exam

Read for Comprehensive Exams

- Semester 3

Kroc Research Seminar

Peace Studies Elective

Developmental Psychopathology and Family Process

Perform assistantship

- Semester 4

Conflict Transformation through Dialogue: from Theory to Practice

Socio-emotional Development

Elective Course or Research Credit

Presentation at scholarly meeting

Take foreign language exam

Perform assistantship

- Summer 2

Preparation for comprehensive exams in Peace Studies and developmental psychology

- Semester 5

Research Methods (Psychology)

Elective course (Psychology)

Advanced Statistics Class (Psychology)

Take comprehensive exams in Peace Studies and developmental psychology

Perform assistantship

- Semester 6

Elective course, which could be advanced statistics or qualitative research methods or another advanced course (Psychology)

Research Credits (Psychology)

Take comprehensive exams in Peace Studies and developmental psychology

Perform assistantship

- Summer 3

Article submitted to scholarly publication

Application for external funding for research

- Semester 7

Elective course, directed readings, or research credits

Preparation and approval of dissertation proposal

Perform assistantship

- Semester 8

Dissertation research and writing

Preparation of Job Placement Dossier

- Semester 9

Dissertation research and writing

- Semester 10

Completion and defense of dissertation

4.3.2. Degree Requirements

The requirements for the PhD in Psychology and Peace Studies normally include: a minimum of 72 hours of credit in psychology and peace studies courses and research credits for the PhD degree, of which a minimum of 18 graded hours are in peace studies; proficiency in English and one other language; an empirical master's thesis; an article of appropriate quality to submit to a scholarly publication; one major external grant application; a written comprehensive examination in developmental psychology (or other mutually agreed upon field in the department); a written comprehensive examination in peace studies (specified below); research and teaching assistantships in psychology and peace studies; and a dissertation of original research. Some courses not listed above might be substituted in a particular student's program, depending on the student's professional goals and the availability of courses, subject always to the approval of both the Kroc DDS and ADDS and the DGS in the Department of Psychology.

4.3.3. Written Doctoral Preliminary Examination

<http://psychology.nd.edu/graduate-studies/requirements/>

In addition to the Peace Studies Comprehensive Exam, students in Psychology must also pass the written doctoral preliminary examination.

The written doctoral preliminary examination is an exam in one's major field of study (e.g., cognitive, counseling, developmental, quantitative). Exams are administered twice a year, on a Monday and Tuesday morning the week before classes start at the beginning of the fall and spring semesters. The form indicating intention to take prelims is due 6 weeks before the prelim dates (see forms packet). The purpose of the

major exam is to assess knowledge of the general area of psychology within which the student's specialization is focused. The major areas within our department available to the student are delimited by currently existing programs: cognitive, counseling, developmental and quantitative psychology. Different programs have different formats for the exams. Be certain to understand the requirements of your particular program, described in each program's documents.

SIX-POINT SCALE FOR EVALUATIONS

Grades for doctoral preliminary examinations are assigned in the following manner:

- 6 - Excellent performance, highest pass
- 5 - Good performance, high pass
- 4 - Average performance, pass
- 3.5 - Cut off point, minimal pass
- 3 - Below average performance, "high fail"
- 2 - Poor performance, fail
- 1 - Very poor performance, low fail

4.3.4. The Dissertation

The Kroc Institute protocol for dissertation proposals and for the research, writing, and defense of dissertations generally follows the procedures and policies listed in detail in the doctoral studies handbook of the Psychology Department, with the understanding that the following two requirements are met: (1) the dissertation advisor will be a Kroc Institute faculty or faculty fellow, usually drawn from the Department, and (2) a minimum of one-half of the members of the faculty committee for the dissertation proposal examination and the dissertation defense normally will be Kroc faculty or faculty fellows, usually drawn from the Department.

4.4 PhD in Sociology and Peace Studies

4.4.1. Curriculum

- Semester 1

International Peace Research: Origins, Methodologies, Results (Required for the first semester)

Strategies of Peacebuilding: Organizing the Field (Required for the first semester)

Elementary Statistics (prerequisite for Advanced Statistics if needed)

Sociology proseminar I

Perform assistantship

- Semester 2

Methods in Peace Research (Required for the second semester)

Research Methods (Sociology)

Advanced Social Statistics

Sociology Proseminar II

Perform assistantship

- Summer 1

Study language or take foreign language exam

Read for Comprehensive Exams

- Semester 3

Kroc Research Seminar

Classical Sociological Theory

Foundation 1 (Sociology)

Perform assistantship

- Semester 4

Conflict Transformation through Dialogue: from Theory to Practice

Peace Studies Elective

Foundation 2 (Sociology)

Elective 1 (Sociology)

Write Master's paper

Perform assistantship

- Summer 2

Reading for comprehensive exams

- Semester 5

Contemporary Sociological Theory

Foundation 3 (Sociology)

Take Peace Studies and Sociology area 1 comprehensive exams

Perform assistantship

- Semester 6

Elective 2 (Sociology)

Advanced Methods (Sociology)

Elective 3 (Sociology)

Take Peace Studies and Sociology area 2 comprehensive exams

- Summer 3

Article submitted to scholarly publication

Prepare proposal for external funding for dissertation research

- Semester 7

Directed readings or independent study

Preparation and approval of dissertation proposal

- Semester 8

Dissertation research and writing

Preparation of Job Placement Dossier

- Summer 4

Dissertation research and writing

- Semester 9

Dissertation research and writing

- Semester 10

Completion and defense of dissertation

4.4.2. Degree Requirements

The requirements for the PhD in Sociology and Peace Studies normally include: Classical Sociological Theory, Contemporary Sociological Theory, Statistics I (if needed) and II, Research Methods, Advanced Research Methods, and Proseminar I and II. There are also three sociology electives. In addition, students normally take six peace studies courses. Twelve additional hours may be earned in independent study, dissertation credit, and elected courses.

Any course that is cross-listed with the Department of Sociology can be counted as a sociology course. Courses that are cross-listed as sociology and Institute (IIPS) courses can be counted toward sociology requirements or peace studies requirements, but none can be double counted toward two requirements. Students will indicate how they wish to use such courses by signing up under either the IIPS designation or the SOC designation.

In meeting these requirements students will earn a minimum of 65 hours of credit for the PhD degree, 54 of which are coursework; demonstrate proficiency in English and one other language; write a master's paper of publishable quality and submit an article to a scholarly publication; one major external grant application;

pass three written comprehensive examinations (specified below); conduct research and teaching assistantships in sociology and peace studies; and write a dissertation of original research. Some courses not listed above might be substituted in a particular student's program, depending on the student's professional goals and the availability of courses, subject always to the approval of both the Kroc DDS and ADDS and departmental DGS.

The M.A. degree is normally earned on the way to the PhD. The M.A. in the combined degree would come from Classical Sociological Theory, Sociological Research Methods, Advanced Social Statistics, Proseminar, at least 3 peace studies courses, plus Peace Research: Methods and Findings and the Master's paper.

There is a formal oral defense of the Master's thesis before it is completed and deposited. The examining committee will include three faculty members, with at least one member coming from the department and one from among Kroc Institute faculty or faculty fellows.

4.4.3. Area Examinations

<http://sociology.nd.edu/graduate-program/areaexaminformation/>

In addition to the Peace Studies Comprehensive Exam, students in Sociology must also pass two area exams in Sociology.

The purpose of the area exam is to provide the opportunity and basis for the student to develop a broad expertise in a subfield of sociology, and to recognize that expertise. Having passed the exam, the student will have demonstrated familiarity with the subfield, including a basic knowledge and understanding of its core issues, important literature, and key questions. This demonstration will involve not only the basic knowledge necessary for a literature review, but also the mastery of an independent voice within the subfield. Three specific goals provide indicators of this mastery. The student's performance in preparation for the exam and upon completion of the exam should demonstrate:

- the ability to interact with professional peers on the basis of shared knowledge and understanding;
- the ability to teach in the field and to organize a new syllabus;
- the ability to develop original research questions.

While the exam should help students prepare for conceiving and writing their dissertation, the exam should stretch the student to go well beyond this narrow (albeit important) objective.

It is the student's responsibility to contact the Area Exam committee in their chosen area. Students should schedule a meeting with the Area Exam chair to discuss procedures and expectations regarding preparations for the area exam, since they vary by area (and also change from year to year). The department will also compile and make available a brief description of the basic procedures and requirements for each area. This and more details are available on the departmental website above.

4.4.4. The Dissertation

The Kroc Institute protocol for dissertation proposals and for the research, writing, and defense of dissertations generally follows the procedures and policies listed in detail in the doctoral studies handbook of the Sociology Department, with the understanding that the following two requirements are met: (1) the dissertation advisor will be a Kroc Institute faculty or faculty fellow, usually drawn from the Department, and (2) a minimum of one-half of the members of the faculty committee for the dissertation proposal examination and the dissertation defense normally will be Kroc faculty or faculty fellows, usually drawn from the Department.

4.5 PhD in Theology and Peace Studies

4.5.1. Curriculum

- Semester 1

 - International Peace Research: Origins, Methodologies, Results (Required for the first semester)

 - Strategies of Peacebuilding: Organizing the Field (Required for the first semester)

 - Theology Seminar in the student's area of concentration

 - Second Theology Seminar in the student's area of concentration

- Semester 2

 - Methods in Peace Research (Required for the second semester)

 - Theology Seminar in the student's area of concentration

 - Second Theology Seminar in the student's area of concentration

- Summer 1

 - Study foreign language and take foreign language exams*

 - Read for Comprehensive Exams*

- Semester 3

 - Kroc Research Seminar

 - Peace Studies Elective

 - Theology Seminar in the student's area of concentration

 - Second Theology Seminar in the student's area of concentration

 - Perform assistantship*

- Semester 4

 - Conflict Transformation through Dialogue: from Theory to Practice

 - Theology Seminar in the student's area of concentration

 - Second Theology Seminar in the student's area of concentration

 - Perform assistantship*

- Summer 2

 - Complete all foreign language exams*

- Semester 5

 - Take Comprehensive exams in Peace Studies and prepare for Candidacy exams in Theology (draft topics due at the beginning of the semester)*

- Semester 6

 - Take Candidacy exams in Theology (final topics due at the beginning of the semester) and Comprehensive exams in Peace Studies*

- Summer 3

 - Submit article to scholarly publication*

 - Prepare proposal for external funding for dissertation research*

- Semester 7

Turn in dissertation proposal at beginning of semester

Begin dissertation research and writing

Presentation at scholarly association

- Semester 8

Dissertation research and writing

Preparation of Job Placement Dossier

- Summer 4

Dissertation research and writing

- Semester 9

Dissertation research and writing

Perform assistantship/teach course for Peace Studies or Theology

- Semester 10

Completion and defense of dissertation

Perform assistantship/teach course for Peace Studies or Theology

4.5.2. Degree Requirements

The requirements for the PhD in Theology and Peace Studies normally include: a minimum of 24 graded hours of credit in theology in one of the areas of concentration and 18 graded hours in peace studies; research and teaching assistantships in theology and peace studies; the preparation of an article of publishable quality that will be submitted to a scholarly publication; one major external grant application; candidacy exams in 10 topical areas (specified below); and a dissertation of original research. In addition, students will meet the Department's language requirements of two modern research languages (typically French and German) and one classical language (Latin or Greek). Another language may be used as a replacement with the permission of the Director of Graduate Studies in the Department and the DDS or ADDS in the Institute.

4.5.3. Candidacy Examinations

<http://theology.nd.edu/graduate-program/doctoral-program/program/>

In addition to the Peace Studies Comprehensive Exam, students in Theology must also pass the Candidacy exams in Theology.

Candidacy examinations usually are taken in the second semester following the two years of residency and the completion of all language requirements. These examinations are offered twice a year, in October and March. The topics for the examinations are meant to expand students' intellectual breadth and skills and involve matters of inquiry, which extend beyond their course work.

- Seven topics in the major field. (One of the topics should be on the subject to be explored in the dissertation.)
- Three topics outside the major field, to be chosen by the student.
- Topics are prepared by the student in consultation with his or her advisor.

Three days of written examinations are required, followed by a 90-minute oral examination to which the student is admitted after successfully passing the written examinations.

4.5.4. The Dissertation

The Kroc Institute protocol for dissertation proposals and for the research, writing, and defense of dissertations generally follows the procedures and policies listed in detail in the doctoral studies handbook of the Theology Department, with the understanding that the following two requirements are met: (1) the dissertation advisor will be a Kroc Institute faculty or faculty fellow, usually drawn from the Department, and (2) a minimum of one-half of the members of the faculty committee for the dissertation proposal examination and the dissertation defense normally will be Kroc faculty or faculty fellows, usually drawn from the Department. The dissertation committee will normally consist of four faculty, no less than two of whom will come from the student's area of concentration, with no less than two of the four being Kroc faculty or faculty fellows.

4.5.5. Assistantships

During the first year of studies, students are not assigned any duties so that they can devote themselves to full-time studies. In the second and third years the student will normally serve as a research assistant or teaching assistant to a faculty member in theology and peace studies, working no more than 12 hours a week for that faculty member. During the student's fourth year (the "dissertation year") a student does not have any service duties so that he or she can work full time on the dissertation. During both semesters of the fifth year the student will either work as a teaching assistant or teach a course that can be cross-listed between the Department of Theology and the Institute. Decisions about assistantships are made by the ADDS in the Kroc Institute, in consultation with the Director of Graduate Studies in Theology and Theology Department faculty who are Kroc faculty or faculty fellows.

Appendix A:

Support for Presenting Scholarly Research

Students are strongly encouraged to make a presentation of their own scholarly work at professional meetings during at least two of their five years in the graduate program. The Graduate Student Union (GSU) and the Kroc Institute provide financial subsidies to encourage student participation in such meetings. To qualify, travel must be for the purpose of presenting a written scholarly paper at a professional conference. Serving as a discussant, roundtable participant, or panel chair, although laudatory, does not qualify. Our goal is to encourage good research design and peer discussion to move written work toward publication. All students must apply to the Graduate Student Union (GSU) first before requesting funding from the Institute. When applicable, students are encouraged to apply also to other University sources (i.e. the Institute for Scholarship in the Liberal Arts, the Kellogg Institute, and the Nanovic Institute) to help fund portions of conference related expenses.

Students should follow the guidelines for submitting a conference grant application found at <http://gsu.nd.edu/student-resources/careerdevelopment>. If you request, the GSU will forward your application to the Kroc Institute after they have made their funding decision. You do not need to submit a separate application to the Institute.

The following maxima apply for reimbursement:

- \$250 maximum per year from GSU (up to \$1500 total during your entire career at Notre Dame)
- \$700 maximum per conference from the Kroc Institute per year, with a \$1,000 annual maximum

For example, if you present at one conference in a year, the maximum amount of funding you can receive from these two sources is \$950. If you present at two or more conferences per year, the maximum amount of funding you can receive from these sources is \$1,250.

As the GSU only allows one application per academic year, if you present at a second conference please submit the second application directly to the ADDS at the Kroc Institute.

Any questions about grants for presenting at professional association meetings should be directed to the ADDS at the Kroc Institute.

Appendix B: Summer Stipend Award

The Kroc Institute is pleased to make available, on a priority basis, limited funding for summer research and study by selected peace studies doctoral students. Although there are not sufficient funds to provide full funding for all students every summer, the Institute provides limited assistance to help students use summers to advance their professional goals. To be eligible, students must be part of the normal funding cohort in the graduate program, finishing years one through year five.

The Summer Stipend Award supports advanced students seeking assistance to:

1. conduct research and writing related to their dissertations
2. students preparing a scholarly article for submission to a refereed journal
3. students seeking assistance to study a specific set of readings or research to prepare for a scheduled comprehensive examination
4. serve as a research assistant for a faculty member or faculty fellow, where a resulting article, chapter, or book will be jointly authored (as confirmed by the faculty member)
5. serve as a research assistant for a Kroc faculty member or fellow
6. students seeking to acquire special skills not readily available at Notre Dame and necessary for the student's development in the program, such as a qualitative or quantitative methods summer workshop
7. students wishing to travel to conduct research and fieldwork, as well as some living expenses while in the field

For instances 1-3, the amount of the *Summer Stipend Award* is half of the total recommended amount for summer funding by the Graduate School. In cases 4 & 5, the full recommended amount by the graduate school will be granted provided enough funding is available. Finally, in cases 6 & 7, the amount requested should cover the tuition and travel and living expenses for the workshop or fieldwork. The total amount awarded will not exceed the recommended amount for summer funding by the Graduate School and is concurrent with the amount of funding available.

In *all* instances in which students are working together with Kroc faculty or fellows, a letter from the Kroc faculty member is required to accompany the application for summer funding. **This letter should detail what the student will be undertaking with the faculty member, what the outcome will be and what the number of expected working hours are.** Students who would like to work with a Kroc faculty member or fellow, should apply for summer funding to support their research over the summer. Only in rare circumstances will students be funded by faculty member's research funds. Total earnings from all sources should not exceed the total recommended amount for summer funding by the Graduate School.

Students awarded a summer stipend must register for the Independent Summer Research course CRN 3990, IIPS67890-0. There are no charges or grades associated with this course. Registering for this course will ensure proper classification for tax purposes.

The Summer Stipend Award is considered taxable income.

Students with Special Fellowships

Students who already have summer funding through a special fellowship, such as Presidential, Notebaert, Deans or Gaia fellowships, are not eligible for additional stipend funding from the Institute, but they may be considered for tuition and travel assistance if they need funds for summer training not available at Notre Dame. Food expenses are not covered by summer funding for students with special fellowships.

Outside Funding

As a condition of summer funding from the Kroc Institute, the Institute requires students to explore possible summer support from other sources, including other campus institutes such as the Kellogg Institute, the Nanovic Institute, and the Institute for Scholarship in the Liberal Arts. **In the event that such a scholarship is awarded, the student must notify the ADDS.** Each student can receive the total amount recommended by the Graduate School (\$4000 for 2012/2013) by receiving a combination of scholarships. Any additional amount must be approved by the ADDS.

Application

To apply, students should submit a letter of application to the ADDS, no later than April 5, in which they explain the purposes for which they seek funding. ***Students must state clearly what other funding they have applied for. Please include the amount and name of grant solicited.***

Proposals will be evaluated primarily on the basis of the quality of the student's academic record and the need expressed in the letter. Normally an award will not be given to a student with an "incomplete" at the time of the decision or the beginning date of the proposed work.

In the event that summer plans change due to unforeseen events, the student **must resubmit their letter with a revised budget to the ADDS.** This will be reevaluated and reapproved with a revised stipend.

Stipends will be paid out by the Kroc Institute's Business Manager at the request of the student.

Written Reports

Those who receive an award must provide a brief written report (maximum two pages) on the results obtained from their use of the funds no later than two weeks after the first day of the fall semester. **Failure to submit a quality report will result in ineligibility for the following summer.**

Appendix C:

Peace Studies Graduate Student Instructor of Record Opportunity

The PhD in Peace Studies program offers an opportunity for advanced graduate students to design and teach their own course based upon their interests and the needs of the program. Interested graduate students will apply for this opportunity one year prior to the scheduled teaching experience (see suggested timeline below). The goal of this teaching experience is to encourage students in the Peace Studies PhD program to further develop their teaching skills during the dissertation stage of their graduate studies.

Prior to serving as a Graduate Student Instructor of Record, students must:

- Attend a required one hour orientation session with ADDS and the Assistant Director for the Kaneb Center for Teaching and Learning in order to:
 - Set goals and expectations for the experience.
 - Identify faculty to serve as mentors.
 - Identify further opportunities through the Kaneb Certificate Programs. For example, after earning the *required* “Striving for Excellence in Teaching” certificate, graduate students may choose to earn the *optional* Advanced Teaching Scholar certificate.
- Successfully complete the “Striving for Excellence in Teaching” certification program from the Kaneb Center.
 - Attend five Kaneb workshops (can be completed over multiple semesters).
 - Submit to the Kaneb Center a list of the workshops attended with the following information: date of each workshop; title and brief description of each workshop; and a two-page essay reflecting on aspects of the workshops’ content that the applicant found most relevant to his/her teaching plans.
- Submit a course syllabus to the ADDS for review. Syllabus must be approved by a faculty committee the semester prior to the teaching experience.

Following the teaching experience, Graduate Student Instructors of Record will schedule a meeting with the ADDS to revisit the goals and expectations for the experience and provide feedback on this opportunity. Although not required, it is strongly recommended that Graduate Student Instructors of Record periodically check in with the ADDS during the teaching experience. The Kaneb Center is also available to offer resources and guidance during the semester in which the course is taught.

Suggested timeline:

1 year prior:	Graduate student applies for Instructor of Record opportunity through the ADDS.
	Graduate student begins attending Kaneb workshops and working towards Striving for Excellence in Teaching certificate.
	Graduate student begins drafting course syllabus.
1 semester prior:	Graduate student submits materials for the Striving for Excellence in Teaching certificate to the Kaneb Center.
	Graduate student submits course syllabus for review.

Resources:

Pamina Firchow, PhD, Associate Director of Doctoral Studies; (Pamina.M.Firchow.1@nd.edu)
Amanda McKendree, PhD, Assistant Director, Kaneb Center for Teaching and Learning*;
(amckendree@nd.edu)

**At any time, before, during, or after the teaching experience, graduate students may schedule individual appointments with the Kaneb Center to receive feedback on the course syllabus or discuss the teaching experience. Graduate students are also invited to visit the Kaneb Center Library (353 DeBartolo Hall) to access a variety of teaching and learning resources.*

Appendix D:

Graduate Student Liaisons: Regulations for Doctoral student participation in the Kroc Institute hiring processes

In recognition of the importance of student participation in the selection of future faculty, the Kroc Institute has developed the following regulations guiding how and when PhD students can be involved in the process.

1. Participation in the hiring process is entirely voluntary and encouraged only when the students interested in participating have completed all of their other duties and requirements in a satisfactory manner.
2. The graduate student liaison is selected by the doctoral students for each individual search.
3. Once the search has been narrowed down to three candidates, the graduate student liaison joins the process.
4. The graduate student liaison then circulates the CVs of final candidates to other interested graduate students and coordinates a meeting between each candidate and the graduate students when they are on campus.
5. The graduate student liaison then coordinates a discussion with the other participating students where the job candidates are evaluated. The liaison is in charge of submitting a written report of the graduate students' evaluation of the job candidates.
6. The search committee will take into consideration the students' evaluations of the job candidates.