



**KROC INSTITUTE**  
**FOR INTERNATIONAL PEACE STUDIES**

**Kroc Institute for International Peace Studies**

**PhD Student Manual,**

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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 six degree programs constructed in partnership with the Departments of History, Political Science, Psychology, Sociology, Theology and Anthropology. The Institute also draws upon additional faculty and curricular contributions from other departments, the Law School, and the Mendoza School of Business. The Institute admits to this program only highly qualified students who seek a doctoral degree in one of these six areas in which degrees are offered: History and Peace Studies, Political Science and Peace Studies, Psychology and Peace Studies, Sociology and Peace Studies, Theology and Peace Studies or Anthropology and Peace Studies.

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 associated departmental Director of Graduate Studies (DGS), or, where relevant, the student's academic advisor. Normally, the DDS 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. *The relevant manual for a student is that one from the year they entered the program. But they can elect to follow the most recent manual.*

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 works closely. Any departure from the agreed-upon policies laid down in this manual requires the approval of both the Kroc DDS and the relevant departmental DGS.

### 3. ACADEMIC, ADMINISTRATIVE, AND FINANCIAL AID 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 name 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 doctoral 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,<sup>1</sup>
- 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 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.

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.

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<sup>1</sup> The term "comprehensive examinations" refers to qualifying or candidacy exams.

A student who does not complete all requirements for the PhD by the end of the 8th year of study, unless they have taken a leave of absence(s) or been granted a childbirth accommodation(s), is considered to be withdrawn from the program. Students may apply for a limited extension of degree eligibility for a ninth year, if for good reasons they anticipate that they will not earn their PhD by the end of their 8<sup>th</sup> year. This application must be approved first by the student's advisor, then by the Kroc DDS, and finally by the Graduate School. 9<sup>th</sup> year students have to register for the one credit hour Dissertation Completion course for which the student will pay tuition, as Graduate School tuition scholarships ends after 8 years (excepting a previous LOA or childbirth accommodation).

### **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.

**Research and Teaching Assistantships:** 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, Anthropology, 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" or another introductory peace studies course. 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. 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 DDS in the semester prior to service.***

Students in the Psychology and Theology joint programs have service requirements that differ in some respects from the other programs. Psychology students are expected to work in their assigned faculty lab throughout the year during their time in the program; this close mentoring work with a faculty member will count toward their service requirements. In addition to lab work, they are required to do two semesters of assistantship, usually for Peace Studies, including one semester as TA for intro. (Student may opt to do the

second assistantship as a TA for psychology with the approval of the DDS). Students in Theology will be asked to teach one course in their fifth year for the Theology department; this will count for one assistantship. This course should have a Peace Studies dimension and be cross-listed with the undergraduate Peace Studies program. (Students may elect to teach this class a second time, but this is not a requirement.) In addition to this class, theology students should complete four additional assistantships, normally in their second and third years.

Assistants and fellows who receive a full stipend are not permitted to be employed elsewhere without written approval of the DDS and the Graduate School. Any additional employment cannot exceed the weekly limit of hours set by the Graduate School (this limit includes the hours spent on assistantship).

In addition, the Kroc Institute affords some opportunities 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. The Kroc Institute does not provide extra financial support for this teaching opportunity. Please see Appendix C for more information on how to apply.

As part of their professionalization, all students are required to prepare a minimum of one article for submission to a scholarly publication.

**Application for external funding:** All students are also required to apply for at least one major external grant or fellowship to support 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. (All students will need to apply for a second major external grant at some point in order to qualify for 6<sup>th</sup> year funding from Kroc. That application can be submitted at any time prior to the application for 6<sup>th</sup> year funding).

Any funding awards received are in lieu of Kroc stipend support. Successful funding is neither "stacked" on top of (added to) the student's standard Kroc stipend, nor is it "banked" for future use (e.g. 7<sup>th</sup> year Kroc stipend support; Kroc does not provide stipend support beyond 6 years with the exception of the childbirth accommodation). Successful external grant funding that is less than the amount of the student's Kroc stipend will be topped up to the student's Kroc stipend amount. Students who receive funding that exceeds the amount of their Kroc stipend will receive the surplus amount up to the stipend limit set by the Graduate School.

Copies of all applications for any external funding must be submitted to the Kroc Doctoral Program Administrative Assistant at the time they are submitted to the external funding source. Students are required to provide information regarding all successful funding (internal and external), including award letters, budgets, timelines etc. at the time the award is granted. Copies of award notifications and supporting material should be forwarded to the Kroc Doctoral Program Administrative Assistant, and to the Graduate School Financial Analyst.

**Transfer credit:** 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 DDS 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 DDS and the Graduate School.



Typically, students may transfer previous graduate level credit in lieu of Kroc electives. The student must establish the relevance of the content of the proposed transfer credit to peace studies. The viability of the proposed credit for transfer is at the discretion of the DDS. Students may transfer credit in lieu of Foundations course requirements only if they establish that the foundations course content and work requirements will be explicitly redundant vis-à-vis a prior course they have taken. To establish this, they must submit to the DDS the syllabus of the prior course, and major writing assignments that they completed for that course. Foundation course replacement credit is granted at the discretion of the DDS, but also under the advisement of the respective faculty person of the foundation course in question.

**6<sup>th</sup> year funding:** Kroc funding may be available, in full or in part, beyond five years if warranted. This is decided on a case-by-case basis. To be eligible to apply the student must be ABD and must have applied for at least two major external grants or fellowships (application(s) [submitted during the 4<sup>th</sup> year count towards 6<sup>th</sup> year eligibility so long as they are major fellowships/grants](#)). 6<sup>th</sup> year funding is contingent upon enrollment and participation in the Kroc Dissertation Writer's Seminar for the entirety of the 6<sup>th</sup> year. In order to apply for an extension of funding, a formal letter addressed to the DDS must be submitted no later than January of the student's 5<sup>th</sup> year 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. The student must also submit a dissertation completion plan, and a list of external funding sources (minimum 2) to which he or she has applied.

**Childbirth Accommodation:** For students who are primary caregivers of children born or adopted while the student is in the Kroc doctoral program, Kroc follows the Childbirth Accommodation as set forth in the Graduate School Bulletin. To activate the Childbirth Accommodation, refer to the Graduate School Bulletin for the full policy: <http://registrar.nd.edu/BOI.shtml> For Kroc, the childbirth accommodation extends enrollment eligibility by one semester, and includes an additional semester of funding after completion of regular funding (years 1-6). As per Graduate School guidelines, students are eligible for a maximum of two childbirth accommodations during their PhD program.

**5+1 post-doc:** For students who complete their degree in five years, Kroc follows the 5+1 post-doc opportunity as established by Notre Dame's College of Arts and Letters. Students must communicate their intent to take the 5+1 to the DDS, DUS, and Doctoral Program Administrative Assistant by mid-term of their 5<sup>th</sup> year, and formally apply by the first week of the Spring term prior to their +1 year by submitting a letter of application to the DDS and Program Administrative Assistant. Students can take ½ of the post-doc opportunity, but must formally apply by August 1 of their 6<sup>th</sup> year, and have met with the DUS to explore teaching opportunities by April 1 of their 5<sup>th</sup> year. Any student who defaults to Kroc 6<sup>th</sup> year funding from having applied for the +1 (or +1/2) post-doc is expected to fulfill all of the requirements of applying for 6<sup>th</sup> year funding. For more information, please consult: <https://5plus1.nd.edu/how-it-works/>

**Summer research grants:** 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. **Please see Appendix 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 (except for Psychology students who have until after their 5th year (10 semesters), as permitted by Graduate School provision for that program.

### 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. If a perceived conflict of interest exists between the DDS 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 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 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. Please consult the Graduate School's grievance process. in the Graduate School Bulletin.

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 and Kroc faculty fellows, examines students on their ability to synthesize materials from (1) peace studies courses, (2) foundational literature from a recommended peace studies reading lists and (3) their own research or field experience.

Comprehensive exam guidelines:

1. The examination period is a 7.5 hour block during one day and predetermined by the Doctoral Advisory Committee. The student is permitted a 45 minute period between each two-hour question period for breaks. The Anthropology-Peace Studies comp occurs in two four-hour blocks scheduled on two consecutive days (again, each two-hour question block is to be followed by a 45 minute break).
2. The exam will be offered twice a year, typically at the end of each semester on a predetermined date. The DDS should be informed no later than the beginning of the previous semester of students' intention to take the exam.
3. An oral examination of two hours will be scheduled approximately 7-10 days after the written exam.
4. To successfully complete the comprehensive examination, the candidate must pass the written and oral parts of the examination. A student who fails the comprehensive exam, must retake it at the end of the subsequent semester unless the DDS has approved an alternative schedule. Failure to pass the comprehensive examination in two attempts will result in the student's dismissal from the doctoral program.

Each degree program has a slightly different comprehensive exam structure. See the six specific degree programs for exact description of the exam questions and requirements. The shared exam structure for all the tracks runs as follows: Part 1 consists of questions derived from the syllabi of the required Peace Studies foundations courses. Part 2 is a dissertation-related question based upon a bibliography of roughly 20 sources (mostly books, but also book chapters and articles; the exact number of sources is at the discretion of the faculty examiner) developed under the advisement of a faculty who is likely to work with the student on his or her dissertation. Part 3 consists of two questions based upon bibliographies of roughly 20 sources each (mostly books, but also book chapters and articles, the exact number of sources is at the discretion of the faculty examiner) based upon the two chosen research foci from the research cluster list (1) International law, norms, and governance systems, (2) Social movements and civil society, (3) Religion, theology, ethics, peacebuilding and conflict, (4) Causes of war; quality of peace, (5)

Community violence, trauma and healing. Please consult individual curriculum track descriptions for further details (the only bibliographies that can be limited to 1000 pages are those for the Theology program track).

### **3.8 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. Contact the respective department at the beginning of the semester to schedule your exam and ask that your results be sent via email to the Kroc Doctoral Program Administrative Assistant. 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.

### **3.9 Named Fellowships**

Early in the Fall semester, the DAC will gather the names of all students eligible for a Kroc named fellowship. They will review each candidate according to a series of criteria and thereby determine who the recipients are. Receiving these fellowships does not change the amount of the stipend received, but is an additional honor for those students who demonstrate exceptional promise and achievement.

The Kroc named fellowships are:

#### **Mullen Family Fellowships**

Each year two second-year PhD students 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.

#### **Pepe Fellowship**

Advanced students, normally doctoral candidates (ABD) are eligible for the Steve Pepe Fellowship. This fellowship was enabled through the generous donation of Steven Pepe, a retired United States Magistrate Judge, District Court, Eastern District of Michigan, and a long-time member of the Kroc Institute's advisory board.

#### **Darby Fellowship**

The John Darby Fellowship is funded through the generosity of members of the Kroc Advisory Board, and was named to honor the late John Darby, a Kroc faculty member who was instrumental in establishing the Peace Accords Matrix.

### **3.10 Dissertation Writing Seminar**

This year long course is strongly encouraged for all students who are ABD or who are working on dissertation proposals and dissertation drafts. The Kroc faculty strongly recommends that dissertation writers participate during all semesters of their writing. Students who are ABD are required to enroll in at least two semesters (of their choice) during years 4 and 5 of their program. Any ABD student who is out-of-residence is required to participate remotely via Zoom, Skype, etc. for the duration of their time of non-residence. All students who receive 6<sup>th</sup> year funding are required to participate. The course is designed as a

collaborative workshop to support dissertation research and writing by advanced students in the all six of the Peace Studies joint programs. Students serve as discussants of each other's writing. The course includes the following elements:

- (1) accountability group to keep students moving forward on dissertation work;
  - (2) dissertation planning, including mapping research and writing stages, outlining chapters, and developing feasible timelines;
  - (3) intensive workshopping of a dissertation-related "product" from at least one student per meeting, including: dissertation chapters, dissertations summaries and outlines, research memos, research statements (for job and/or fellowship applications), or articles based upon dissertation research;
  - (4) discussion of the personal and interactional challenges of researching conflict, violence and war, including self-care, safety concerns, context sensitivity and ethical considerations.
- Where possible, the workshop also includes professionalization support such as conference preparation and practice talks.
- (5) peer and faculty mentor feedback on writing and progress from distinctively peace studies and interdisciplinary perspectives.

### **3.11 PRES**

PRES is a vital part of the scholarly life of the Kroc Institute. It is geared toward doctoral student formation in peace research, and provides a workshop and laboratory for the practice of the kind of interdisciplinary scholarly engagement that is essential to Kroc's approach to peace studies and peace research. Doctoral students are to treat PRES attendance in the same way they treat attendance for any other course. Attendance is taken on each occasion, and excused absences should be cleared with the DDS prior to the session in question. If a conflict with a departmental event arises, PRES is to take precedence. If TA responsibilities conflict with PRES, permission to miss PRES must be secured directly from the DDS in the semester prior to the TA responsibilities. Any such case will be considered on a case by case basis.

### **3.12 Placement Director**

All students are encouraged to meet with the Kroc placement director at all stages of their progress through the degree. The placement director guides students in planning and achieving maximum job prospects for their peace studies side of their academic profile. He or she alerts students to relevant job openings and assists applicants in presenting their CV and cover letters in the most appropriate ways and arranges practice interviews and job talks for students invited to campus or Skype interviews.

## **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, Theology and Peace Studies and Anthropology 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, theologians and anthropologists; 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 six associated departments has different requirements for earning a peace studies PhD associated with its disciplinary specialty, there are some variations in each of the six 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, submit at least one proposal to an external funding agency for doctoral research, complete a teaching assistantship in Introduction to Peace Studies (or a relevant introductory level peace studies course), 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, 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. 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 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, 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 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)

Peace Studies: 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) Elective history course

Elective history course

*First year paper presentation in History.*

- Summer 1

*Study language if needed or take first language exam*

*Read for comprehensive exams*

*Preliminary/exploratory dissertation research*

- Semester 3

Strategic Peacebuilding

Research, Writing, and Publishing in History

The Historical Profession, Part I (required, non-credit workshop series)

Elective history course

*Perform assistantship*

- Semester 4

Peace Studies Elective

The Historical Profession, Part II (required, non-credit workshop series)

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 History*

*Submit application for external research funding*

- Semester 6

Elective history course or directed reading

*Perform assistantship*

*Take written and oral comprehensive exams in Peace Studies*

*Prepare and defend dissertation proposal (by May of sixth semester or September of seventh semester)*

- Summer 3

*Prepare article for submission to scholarly publication*

*Conduct preliminary/first stage dissertation research*

- Semester 7

*Submit application for external research funding*

*Submit and defend dissertation proposal by September (if not already completed)*

*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 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 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 DDS assigns teaching and research assistantships normally in the second, third and the fourth years.



Students in the joint History and Peace Studies program will be allowed to take up to 2 of their 10 history course requirements (6 out of 30 credits) in the form of Directed Reading classes oriented toward exam preparation, with the approval of the History DGS.

Peace studies students will be given at least one semester of leeway on gateway milestones in the History department, with the exception of the first year paper, which must be completed on schedule. With the permission of the student's adviser and the DGS, students may be granted up to one additional semester (but no more than one year). Students should work with the Kroc DDS and History DGS each semester to develop and adjust the timeline for milestone completion, in line with the students' developing research.

#### 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 in the joint program must take their History exams by the end of their *fifth* semester (rather than their fourth, as most History students are required to do). In addition, students will be required to take the comprehensive exams in Peace Studies. The Peace Studies exam should be taken by the end of their *sixth* semester.

Students are required to take History written and oral Qualifying exams in two areas that will be chosen from among the major areas in the History Department. 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 two 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 two 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 both 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 three members, at least two must agree on passage for the student to move forward to candidacy for the Ph.D. Students who fail two 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.

### **Peace Studies Comprehensive Exam**

The exam is composed of three sections:

1. The readings for question 1 are based on syllabi of the three core courses. (Each instructor writes one question and the student is able to answer one out of the three). In the follow-up oral exam the student is expected to answer the questions s/he chose not to answer.
2. Question 2: the student is required to work with a History and Kroc faculty core or fellow member (normally her/his advisor) on a reading list that is geared toward her/his dissertation.
3. Question 3: students will select two broad peace studies areas (see list below) that are different from the topic chosen for question 2 and will work with designated faculty on reading lists that include canonical literature as well as new cutting edge research. Each examiner will write one question and the student will choose one to answer. In the follow-up oral exam the student will be expected to answer the question s/he chose not to answer.

List of topical areas:

1. International law, norms, and governance systems
2. Social movements and civil society
3. Religion, theology, ethics, peacebuilding and conflict
4. Causes of war; quality of peace
5. Community violence, trauma and healing.

#### **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.

For students in the History and Peace Studies joint program, the dissertation proposal should be defended either by the end of the sixth semester (in conjunction with Peace Studies comprehensive exams) or by September of the fourth year (seventh semester).

## 4.2 PhD in Political Science and Peace Studies

### 4.2.1. Curriculum (Sample curriculum for IR subfield; other subfields will differ)

- Semester 1

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

Peace Studies: 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

Political Science Elective (preferably a Civil Wars' Seminar)

- Summer 1

*Study language if needed or take the foreign language exam*

*Read for Comprehensive Exams*

- Semester 3

Strategic Peacebuilding

International Law (Political Science or Law School)

International Political Economy

*Perform assistantship*

- Semester 4

Peace Studies Elective

Peace Studies Elective

Seminar in IR *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

Political Science Elective

Seminar in International Relations

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

*(January)*

*Perform assistantship*

- Semester 6

International Security, National Security Policy, or Causes of War

*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 (51 of which are in substantive courses, with 33 in political science and 18 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 one political science sub-field area in addition to peace studies comps (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 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 pass an exam in their first field of one of the Department's five main fields. They must take four courses in their second field in the Department (as well as four courses in their first field). 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 their comprehensive exam no later than May of the second year.

Students who enter the program with an M.A. in political science and receive 12-24 transfer credits must take the one political science sub-field exam no later than January of the second year.

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.

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.

At the end of their second and third years in the graduate program, students are moving from coursework to comprehensive exams and, then, to dissertations. This is a particularly critical juncture for faculty evaluation of whether students have the capacity for and commitment to completing a dissertation and having a successful career in political science. Thus, the annual review process of students in their second-year and third-year in the graduate program includes one additional element. As part of its annual evaluation of its first-field students, each field holds a formal vote on whether each of the first-field students in their second year and third year in the graduate program should be allowed to continue toward Ph.D. candidacy or should be moved to a terminal M.A. path. The DGS presents information to the field about the student's progress—either in person or in writing, as requested by the field—but only votes on student continuation in her/his own field. **When continuation votes are held on students who are in the joint Ph.D. program in Peace Studies and Political Science, at least one Political Science faculty member who is affiliated with the Kroc Institute for International Peace Studies must be present.** The DGS and the Graduate Policy Committee consider the continuation vote alongside the other information evaluated during the annual reviews to make a recommendation to the department about whether students should continue in the Ph.D. program.

### Peace Studies Comprehensive Exam

The exam is composed of three sections:

1. The readings for question 1 are based on syllabi of the three core courses. (Each instructor writes one question and the student is able to answer one out of the three). In the follow-up oral exam the student is expected to answer the questions s/he chose not to answer.
2. Question 2: the student is required to work with a Political Science and Kroc faculty core or fellow member (normally her/his advisor) on a reading list that is geared toward her/his dissertation.

3. Question 3: students will select two broad peace studies areas (see list below) that are different from the topic chosen for question 2 and will work with designated faculty on reading lists that include canonical literature as well as new cutting edge research. One of the examiners has to be a Political Science and Kroc faculty core or fellow member. The second examiner has to be from a different discipline. Each examiner will write one question and the student will choose one to answer. In the follow-up oral exam the student will be expected to answer the question s/he chose not to answer.

List of topical areas:

1. International law, norms, and governance systems
2. Social movements and civil society
3. Religion, theology, ethics, peacebuilding and conflict
4. Causes of war; quality of peace
5. Community violence, trauma and healing.

#### **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 (Sample timeline; students should develop personalized timelines with advisors)

- Semester 1

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

Peace Studies: Organizing the Field (Required for the first semester)

Quantitative Methods I & Lab

Concepts & Methods in Development (Developmental)

Professional Standards and Ethics (Clinical)

Clinical Skills and Interventions (Clinical)

*Work in assigned lab*

- Semester 2

Methods in Peace Research (Required for the second semester)

Quantitative Methods II & Lab

Cognitive Development (Developmental)

Psychological Assessment II (Clinical)

Intervention Science (Clinical)

Professional Standards & Ethics II/Social Bases of Behavior (Clinical)

*Work in assigned lab*

*Complete First Year Project (May 15<sup>th</sup>)*

- Summer 1

*Study language if needed or take foreign language exam*

*Work in assigned lab*

*Complete first year project and present at end of the summer/beginning of Fall semester*

- Semester 3

Strategic Peacebuilding

Peace Studies Elective

Developmental Psychopathology (Developmental)

Psychological Assessment I (Clinical)

Adult Psychopathology (Clinical)

Professional Standards and Ethics I (Clinical)

Practicum I (Clinical)

*Work in assigned lab (all)*

*Perform assistantship (two semesters required, usually in second or third year)*

*Presentation of FYP to department faculty and students (Sept 1)*

- Semester 4

Peace Studies Elective

Socio-emotional Development (Developmental)

Professional Standards and Ethics II/ Affective bases of Behavior (Clinical)

APA Core or Advanced Statistics Class (Clinical)

Practicum II (Clinical)

Elective Course or Research Credit

*Presentation at scholarly meeting*

*Take foreign language exam*

*Propose Master's Thesis in Psychology (recommended)*

*Work in assigned lab (all)*

*Perform assistantship (two semesters required, usually in second or third year)*

- Summer 2

*Write Master's Thesis*

*Preparation for comprehensive exams in Peace Studies*

*Preparation and submission of article to scholarly publication*

*Work in assigned lab*

*Preliminary/exploratory dissertation research*

- Semester 5

Research Methods (Developmental)

Elective course (Developmental)

Advanced Statistics Class and/or (for clinical) APA Core

Practicum III (Clinical)

*Work in assigned lab (all)*

*Perform teaching assistantship (two semesters required, usually in second or third year)*

- Semester 6

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

Supervision and consultation

Practicum IV (Clinical)

Advanced course (Psychology)

Research Credits (Psychology)

*Take comprehensive exam in Peace Studies*

*Work in assigned lab (all)*



*Defend MA thesis by April 10<sup>th</sup> (recommended—Developmental)*

*Prelim prospectus for psychology submitted and approved (May 1; Clinical)*

*Perform assistantship (two semesters required, usually in second or third year)*

- Summer 3

*Defend MA thesis by July 13<sup>th</sup> (terminal—Developmental)*

*Submit Prelim prospectus (August; Developmental)*

*Article submitted to scholarly publication*

*Application for external funding for research*

*Preliminary/exploratory dissertation research*

*Work in assigned lab*

- Semester 7

Elective course, directed readings, or research credits

Practicum V (Clinical; optional)

*Prelim prospectus for psychology final completion and approval (Dec 1<sup>st</sup>; Clinical)*

*Application for external funding for research*

*Work in assigned lab (all)*

- Semester 8

Dissertation research and writing

Complete prelim paper exam (due Jan 4<sup>th</sup>; Developmental)

Practicum VI (Clinical; optional)

*Work in assigned lab (all)*

*Preparation of Job Placement Dossier*

- Summer 4

*Preparation of dissertation proposal*

*Work in assigned lab*

*Preliminary/exploratory dissertation research*

- Semester 9

*If finishing in year 5: Defend dissertation proposal (Oct 15- clinical deadline only)*

Begin dissertation research and writing

*Work in assigned lab (all)*

*If finishing in year 5: Apply for APPIC national match (Nov 1<sup>st</sup>)- clinical only*

- Semester 10

*Dissertation research and writing*

*Work in assigned lab (all)*

- Summer 5

*Dissertation research and writing*

*Article submitted to scholarly publication*

*Work in assigned lab*

- Semester 11

*If finishing in year 6: Defend dissertation proposal (Oct 15)- proposal deadline Clinical only*

*Begin dissertation research and writing*

*Work in assigned lab (all)*

*If finishing in year 6: Apply for APPIC national match (Nov 1<sup>st</sup>) Dissertation research and writing- clinical deadline only)*

- Semester 12

*Completion and defense of dissertation*

*Semesters 13 & 14 (or semesters 11 & 12)- Clinical Internship (offsite)- clinical only*

Students completing the program are required to complete an accredited APA clinical internship program.

#### **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; at least one article of appropriate quality to submit to a scholarly publication; at least one major external grant application; a written comprehensive examination in developmental or clinical psychology (or other mutually agreed upon field in the department); a written comprehensive examination in peace studies (specified below); year-round work in assigned faculty labs; two additional assistantships, usually in peace studies, with the option for a TA in psychology; 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 the DGS in the Department of Psychology.

Since the timing of completion of requirements and program milestones will vary for each student, depending upon research topic and design as well as teaching, practicum and lab responsibilities, each student should develop a personalized timeline with his or her adviser, with the Kroc DDS, and with the Area chair in Development or Clinical Psychology. This timeline should be adjusted each year as the student's research develops.

#### **4.3.3. Written Doctoral Preliminary Examination**

[http://psychology.nd.edu/assets/231003/graduate\\_scholar\\_handbook\\_2016\\_2018.pdf](http://psychology.nd.edu/assets/231003/graduate_scholar_handbook_2016_2018.pdf)

Students in the Peace Studies and Psychology program are required to take the paper option for their preliminary examination in Psychology. At least one member of the committee working with the student has to be a Kroc core faculty or fellow. The topic of the paper has to be relevant for peace research.

For specific details of the Developmental Psychology paper preliminary exam see [http://psychology.nd.edu/assets/225161/developmental\\_area\\_preliminary\\_examination\\_paper\\_final\\_approved\\_1\\_24\\_17.pdf](http://psychology.nd.edu/assets/225161/developmental_area_preliminary_examination_paper_final_approved_1_24_17.pdf)

For details of the Clinical Psychology paper preliminary exam see [http://psychology.nd.edu/assets/205346/doctoralcandidacyexam\\_akaprelim\\_comps\\_paperguidelines\\_7\\_12\\_16correction.pdf](http://psychology.nd.edu/assets/205346/doctoralcandidacyexam_akaprelim_comps_paperguidelines_7_12_16correction.pdf)

### **Peace Studies Comprehensive exam**

Students in the joint program of Psychology and Peace Studies are required to pass a peace studies comprehensive exam composed of the following two sections:

1. Section 1 is based on the syllabi of the three Peace Studies core courses. (Each instructor writes one question and the student can choose to answer one out of the three). In the follow-up oral exam the student is expected to answer the questions s/he chose not to answer.
2. In section 2 students select two broad peace studies areas (see list below) that are different from their dissertation area, but could complement it, and work with designated faculty on reading lists that include canonical literature as well as new cutting edge research. Each examiner writes one question and the student will choose one to answer. In the follow-up oral exam the student is expected to answer the question s/he chose not to answer.

List of topical areas:

3. International law, norms, and governance systems
4. Social movements and civil society
5. Religion, theology, ethics, peacebuilding and conflict
6. Causes of war; quality of peace
7. Community violence, trauma and healing.

#### **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)

Peace Studies: Organizing the Field (Required for the first semester)

Elementary Statistics: Linear Regression (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 (CDA)

Sociology Proseminar II

*Perform assistantship*

- Summer 1

*Study language or take foreign language exam*

*Read for Comprehensive Exams*

- Semester 3

Strategic Peacebuilding

Classical Sociological Theory

Foundation 1 (Sociology)

*Perform assistantship*

- Semester 4

Peace Studies Elective

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. Students are also required to take three Foundation courses in Sociology and three additional 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 two 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 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 of faculty fellows.

#### **4.4.3. Area Examinations**

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

#### **Peace Studies Comprehensive Exam**

The exam is composed of three sections:

4. The readings for question 1 are based on syllabi of the three core courses. (Each instructor writes one question and the student is able to answer one out of the three). In the follow-up oral exam the student is expected to answer the questions s/he chose not to answer.
5. Question 2: the student is required to work with a Sociology and Kroc faculty core or fellow member (normally her/his advisor) on a reading list that is geared toward her/his dissertation.
6. Question 3: students will select two broad peace studies areas (see list below) that are different from the topic chosen for question 2 and will work with designated faculty on reading lists that include canonical literature as well as new cutting edge research. One of the examiners has to be a Sociology

and Kroc faculty core or fellow member. The second examiner has to be from a different discipline. Each examiner will write one question and the student will choose one to answer. In the follow-up oral exam the student will be expected to answer the question s/he chose not to answer.

List of topical areas:

7. International law, norms, and governance systems
8. Social movements and civil society
9. Religion, theology, ethics, peacebuilding and conflict
10. Causes of war; quality of peace
11. Community violence, trauma and healing.

#### **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)

Peace Studies: 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

Strategic Peacebuilding

Peace Studies Elective

Theology elective

Theology Seminar in the student's area of concentration

*Perform assistantship*

- Semester 4

Peace Studies Elective

Theology Seminar in the student's area of concentration

Theology elective

*Perform assistantship*

- Summer 2

*Complete all foreign language exams*

- Semester 5

*Prepare for Candidacy exams in Theology (draft topics due at the beginning of the semester) and Peace Studies*

*Perform assistantship*

- Semester 6

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

- Summer 3

*Submit article to scholarly publication*



*Prepare proposal for external funding for dissertation research*

*Perform assistantship*

- 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 Theology (cross-listed with Peace Studies)*

- Semester 10

*Completion and defense of dissertation*

*Perform assistantship/teach course for Theology (cross-listed with Peace Studies), if not completed in first semester*

#### **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 in the Institute.

#### **4.5.3. Candidacy Examinations in Theology and Peace Studies**

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

Candidacy examinations usually are taken in the second semester following the two years of residency and the completion of all language requirements. 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 questions in peace studies (see below for details)
- Topics are prepared by the student in consultation with his or her advisor.

- The written examination of the seven topics will normally take place in early March. Two 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.
- The Written examination of the three peace studies questions will normally take place in late April. One day of written examination (six hours) will be followed no more than a week later by an hour long oral examination. In order to pass the candidacy exam the student must successfully pass both Theology and Peace studies Sections.

### **Peace Studies Comprehensive exam**

Students in Theology and Peace Studies are required to answer three Peace Studies questions in addition to the candidacy exam in Theology. The readings for question 1 are based on syllabi of the three core courses. (Each instructor writes one question and the student is able to answer one out of the three). In the follow-up oral exam the student is expected to answer the questions s/he chose not to answer. For question 2 and 3, students will select two broad peace studies areas (see list below) and will work with designated faculty on reading lists that include canonical literature as well as new cutting edge research.

List of topical areas:

1. International law, norms, and governance systems
2. Social movements and civil society
3. Religion, theology, ethics, peacebuilding and conflict
4. Causes of war; quality of peace
5. Community violence, trauma and healing.

#### **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 DDS 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.

## 4.6. Ph.D. in Anthropology and Peace Studies

### 4.6.1 Curriculum

- Semester 1

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

Peace Studies: Organizing the Field (Required for the first semester)

Orientations of Biological Anthropology (Required in the first or second semester)

Orientations of Sociocultural Anthropology (Required in the first or second semester)

- Semester 2

Methods in Peace Research (Required for the second semester)

Orientations of Anthropological Archaeology (Required in the first or second semester)

Orientations of Linguistic Anthropology (Required in the first or second semester)

*Research Design (Required in the second semester—taught yearly in the spring)*

*Presentation at ND anthropology conference (May)*

- Summer 1

Study language if needed or take language exam

Preliminary/exploratory dissertation research

- Semester 3

Peace Studies Elective

Strategic Peacebuilding

Two Anthropology Graduate level electives classes

*Perform assistantship*

- Semester 4

Peace Studies Elective

Two Anthropology Graduate level electives classes

*Perform assistantship*

*Presenting poster/paper/ PPT at national conference (spring or fall)*

*Presentation at ND anthropology conference (May)*

- Summer 2

Prepare for comprehensive and qualifying exams

Preliminary/exploratory dissertation research

- Semester 5

Continued language training, laboratory and analytical methods

Anthropology/Peace Studies qualifying written/oral exams (November/December)

Submit and defend dissertation proposal (combined with qualifying exam)

Doctoral Research Proposal grant application (in early November)

*Perform assistantship*

- Semester 6

Take written and oral comprehensive exams in Peace Studies/Anthropology (in April- if not taken in Semester 5))

Presenting poster/paper/ PPT at national conference (spring or fall)

*Perform assistantship*

- Summer 3

Prepare article for submission to scholarly publication

Preliminary/exploratory dissertation research

- Semester 7

Submit application for external research funding

*Perform assistantship*

- Semester 8

Conduct dissertation research and writing

Presenting poster/paper/ PPT at national conference (spring or fall)

Prepare Job Placement Dossier

*Perform assistantship*

- Semester 9

Conduct dissertation research and writing

- Semester 10

Complete and defend dissertation

#### **4.6.2. Degree Requirements**

The requirements for the Ph.D. in Anthropology and Peace Studies normally include: a minimum of 21 hours of courses in Anthropology, and 18 hours of courses in peace studies; proficiency in English and one other language; 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 Peace Studies and qualifying examinations in Anthropology; an application for external funding for scholarly research; five semesters of research and teaching assistantships in anthropology 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 the DGS in Anthropology. Students in Anthropology usually are not expected to perform service obligations during their first and fifth years. After consultation with the Anthropology DGS, the Kroc Institute's DDS assigns teaching and research assistantships normally in the second, third and, in the first semester of the fourth year.

### 4.6.3. Qualifying Exams

Anthropology students in the joint program must pass the Comprehensive Exam in Peace Studies, which given its extended format, also serves as his/her Qualifying Exam in Anthropology. In Anthropology students normally schedule their examinations during the Fall semester of their third year (fifth semester), although they may do so as soon as the end of their fourth semester. The exam consists of four questions, and takes the following form:

#### Peace Studies and Anthropology Comprehensive Exam

The readings for question 1 are based on syllabi of the three core courses. (Each instructor writes one question and the student is able to answer one out of the three). In the follow-up oral exam the student is expected to answer the questions s/he chose not to answer.

Question 2: the student works with an Anthropologist who is also a Kroc core faculty member or faculty fellow (normally her/his advisor) on a reading list that is geared toward her/his dissertation/research interests. This would involve “deep” reading in one peace studies topic (selected by the student in agreement with her/his advisor) that should help the student prepare for the next stage of her studies. The examiner writes one question based on this list.

Question 3: the student selects one of two broad peace studies areas (see list below) that are different from the topic chosen for question 2 and works with an Anthropologist (preferably a Kroc faculty member or faculty fellow, although exceptions may be approved by the DDS) on a reading list that includes canonical literature as well as new cutting edge research. The examiner writes one question based on this list.

Question 4: the student selects a second of two broad peace studies areas (see list below) that are different from the topic chosen for question 2 and works with a non-anthropologist Kroc faculty member or faculty fellow on a reading list that includes canonical literature as well as new cutting edge research. The examiner writes one question based on this list.

#### List of topical areas:

- International law, norms, and governance systems
- Social movements and civil society
- Religion, theology, ethics, peacebuilding and conflict
- Causes of war; quality of peace
- Community violence, trauma and healing.

#### Comprehensive exam guidelines:

The examination period consists of four two-hour blocks over the course of two days, as predetermined by the Doctoral Advisory Committee.

The exam will be offered twice a year, typically at the end of each semester on a predetermined date. The DDS should be informed no later than the beginning of the previous semester of students' intention to take the exam.

An oral examination of one to two hours will be scheduled approximately one week after the written exam.

To successfully complete the comprehensive examination, the candidate must pass the written and oral parts of the examination. A student who fails the comprehensive exam, must retake it at the end of the subsequent semester unless the DDS has approved an alternative schedule. Failure to pass the comprehensive examination in two attempts will result in the student's dismissal from the doctoral program.

#### **4.6.4. 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 Anthropology 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.

#### **2.6. Thesis Prospectus and Presentation**

Upon passing both the written and oral qualifying examination each graduate student is asked to prepare a written thesis prospectus, and to present this as a 20 min illustrated presentation to the Anthropology department. Ideally both of these should be completed within the same term the student passes her/his qualifying written and oral qualifying examinations. The doctoral thesis prospectus is submitted to the student's dissertation committee. The dissertation committee will typically consist of three to five members with at least two members being Anthropology Department teaching and research faculty, and two members who are Kroc faculty or faculty fellows. The dissertation will be chaired by an anthropologist who is also a Kroc faculty member or faculty fellow. Exceptions must be approved by the student's advisory committee, the Anthropology DGS and the Kroc DDS.

The written dissertation prospectus should aim for a length of no more than 5,000 words (including bibliography) and should provide;

- a clear statement of the anthropological problem engaged by the research,
- a summary of the dissertation's relationship to the literature in the field,
- a discussion of methodology and theory informing the project,
- an outline of what data will be required for this research and how this will be obtained,
- a detailed discussion of how this research will be organized.

The prospectus presentation is designed to constructively assist the graduate student in conceptualizing, designing, and implementing their dissertation research. The public presentation of the proposed research will aid the student in both the broad conceptualization of the anthropological question they are focused on, the theoretical approach and methods used to address primary and secondary anthropological questions, how this links to a broad range of intellectual communities, and how to fund and implement the proposed research.

At the start of the prospectus presentation the student is asked to make a 20-minute illustrated presentation of the doctoral dissertation proposal to the members of the Anthropology department, invited guests, and the Graduate Committee. The prospectus presentation should address the same questions in the written prospectus presentation (see above). Students will need to work in close consultation with their advisory committee in developing and organizing a successful presentation to the members of the Anthropology department, invited guests, and the Graduate Committee. After the presentation the Graduate Committee, Anthropology faculty, and graduate students will have the opportunity to present questions, offer constructive comments and suggestions for approximately 60 minutes.

## **Appendix A:**

### **Support for Presenting Scholarly Research**

Students are strongly encouraged to make a presentation of their own scholarly work at professional meetings. 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. First year students in the PhD program may use Kroc conference travel funding without presenting a paper at the respective conference. 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 also apply 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 GSU conference grant application found at <https://gsu.nd.edu/student-resources/gsu-conference-presentation-grant/>

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.

Students who receive Kroc funding to present at conferences are required to do a practice presentation before an audience of faculty and peers before attending the conference.

Students in their sixth year or beyond are eligible for this funding on a case by case basis.

Conference expenses are reimbursed through the travelND expense reporting system via insideND. A tutorial and additional assistance may be found at: <https://travel.nd.edu/newui/>  
All expense reports must be submitted to the Associate Director of Finance, Elena Bowman, for approval and must include the following:

- "Student Business Travel Certification Form" (available at [http://controller.nd.edu/assets/96083/stdt\\_travel\\_certification\\_rev.pdf](http://controller.nd.edu/assets/96083/stdt_travel_certification_rev.pdf)) approved by the DDS (This form is not required of first year students who are not presenting a paper.)
- copy of the conference agenda showing the student's participation in the conference

Reimbursement for meals must be done using per diems. The rates used by the University are available at <https://www.gsa.gov/> and cover the cost of three meals per day plus incidentals (tips). We will reimburse students at the rate of 50% of the published per diem rates. Please use "Travel Allowance – Special Use" as the expense type in travelND and include your calculation in the "Comments" box.

Airfare is reimbursable only after the travel has occurred. Please contact the Associate Director of Finance if this is a hardship for you.

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



## Appendix B: Summer Research Award

The Kroc Institute makes 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 (up to \$2000) to help students use summers to advance their training and research. Possible uses of these funds might include travel for pre-dissertation or dissertation-related fieldwork or archival research; summer methods training; or additional research costs such as interview transcriptions or database access. These funds cannot be used for equipment purchase. *Please note that summer research awards do not cover local living expenses; these are included in your calendar year stipends.*

To be eligible, students must be part of the normal funding cohort in the graduate program, finishing years one through year five. Funding is limited, and preference will be given to students who are active in the life of the Institute (e.g. present and regular participants in PRES, participants in the DWS, and so forth). Research funding for those in year six will be considered on a case-by-case basis, pending availability of funds.

***Students awarded a summer research award 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 Research Award may be considered taxable income.*

### *Outside Funding*

As a condition of summer research 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 DDS.**

### *Application*

To apply, students should submit a letter of application to the DDS, no later than March 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, the clarity of the proposed research (with well-formulated questions, goals, methods), and the research funding needs expressed in the letter. Priority is given to students who progressing well in their program, and who have actively participated in the Kroc Institute's scholarly community and programming events (e.g., participation in Pres, the Dissertation Writer's Workshop, and so forth); 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 DDS.** This will be reevaluated and reapproved with a revised award.

### *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 can afford some opportunities 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.

Peace Studies PhD students wishing to teach as instructor of record (IOR) in the undergraduate peace studies program must apply to do so. To apply:

1. Inquire with the Director of Undergraduate Studies (DUS) about the prospects for teaching a course, and provide a title, abstract and preliminary syllabus of the proposed course(s).
2. Secure, in writing (email is fine), the approval of the Director of Doctoral Studies (DDS) and your dissertation advisor, confirming satisfactory advancement in the program. The DDS may require that you submit a preliminary syllabus for approval by the Doctoral Advisory Committee. This may take time, so please plan ahead.
3. The application deadline for teaching in the fall semester is December 1 of the previous fall (e.g., to teach a course in fall 2018 you must submit your materials and DDS and dissertation advisor approvals by December 1, 2017). The application deadline for teaching in the spring semester is April 1 of the previous spring (e.g., to teach a course in spring 2018 you must submit your materials and DDS and dissertation advisor approvals by April 1, 2017).
4. You must have ABD status (i.e., successfully defended your dissertation proposal) and have received the Kaneb Center's Striving for Excellence in Teaching Certificate BEFORE your course starts. For more information on the Kaneb's teaching certificate, go here: <http://kaneb.nd.edu/programs/striving-for-excellence-in-teaching-certification-program/>. Acceptance is conditional on ABD status and completion of the Kaneb teaching certificate prior to the start of your course.

The DUS will only consider teaching requests that are supported by the DDS and dissertation advisor, and that are submitted by the deadlines above. Do not submit requests during summer or winter breaks.

This a selective process, and we cannot guarantee that you will be offered an opportunity to teach in the undergraduate program. Courses are selected based on several criteria:

- 1) academic record of the candidate and recommendation of the DDS. Priority is given to students whose work is progressing well and who have actively participated in the Kroc Institute's scholarly community and programming events (e.g., participation in Dissertation Writer's Workshop, Pres, etc.);

## **Appendix D**

### **Doctoral Student Conference/Workshop Opportunity**

So long as funding is available, doctoral students are eligible to plan and run a conference to be offered every other year that is to take the form of a multi-day workshop in which external and internal faculty invitees respond to paper panels in which Kroc students present papers. The papers should be intended for publication in a focus issue of a peer-reviewed journal. Any such conference is optional for doctoral students to pursue, and participation is not required. When the conference is held, no student should feel compelled or pressured to participate. The Kroc doctoral student conference opportunity is intended to promote student professionalization and scholarly development through interaction with established scholars external and internal to Notre Dame, and most importantly, to result in student opportunities for peer-reviewed publications.