



**KROC INSTITUTE**  
FOR INTERNATIONAL PEACE STUDIES

# Ph.D. Student Manual

2020-2021



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# 1. The Doctoral Program in Peace Studies

The University of Notre Dame, a major international Roman Catholic research university, is one of the leading centers in the world for advanced study in the interdisciplinary field of peace research. Part of the Keough School of Global Affairs, the Kroc Institute for International Peace Studies has established a doctoral program that seeks highly qualified students 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 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 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 Institute 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, practice, 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 current 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 publications and blogs, and workshops for peace studies educators and nongovernmental and religious organizations. Kroc Institute faculty and fellows contribute 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 Institute 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 Anthropology, History, Political Science, Psychology, Sociology, and Theology. The Institute also draws upon additional faculty and curricular contributions from other departments, the Law School, and the Mendoza College 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: Peace Studies and Anthropology; Peace Studies and History; Peace Studies and Political Science; Peace Studies and Psychology; Peace Studies and Sociology; and Peace Studies and Theology.

The Kroc Institute's substantial human, library, electronic, and financial resources focus on identifying ways to make peacebuilding more effective. The University libraries contain approximately 3 million volumes, provide access to thousands of online databases, and house a document center with over 800,000 United Nations and United States government documents. The Center for Social Science Research and the Office of Information Technology make large-capacity, networked equipment and quantitative and qualitative databases accessible to Kroc students. The nine institutes making up the Keough School of Global Affairs (Ansari Institute for Global Engagement with Religion, Kellogg Institute for International Studies, Keough-Naughton Institute for Irish Studies, Klau Center for Civil and Human Rights, Kroc Institute for International Peace Studies, Liu Institute for Asia and Asian Studies, McKenna Center for Human Development and Global Business, Nanovic Institute for European Studies, and Pulte Institute for Global Development) each make their own valuable contributions to student learning and research. These illustrate but do not exhaust the many learning opportunities at Notre Dame.

## 2. General Guidelines for Doctoral Students

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 they have selected for their peace studies degree.

Both this manual and departmental manuals refer the student, where relevant, to the policies established by the University of Notre Dame 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 website at [graduateschool.nd.edu](http://graduateschool.nd.edu). 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 Institute Director of Doctoral Studies (DDS) or Assistant Director for Doctoral Studies, the associated departmental Director of Graduate Studies (DGS), or, where relevant, the student's academic advisor. Normally, the DDS or the Doctoral Advisory Committee (DAC) 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 the manual in place during the year they entered the program. However, students can elect to follow the most recent manual. If a student does elect to follow a more recent manual, the student should provide the DDS with written and signed confirmation of their election to do. Also, students should be aware they are subject to the requirements published in the Graduate School Bulletin of Information from the year in which they matriculated. Any departure from the agreed-upon policies laid down in this manual requires the approval both of the Institute DDS and of the relevant departmental DGS.

## 3. Academic, Administrative, and Financial Policies

### 3.1 Full-time Status, Registration, Enrollment

All students admitted to the doctoral program in peace studies are considered full-time and degree-seeking. The Institute does not normally admit part-time or online degree-seeking students. Requests for verification of enrollment or student status should be submitted to the Assistant Director for Doctoral Studies.

During the Fall and Spring semesters, **all students must be registered for at least nine credit hours to maintain full-time status**. Failure to register for this minimum will result in loss of stipend, health insurance subsidy, and other University benefits.

During Summer Session, **all students must register for IIPS 67890, Independent Summer Research, for tax purposes**. This is a zero credit course.

Students must apply to the Graduate School for a summer tuition scholarship if they want to take courses during Summer Session. Please contact the Assistant Director for details on this process.

Just before the beginning of each semester students must complete ND Roll Call, an online process initiated by the Office of the Registrar via email. Enrollment through Roll Call is the student's official agreement that they will attend class and pursue their degree in that semester. Roll Call is required; failure to complete the process will result in removal from active degree-seeking status and from most University systems, including payroll.

NOVO (the University's course registration system), Browse Classes, and ND Roll Call are available at [inside.nd.edu](https://inside.nd.edu).

### 3.2 Residency

Students are required to be in residence in the greater South Bend region and present on campus for the first three years of the program. Students who have completed their coursework and exams and are conducting research outside of South Bend are permitted to leave residence. The Kroc Institute strongly encourages students who have completed this research to return to South Bend to write their dissertations, as scholarly community and mentoring are essential to timely completion. However, the Institute is willing to make exceptions for students with extenuating circumstances. Such exceptions must be agreed upon by the student's advisor, dissertation committee members, and the DDS before the student leaves the area.

### 3.3 Advising

The Director of Doctoral Studies (DDS) at the Kroc Institute is the primary faculty advisor for doctoral students in peace studies during their first one-to- two years. In addition, each student should, from the outset, seek academic counsel from the relevant departmental Director of Graduate Studies (DGS), with whom the Kroc Institute DDS works closely.

As early as possible in their graduate education, each student should develop a long-term working relationship with at least one member of the Kroc Institute faculty in addition to the DDS. 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 their own specialized subfield of substantive interest. Ideally, the person who is selected might later function as a dissertation advisor and committee chair. 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 DGS to ensure satisfactory academic progress in the overall program.

### 3.4 Transfer Credits

Course credits from a previous graduate degree (conferred or incomplete) may be transferred to the University of Notre Dame to fulfill course requirements in peace studies. Students should consult the DDS for approval and transfer course equivalencies, and 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 core/required courses only if they establish that the core course content and work requirements would 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 all major writing assignments completed for that course. Core course replacement credit is granted at the discretion of the DDS, but also under the advisement of the respective faculty person of the core course in question. If approved by the DDS, the Assistant Director for Doctoral Studies processes the transfer.

Students may also transfer graduate credits to fulfill course requirements in their partner department with the approval of the departmental DGS. In this case, the administrator of the partner department processes the transfer and notifies the Assistant Director for Doctoral Studies.



### 3.5 The Master's Degree *in passing*

Peace Studies doctoral students are eligible for a Master's degree *en passant* ("in passing") from their joint department in the College of Arts and Letters (except for the Department of Theology which does not offer this degree). Because these degrees reside outside of the Keough School and the Kroc Institute, please consult the administrator of your joint department for details. Generally, a Master's degree may be added to your official curriculum at any time and is awarded when degree requirements have been met, usually in the third year after departmental exams have been passed. Students in Psychology and Sociology are usually required to write and defend a Master's thesis.

### 3.6 Financial Support and Student Jobs

To enable students to take advantage of the many opportunities that arise only with full-time study, the Kroc Institute offers generous financial support for full-time, degree-seeking doctoral students in good academic standing. This includes a 12-month stipend for living expenses, full tuition scholarship, health insurance premium subsidy, and conference and professional development funding. Details regarding a student's financial agreement are included in the admission offer letters from the Kroc Institute and the Graduate School. Generally, stipend payments are offered for five years and tuition scholarships are offered for up to eight years.

Financial support (scholarship, stipend, etc.) is renewable annually, but renewal is by no means automatic. 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, students must have fulfilled all program requirements and been admitted to candidacy, except for students in Psychology who have five years to achieve candidacy.

The Kroc Institute provides up to \$1,000 annually to support student presentations at academic conferences. Please see [Appendix A: Conference Funding](#) for more information.

The Kroc Institute provides up to \$2,000 each summer (late May-early August) to support students with costs associated with scholarly preparation and research for their dissertations during the summer months. This support is provided on a competitive, case-by-case basis, with applications reviewed by the Doctoral Advisory Committee. Students may NOT apply for summer funding to enhance their stipends or to attend conferences. Please see [Appendix B: Summer Research Awards](#) for more information.

Students may work additional jobs subject to the regulations and work limits of the Graduate School. Generally, job requests are submitted by the funding unit, routed through the Graduate

School, and sent to the DDS for written approval. Jobs originating from the Kroc Institute should be processed by the Assistant Director for Doctoral Studies.

### 3.7 Named Fellowships

Each spring the Doctoral Advisory Committee reviews current students and makes recommendations for named fellowships. Receiving a named fellowships does not change the amount of the stipend received, but it is an additional recognition by the Institute for those students who demonstrate exceptional promise and achievement.

The Kroc Institute named fellowships are:

#### **The Mullen Family Fellowship**

Each year two second-year Ph.D. 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 Jack Mullen ('53) family. Jack Mullen was chair of the Kroc Institute's Advisory Council from 2003–2016.

#### **The Steven Pepe Fellowship**

Advanced students, normally doctoral candidates (ABD), are eligible for the Steven 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.

#### **The John Darby Fellowship**

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

### 3.8 Annual Progress Assessment

At the end of each academic year the Doctoral Advisory Committee assesses the academic standing and progress of each student in the program. Many factors are taken into consideration, including the following:

- GPA and grades or incompletes earned in course work;
- 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;

- 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 teaching or research 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.

At the end of each academic year, students may submit the names of up to four faculty members whom the DAC should contact for a frank assessment of their work during the preceding year. When considering each student, the committee will identify both praiseworthy and problematic items and will formulate initial recommendations concerning them. 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, or 5) a decision to terminate the student's enrollment in the University as a degree candidate in the Kroc Institute doctoral program. All students will receive a letter from the DDS, usually in late May, indicating the results of the progress assessment.

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 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.

### 3.9 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. Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-related misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research and scholarship includes deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research, or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinion involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Plagiarism is a form of misconduct. A person's words and ideas are their own; they belong to the individual and should be considered the individual's property. Those who appropriate the words and/or ideas of another, and who attempt to present them as their own without proper acknowledgement of the source, whether intentional or not, are committing plagiarism or intellectual theft. It is assumed that all work submitted by a student represents the student's own original ideas and work. Verbatim copying, paraphrasing, adapting, or summarizing the work of another, regardless of the source – whether books, journals, periodicals, websites, or other forms of media – must be properly cited. Any representation of the work of another that is not properly referenced is considered to be plagiarism. In addition, work prepared by the student previously for a different class or purpose and submitted as an original work can constitute self-plagiarism or “double counting.” To avoid accusations of self-plagiarism, students should clearly identify when drawing upon previous work and consult with the instructor as to whether its submission would be appropriate in the specific context. Academia is a place to continually build on one's own ideas, not rehash and repackage those ideas and pass them off as novel. Ignorance of what constitutes plagiarism is not a defense to an allegation of a violation of the academic integrity policy. It is the responsibility of students to familiarize themselves with this definition of plagiarism and to learn proper citation techniques.

The process for dealing with violations of academic integrity is designed to be fluid and process-oriented in order to ensure that each case receives individual and careful treatment. Professors who have reason to believe that a violation has occurred have the option of working directly with the student on a one-on-one basis to resolve the matter. Any person who has reason to believe that a serious and consequential violation of academic integrity has occurred shall discuss it on a confidential basis with the Kroc Institute 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 their 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 they are aware of the accusation. A written summary of charges, findings, and actions—even if the student is found innocent—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 will inform the accused of the charges. The panel will determine whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges. If a hearing occurs and the student is found to be in violation of academic integrity standards, the panel can determine further disciplinary action. The Graduate School provides a process for students who want to appeal disciplinary decisions. More information is available on the Graduate School website.

### 3.10 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 of Information.

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 [dulac.nd.edu](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 them 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 they will be re-evaluated.

If a student is dismissed for academic reasons, they 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, they 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 of Information.

**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 Kroc Institute within 14 days from the time when the student is informed of dismissal. To hear the appeal, the Regan Director will appoint an ad hoc committee composed of the Regan Director 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 regarding 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. 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.

### 3.11 Interruptions of Progress

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.

For students who are primary caregivers of children born or adopted while the student is enrolled in the Kroc Institute doctoral program, the Institute follows the childbirth accommodation as set forth in the Graduate School Bulletin of Information. To activate the childbirth accommodation, refer to the Graduate School Bulletin for the full policy. The accommodation must be applied for in writing, with all supporting documentation, in advance of the birth or adoption, and must be approved officially by the Graduate School for the semester accommodation to take effect. For the Institute, the childbirth accommodation extends enrollment eligibility by one semester and includes an additional semester of funding after completion of regular funding (years 1-6). Students are eligible for a maximum of two childbirth accommodations during their Ph.D. program.

### 3.12 Dissertation Completion Fellowships (“Sixth Year Funding”)

Extensions of stipend payments, in full or in part, beyond five years may be available from the Kroc Institute 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 fourth or fifth year count towards sixth year eligibility as long as they are major fellowships/grants). **The following items must be submitted to the Assistant Director for Doctoral Studies by October 15 preceding the sixth year** (a single PDF is preferred):

1. A statement (no more than two pages single spaced) that demonstrates three key themes: your progress on your dissertation thus far, your need for a sixth year to complete your dissertation, and your good citizenship in the Kroc Institute. You must also list other sources of funding that you have applied to/are applying to for your sixth year, if you have not received a fellowship (i.e. stipend support) at any other time in your Kroc Institute career. If you have received a Fulbright, NSF, USIP, or other fellowship that provided stipend support at another point in your graduate career, please also list that here.
2. A detailed timeline to completion that articulates a clear semester-by-semester plan until your planned graduation.
3. A signed letter from your committee chair supporting your application statement and affirming that they have read the timeline and agree that it is feasible and necessary.

Students will be notified in writing whether or not their application for a Dissertation Completion Fellowship has been approved. Receiving a DCF is contingent upon enrollment and participation in the Dissertation Writer's Seminar for the entirety of the sixth year.

### 3.13 Postdoctoral Appointments (5+1)

Kroc Institute Ph.D. students **may** be eligible for the 5+1 postdoc opportunity offered by the College of Arts and Letters, subject to availability based on their degree program and matriculation year. Details may be found at [5plus1.nd.edu](http://5plus1.nd.edu). Students interested in taking this opportunity should communicate their intent to the Assistant Director for Doctoral Studies who will provide administrative support. Typically, 5+1 postdoctoral appointments are processed and paid for by the unit for which the student is providing teaching, research, or administrative support. This may be the College of Arts and Letters, the Kroc Institute, the Keough School, or another unit on or off campus.

### 3.14 Graduate Career Services and Placement

All students are encouraged to meet with the Kroc Institute Placement Director at all stages of their progress through the degree. The Placement Director guides students in planning and achieving maximum job prospects for the peace studies side of their academic profile. The Director alerts students to relevant job openings; 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 virtual interviews. Students are **STRONGLY ADVISED** to send samples of job-specific cover letters to the placement director for feedback before applying for jobs.

Additionally, Graduate Career Services offers copious events, workshops, and other services that have proved invaluable to students as they enter the job market. Special attention is given both to academic jobs and to careers outside the academy. Meetings with the Career Consultant assigned to the College of Arts and Letters and Keough School may be scheduled at [gradcareers.nd.edu](http://gradcareers.nd.edu).

## 4. Degree Requirements

### 4.1 Coursework

Two sets of courses are required of students in the joint programs: courses in peace studies (designated IIPS for “Institute for International Peace Studies”) and courses in the joint department (designated ANTH, HIST, POLS, PSY, SOC, THEO). The Institute requires six courses in peace studies:

- IIPS 80103 - Peace Studies: Organizing the Field
- IIPS 83200 - Strategic Peacebuilding: Advancing Research, Practice, and Policy
- IIPS 80200 - Peace Research Methods
- IIPS 80206 - Peace Research, Policy, and Power or its designated equivalent beginning with the Fall 2020 cohort
- Two electives in Peace Studies (must have an IIPS course number)

With approval, a Directed Readings in peace studies may be taken to fulfill one IIPS elective. Students should seek approval to register for a Directed Readings by sending a proposed course of study and reading list to the DDS. If approved, the Assistant Director will set up the course with the appropriate faculty member and permit registration through NOVO.

Course requirements in the joint departments are determined by department faculty leadership and should be reviewed with the departmental DGS.

Once a student has completed all required courses and electives, they should, in consultation with the Assistant Director, enroll in the appropriate exam preparation course or research and dissertation course to keep their schedule at 9 credits total each semester. Research and dissertation credits for peace studies students **MUST** be transcribed with the IIPS course number. Departmental research and dissertation credits are not permitted. If a student is no longer resident in South Bend and no longer utilizes University services on campus, they should select dissertation courses designated “nonresident.” There are also tuition and student fees implications based on residency status that should be considered.

Suggested timelines for courses are contained in each [curriculum guide published on the Kroc Institute website](#). Though they are regularly updated, keep in mind that very recent changes to departmental requirements may not be reflected in the guides. It is the student’s responsibility to be sure they have met all degree requirements, from the Institute and from their joint department, at each stage of their program, in consultation with the DDS, DGS, their advisor, and staff administrators.



## **IIPS 93200: Peace Research Education Seminar (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 it provides a workshop and laboratory for the practice of the kind of interdisciplinary scholarly engagement that is essential to the Kroc Institute's approach to peace studies and peace research. Each doctoral student must attend six semesters of PRES, normally during the first three years in the program. Beginning spring semester 2020, PRES will be transcribed with an IIPS course number at zero credit. All doctoral students in residence are encouraged to attend the PRES workshops, even beyond the required number of semesters. Attendance is taken, and excused absences must 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.

## **IIPS 93100 / 93101: Dissertation Writers Seminar**

This course is required for all students working on their dissertations during their fifth and sixth years in the program. Any ABD student who is non-resident is required to participate remotely via Zoom (in this case, the student should register for the non-resident dissertation writing seminar course along with non-resident research and dissertation with their advisor). The course is designed as a collaborative workshop to support dissertation research and writing, as well as professionalization activities, by advanced students in 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, dissertation 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; and
5. peer and faculty mentor feedback on writing and progress from distinctively peace studies and interdisciplinary perspectives.

The workshop also includes professionalization support such as conference preparation and practice talks.

## 4.2 Language Proficiency

Students must be proficient in one foreign language in addition to English. If their first language is not English, no further action is required. If English is their first language, they can satisfy the language requirement in multiple ways:

- Pass a language course at the University of Notre Dame (language course credits do not count toward degree/graded course credits)
- Pass a language exam administered by a University language department
- Provide documentation of language study outside the University; if such study occurs before matriculation at Notre Dame, it must be no more than three years prior to admission

Some joint departments, such as History and Theology, may have language requirements that exceed the Kroc Institute minimum. Students in those programs must meet their departmental requirements.

## 4.3 Comprehensive Exam in Peace Studies

*For convenience, this section is extracted in [this document](#).*

### **Description**

The Comprehensive Examination in Peace Studies, created and graded by Kroc Institute core faculty and faculty fellows, examines students on their ability to synthesize materials from 1) peace studies core courses, 2) literature from peace studies broadly construed, and 3) their own research or field experience. The Exam consists of two parts, written and oral, and successful passage is a requirement for admission to doctoral candidacy. Failure may result in dismissal from the doctoral program.

### **Scheduling**

The Comprehensive Exam is offered during finals week at the end of each semester. A student should inform the DDS of their intention to take the exam no later than the start of that semester (August for the December exam, January for the May exam). The oral portion of the Comprehensive Exam is administered during finals week and is scheduled by the Assistant Director in accord with faculty availability. The written portion of the exam must be completed 7-14 calendar days prior to the date of the oral portion and no fewer than four days prior (a shorter deadline requires exam committee approval). The student selects the days for the written portion, and they must be consecutive. During extraordinary circumstances requiring general schedule changes, the DDS may authorize additional exam dates during the academic year other than December and May.

## Exam Questions

The Comprehensive Exam is based on a set of questions generated by the student's faculty committee. Three questions come from the core courses in peace studies, and additional questions come from faculty with whom the student chooses to prepare thematic bibliographies. The number of non-core-course bibliography-based questions depends on joint discipline (see below). The total number of questions answered orally and the number of questions answered in writing vary by partner discipline. All questions must be answered by the student in the oral portion of the exam.

### *Summary of Exam Question Preparation Requirements by Discipline:*

#### All disciplines (3):

- Three questions based on the final syllabi of the three required courses in peace studies:
  - Organizing the Field (IIPS 80103)
  - Strategic Peacebuilding (IIPS 83200)
  - International Peace Research (IIPS 80100 *or its designated equivalent*)
- The faculty who taught those courses when the student took them will be the examiners for those questions.

#### PLUS:

#### Anthropology (+3):

- One peace studies-related question from a Kroc Institute faculty member
- One dissertation-related question from a Kroc Institute+Anthropology faculty member
- One dissertation-related question from an Anthropology faculty member

#### History (+3):

- One dissertation-related question from a Kroc Institute+History faculty member
- Two peace studies-related questions from two Kroc Institute faculty members

#### Political Sci. (+3):

- One dissertation-related question from a Kroc Institute+Political Science faculty member
- One peace studies-related question from a Kroc Institute+Political Science faculty member
- One peace studies-related question from a Kroc Institute faculty member from a different joint discipline

#### Psychology (+2):

- Two peace-studies related questions from Kroc Institute faculty

#### Sociology (+2):

- Two peace studies-related questions from Kroc Institute faculty

Theology (+2):

- Two peace-studies related questions from Kroc Institute faculty

In this context, a “Kroc Institute faculty member” must be on the Institute’s core faculty or a faculty fellow. For Psychology, Sociology, and Theology, one of the two additional questions may be dissertation related.

## **Preparation**

Students should prepare for the three core course questions by reviewing the syllabi of the courses themselves and by consulting the three faculty members who taught the courses.

For each additional question, students should select the required faculty and develop in-depth and comprehensive bibliographies that contain both canonical literature and cutting-edge research. Core course faculty examiners may be selected for additional questions; non-core course faculty may not write more than one question. Faculty who participated in joint department-level exams may also participate in the peace studies exam, subject to the faculty guidelines for each question (i.e. - Prof. Smith from History may provide a question both for the History departmental exam and for the Peace Studies exam).

Dissertation-related questions should be based upon a bibliography of 20-30 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 member who is likely to work with the student on their dissertation.

Additional questions should be based upon bibliographies of 20-30 sources each (books, book chapters, and articles, the exact number of sources is at the discretion of the faculty examiner) based upon research foci (regional, topical, or theoretical) that are agreed upon by the student and their chosen faculty member(s).

## **Procedure: Written Portion (48 to 96 hours)**

At the beginning of the written portion of the Comprehensive Exam the Assistant Director sends the complete list of questions to the student via email. The number of questions to be answered in writing varies by discipline, and the student is allotted 24 hours of writing time per written answer. The examination period lasts between 48 hours and 96 hours, depending on the number of questions to be answered. All written answers are submitted together via e-mail to the Assistant Director at the end of the allotted time. Questions may be answered in any order and may be submitted at any time prior to the time limit. E-mail timestamps provide evidence of compliance.

Each question must be answered in an essay of about 2,500 words (not including the bibliography). The exam is open-book and open-note, with the expectation that the student will

produce high-quality and thoughtful answers and include a bibliography of at least fifteen sources drawn from the lists prepared for the exam. It is expected that each question will take approximately six hours to complete, with the remaining time available for editing and revision. It is not expected that the student will include new bibliographic material while writing their answers.

*Summary of Exam Questions Answered in Writing, by Discipline:*

All Disciplines (1):

- Answer one of the three core course questions in writing

PLUS:

Anthropology (3): 96 hours writing time

- Answer all of the additional questions

History (2): 72 hours writing time

- Answer the dissertation-related question
- Answer one of the two peace studies-related questions

Political Sci. (2): 72 hours writing time

- Answer the dissertation-related question
- Answer one of the two peace studies-related questions

Psychology (1): 48 hours writing time

- Answer one of the two peace studies-related questions

Sociology (1): 48 hours writing time

- Answer one of the two peace studies-related questions

Theology (1): 48 hours writing time

- Answer one of the two peace studies-related questions

For example, a Peace Studies and Theology written portion could look like this:

- The Assistant Director sends 5 questions (3 core + 2) via e-mail at 10:00 a.m. EDT on May 1
- The student answers 2 questions in writing (1 core + 1 other) over the next 48 hours
- The student sends both written answers to the Assistant Director by 10:00 a.m. EDT on May 3

## **Procedure: Oral Portion (120 minutes)**

The student should use the intervening days between the written and oral portions to prepare and refine answers to all the questions that were posed by the exam committee. At the beginning of the oral portion of the Comprehensive Exam the student is allotted ten minutes to present a rationale for their written answers to the questions, to highlight their methodology and research, and to address any material they failed to include or additional thoughts they may have had since completing the written portion. Powerpoint or other visual aids to presentations are not permitted. Then the faculty will question the student for the remainder of the allotted exam time. An oral portion is usually structured in the following way:

- Student presentation: 10 minutes
- Conversation with faculty members on questions answered in writing: 10 minutes each (20 to 40 minutes total, depending on discipline)
- Conversations with faculty members on questions not answered in writing: 20 minutes each (40 to 60 minutes total, depending on discipline)

During the oral portion the student must be prepared to answer all questions submitted by the faculty for the written portion, including the questions they chose not to answer in writing. Students must also be prepared to answer questions about any material in the course syllabi and bibliographies they prepared for the exam.

At the end of the oral portion of the exam the student will be asked to leave the room so the faculty can deliberate. The student will be informed of the result in person by the committee, normally 10-15 minutes after the end of the exam.

## **Assessment and Outcome**

To successfully complete the Comprehensive Examination, the student must pass both the written and oral portions of the examination by a unanimous vote of the examining faculty. Graded categories are: 1) high pass for exceptional performance on the written and oral portions, 2) pass for satisfactory performance, 3) remedial pass requiring a rewrite of one question, or 4) fail, possibly resulting in dismissal from the program as outlined below. All decisions must be unanimous from the committee. Formal acknowledgment of the result will be sent via e-mail by the Assistant Director when faculty votes have been recorded.

If one faculty member deems that the student has failed their question but the rest of the examination is deemed satisfactory, that faculty member can request the student answer a remedial question in writing within one week of the end of the oral portion. A faculty member whose question was not answered in writing but only answered in the oral portion may also determine that a student has failed that question if they did not answer it satisfactorily in the oral portion of the exam and request that the student answer it in writing. The format of the remedial written question in either case replicates the rest of the exam: the student is given 24 hours to write an additional 2,500 word open-book, open-note essay (on a related question determined by that examiner) that is fully referenced. If the faculty member still deems the

answer unsatisfactory, the student must retake the entire exam. Failure to pass the Comprehensive Examination after two attempts will result in dismissal from the doctoral program.

If two or more faculty members deem that the student has failed their question, either written or oral, the student must retake the entire exam at the end of the subsequent semester unless the DDS approves an alternative schedule. Failure to pass the Comprehensive Examination after two attempts will result in dismissal from the doctoral program.

If, for whatever reason, a student has postponed their first attempt at the Comprehensive Exam until the end of the eighth semester (or tenth semester for Peace Studies and Psychology) and they do not pass, the student will be dismissed from the doctoral program without the option of a second attempt.

**Figure:** Summary of Exam Questions Answered Orally and in Writing, by Discipline:

Discipline	Core Course Questions	Core Course Questions Answered in Writing	Additional Questions Prepared	Additional Questions Answered in Writing	Total Number of Questions Answered Orally	Total Number of Questions Answered in Writing
Peace Studies & Anthropology	3	1	3	3	6	4
Peace Studies & History	3	1	3	2	6	3
Peace Studies & Political Science	3	1	3	2	6	3
Peace Studies & Psychology	3	1	2	1	5	2
Peace Studies & Sociology	3	1	2	1	5	2
Peace Studies & Theology	3	1	2	1	5	2

#### 4.4 Teaching and Research Assistantships

Service to the Kroc Institute takes the form of teaching and research assistantships (TA or RA). Five semesters of TA/RA service are required of doctoral students over the course of their program. 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. It is expected that students will divide their assistantships between the Kroc Institute

and their joint department. 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.

A Teaching Assistant supports a faculty member with course-related work such as grading, leading class discussions, occasional class lectures, and other student-related tasks. It is the Institute's policy that TAs are listed with the faculty member on the course and receive their own Course Instructor Feedback at the end of the semester whenever possible.

A Research Assistant supports a faculty member's research project directly or contributes to a larger Institute/Department/College/School project. It is possible that RAs receive additional compensation (if a student is working for a journal or grant-funded project, for example), and some RA assignments can last for multiple semesters.

Normally, students in the Anthropology, History, Political Science, and Theology tracks will not be expected to provide service until the second year in the program. In Psychology and Sociology, students may be integrated immediately into faculty-directed research projects upon admission.

These general guidelines govern TA/RA service:

- All doctoral students must TA for the Institute's undergraduate course, "Introduction to Peace Studies," or its approved equivalent;
- Students should split their service between TA and RA assignments if possible in order to learn the two different skill sets from the faculty;
- Students should avoid repeated RA assignments with the same faculty member for the sake of breadth;
- No student can be required to exceed 5 semesters of service, even if the partner department requires more semesters of its own Ph.D. students;
- TA/RA assignments made by a partner department must be approved by the DDS;
- Each semester students are expected to report their TA/RA assignments to the Assistant Director for Doctoral Studies for record-keeping purposes;
- Service will not exceed 17.5 hours per week for those working in the disciplines of Political Science, Psychology, and Sociology; 12 hours per week for those in Anthropology, History, and Theology.

Four of the five semesters of service, including TA for "Introduction to Peace Studies," must be completed for admission to doctoral candidacy. The fifth semester may be completed after candidacy has been achieved, reflecting diverse disciplinary requirements for service.

Students in the Psychology and Theology tracks 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 as an RA. In addition to lab



work, they are required to serve as TA for two semesters, usually for the Kroc Institute, including one semester as TA for “Introduction to Peace Studies.” The student may opt to do the second TA for Psychology with the approval of the DDS.

Students in Peace Studies and Theology are required to teach one course in their fifth year for the Department of Theology; this will count for the fifth and final semester of service. When possible, this course should have a peace studies dimension and be cross-listed with the Undergraduate Peace Studies Program.

To encourage continued student development as teachers, the Kroc Institute affords opportunities for advanced graduate students to design and teach their own undergraduate course in peace studies 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 Ph.D. 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: Instructor of Record Opportunity](#) for more information on how to apply.

## 4.5 Publication and Grant Application Submissions

### **Publication Submission**

As part of their professionalization, all students are required to submit at least one article to a peer-reviewed scholarly journal. Students are expected to provide proof of the submission to the Assistant Director for record-keeping purposes. This submission is a candidacy requirement and must be completed before candidacy can be granted.

### **Grant Application Submission (External Funding)**

As of Fall 2018, all incoming students are also required to apply for external grants or fellowships totaling at least \$10,000 to support their research no later than the end of the fourth year of their programs. In certain sub-fields where project-specific grants and fellowships are not common (such as clinical psychology), the DDS will approve exceptions for applications for multiple smaller grants on a case-by-case basis.

In order to qualify for a Dissertation Completion Fellowship (sixth year of stipend payments), all students must apply for at least two external grants or fellowships of at least \$10,000 each. Applications may be submitted at any time prior to the application for sixth year funding. Any exceptions to this requirement must be approved in advance in writing by the DDS.

Any external fellowships that provide stipends are awarded in lieu of the Kroc Institute stipend support. However, awards that are lower than a student’s guaranteed Institute stipend will be

supplemented to reflect the student's normal stipend amount. Students who receive funding that exceeds the amount of their stipend will receive the surplus amount up to the stipend limit set by the Graduate School. External stipends are not "stacked" on top of (added to) the student's standard Kroc Institute stipend. If a student elects to take only the stipend amount offered by their external fellowship, they may defer one year of their Kroc Institute stipend to support work in a sixth year. The Graduate School gives students six years in order to use five years of funding. No internal funding will be provided beyond the sixth year, except for students who have secured approved accommodations as outlined in the Graduate School Bulletin of Information.

The Graduate School differentiates between "stipends" and "research funds." Stipends support a student's living expenses; research funds are used specifically for conducting research (paying enumerators, compensating research subjects, costs of travel within a foreign country for research purposes, etc). The Graduate School is only concerned with living expenses (stipends) and does not set a limit for a student's acquisition of research funds. Kroc Institute students who receive external fellowships that only provide stipends (such as Fulbright and USIP awards) are eligible to apply for additional research funds from the Kroc Institute to support their specific research needs in the year that they hold that fellowship. Students who receive these grants are eligible to apply for up to \$6,000 in internal Kroc Institute funds by submitting an application and research budget to the DDS along with the details of their fellowship award. Students who receive these awards are expected to report the results of their use of funds to the Institute once the fellowship year is complete.

Copies of all applications for external funding must be submitted to the Assistant Director for Doctoral Studies 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 Assistant Director of Doctoral Studies and the Graduate School.

## 4.6 Departmental Requirements

Each partner department maintains their own guidelines, requirements, and standards for doctoral students and publishes their own student manual. Most departments also issue a yearly student assessment letter that is shared with the DDS, and students are encouraged to keep an open line of communication with the DGS and staff administrator of their partner program. In most cases, when a programmatic decision must be made, the DDS and departmental DGS correspond and collaborate. In exceptional cases, final decision-making authority rests with the DDS and the Regan Director of the Kroc Institute.

When a student reaches important milestones in the program (exams, candidacy, etc.), the Assistant Director for Doctoral Studies corresponds with the partner department to verify that all departmental requirements have been met. Only after the departmental administrator has

confirmed satisfactory completion will the Assistant Director proceed with formal processes with the Graduate School.

## 4.7 Doctoral Candidacy

Requirements for admission to Doctoral Candidacy are found in [Appendix D](#). Candidacy must be attained by the end of the eighth semester for the joint programs in Anthropology, History, Political Science, Sociology, and Theology, and by the end of the tenth semester for the joint program in Psychology. One-semester extensions of this rule are allowed by the Graduate School in cases of childbirth accommodation and/or approved medical leaves of absence. Students admitted to Doctoral Candidacy are considered “ABD” (all but dissertation).

Having been admitted to candidacy, a student who does not complete all requirements for the Ph.D. by the end of the eighth year of study, unless they have taken a leave of absence(s) (LOA) or been granted 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 Ph.D. by the end of their eighth year. This application must be approved first by the student’s advisor, then by the Kroc Institute DDS, and finally by the Graduate School. Ninth 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 eight years (except a previous LOA or childbirth accommodation). A student in the joint program is reasonably expected to finish their program of study in five to six years, given good standing and considering any extensions granted in the case of childbirth accommodation or a medical leave of absence. Any extension beyond twelve semesters is granted by the Kroc Institute only through written permission of the DDS and the Kroc Institute director. Students must be advised that no stipend or benefits are granted past twelve semesters, barring accommodations.

## 4.8 Dissertation

Kroc Institute guidelines for dissertation-related processes, including dissertation defenses and committee membership, take precedence over departmental procedures and policies.

Dissertation committees must be chaired by a Kroc Institute core faculty member or faculty fellow; the chair is typically also the student’s advisor. If a committee co-chair is needed, they are not required to be a Kroc Institute affiliate. Graduate School guidelines require a minimum of three University faculty members on a dissertation committee, though four members is common. If an external committee member is requested, they constitute at least the fourth member and often the fifth or sixth.

Members of the dissertation committee should be split between departmental and Institute faculty whenever possible. For students in Peace Studies and Sociology, at least half of the committee must be drawn from the Department of Sociology.

Dissertation defenses are public events unless the student requests a “closed” defense that includes only the committee. Defenses may be in-person, via Zoom, or a combination of the two, subject to approval by the DDS and/or the Graduate School.

When the dissertation is complete, the student is responsible for selecting a defense date and time in consultation with their committee. The Assistant Director for Doctoral Studies will then assign a room in the Hesburgh Center or Jenkins and Nanovic Halls and publicize the event. Institute space should be utilized for defenses. All defense-related forms and reporting will be initiated by the Assistant Director.

Dissertation defenses at the Kroc Institute are generally structured as follows:

1. The student gives an introductory presentation of 20 minutes on the main points and importance of the project. This is not a summary, since the committee has read the document, but rather a way to highlight the major issues addressed, how the dissertation connects to existing debates, and why the project is intellectually important (i.e., its contribution to the field).
2. After the introduction, the committee begins the first round of questions. Each member is allowed 10 minutes, which includes both the question and the student's answer (though a student is generally not stopped if their answer exceeds the time limit). Normally, the chair(s) goes last.
3. After all members have asked their questions, a second round of questions begins with 5 minutes allowed per committee member, same procedure as the first round.
4. If permitted by the chair(s), audience questions are allowed for a brief time.
5. At the conclusion of questions, the student and audience are asked to leave the room (or exit the Zoom meeting) while the committee discusses the defense and determines the outcome. In a live defense, the student and audience are invited back into the room and the result is announced. This may also include suggestions for revisions or other requests from the committee. At a Zoom defense, the student and audience members are asked to log off while the committee deliberates. The student is then contacted by phone or email to return to the Zoom meeting to receive the results.

Upon successful defense of the dissertation, it is the student's responsibility to formally submit the document to the Graduate School in accord with the graduation timeline, formatting policy, and other applicable guidelines.

## 5. Degree Programs

The Kroc Institute offers six Ph.D. degrees: Peace Studies and Anthropology; Peace Studies and History; Peace Studies and Political Science; Peace Studies and Psychology (Clinical or Developmental); Peace Studies and Sociology; and Peace Studies and Theology. The Kroc doctoral degrees enable graduates to be highly competitive on the job market because students receive full credentialing and professional mentoring in peace studies and a joint discipline that prepares them for a variety of openings: disciplinary teaching positions, interdisciplinary positions in peace studies, and combined positions in which employers seek expertise in the peace and conflict disciplinary subfields. In addition, the curriculum design and research mentoring possibilities will prepare some students for employment by intergovernmental, governmental, or nongovernmental organizations as scholarly practitioners of peacebuilding. Requirements and program-specific details are provided below for each of the six joint programs.

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

#### 5.1.1 [Curriculum Guide](#)

#### 5.1.2 Degree Requirements

Ph.D. students in Peace Studies and Anthropology are required to:

- Pass a minimum of 42 graded course credits (18 Peace Studies + 24 Anthropology);
- Document proficiency in English and one other language;
- Pass a combined Comprehensive Exam in Peace Studies and Anthropology (specified below);
- Serve five semesters as TA/RA as follows (in any order): one semester TA for “Introduction to Peace Studies,” two semesters TA in ANTH or IIPS courses, two semesters as RA for ANTH or IIPS faculty;
- Submit external funding application(s);
- Submit at least one article to a peer-reviewed journal;
- Defend the Dissertation Prospectus for the Department of Anthropology;
- Research, write, defend, and submit a dissertation of original research.

### 5.1.3 Comprehensive Exam in Peace Studies and Anthropology

The Comprehensive Exam in Peace Studies constitutes the only exam process for students in this Ph.D. track. No additional examination is required by the Dept. of Anthropology. Please see section [4.3: Comprehensive Exam in Peace Studies](#) for details.

### 5.1.4 Dissertation Prospectus (Departmental)

The Dissertation Prospectus and its defense is a requirement of the Department of Anthropology; departmental guidelines for this process should be consulted and followed in consultation with the DGS, department administrator, and the student's advisor.

## 5.2 Ph.D. in Peace Studies and History

### 5.2.1 [Curriculum Guide](#)

### 5.2.2 Degree Requirements

Ph.D. students in Peace Studies and History are required to:

- Pass a minimum of 48 graded course credits (18 Peace Studies + 30 History);
- Document proficiency in English and one or two other languages (depending on the speciality within the History track);
- Pass the Comprehensive Exam in Peace Studies;
- Pass the Qualifying Exam in History (specified below);
- Serve five semesters as TA/RA including one semester TA for "Introduction to Peace Studies";
- Submit external funding application(s);
- Submit at least one article to a peer-reviewed journal;
- Defend the Dissertation Proposal for the Department of History;
- Research, write, defend, and submit a dissertation of original research.

Peace Studies students will be given at least one semester of leeway on gateway milestones in the Department, with the exception of the first-year paper, which must be completed on schedule. With the permission of the student's advisor and the DGS,

students may be granted up to one additional semester (but no more than one year total). Students should work with the Institute DDS and History DGS each semester to develop and adjust the timeline for milestone completion, in line with each student's developing research.

### 5.2.3 Qualifying Exam in History

In addition to the Comprehensive Exam in Peace Studies, students must also pass the Qualifying Exam in History. Students will be examined in two areas according to the normal examination procedure determined by the department. The Qualifying Exam, written and oral portions, is based on reading lists approved by the administering faculty member in the particular field of study. Students should consult with the departmental DGS and their departmental exam committee when preparing for and scheduling the Qualifying Exam.

### 5.2.4 Dissertation Proposal (Departmental)

The Dissertation Proposal and its defense is a requirement of the Department of History; departmental guidelines for this process should be consulted and followed in consultation with the DGS, department administrator, and the student's advisor.

## 5.3 Ph.D. in Peace Studies and Political Science

### 5.3.1 [Curriculum Guide](#)

### 5.3.2 Degree Requirements

Ph.D. students in Peace Studies and Political Science are required to:

- Pass a minimum of 51 graded course credits (18 Peace Studies + 33 Political Science);
- Document proficiency in English and one other language;
- Pass the Comprehensive Exam in Peace Studies;
- Pass an examination in one Political Science sub-field (specified below);
- Serve five semesters as TA/RA including one semester TA for "Introduction to Peace Studies";
- Submit external funding application(s);

- Submit at least one article to a peer-reviewed journal;
- Defend the Dissertation Proposal for the Department of Political Science;
- Research, write, defend, and submit a dissertation of original research.

### 5.3.3 Area Comp in Political Science

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. 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 Political Science 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 their one political science sub-field exam no later than January of the second year.

Departmental procedures guide the comp process, and the most up-to-date guidelines may differ from text quoted here. Questions should be directed to the departmental DGS and staff administrator.

### 5.3.4 Dissertation Proposal (Departmental)

The Dissertation Proposal and its defense is a requirement of the Department of Political Science; departmental guidelines for this process should be followed in consultation with the DGS, department administrator, and the student's advisor.

## 5.4 Ph.D. in Peace Studies and Psychology (Clinical or Developmental)

### 5.4.1 [Curriculum Guide](#)



## 5.4.2 Degree Requirements

Ph.D. students in Peace Studies and Psychology – Clinical are required to:

- Pass a minimum of 60 graded course credits (18 Peace Studies + 42 Psychology);
- Document proficiency in English and one other language;
- Pass the Comprehensive Exam in Peace Studies;
- Pass the Candidacy Exam in Psychology;
- Serve five semesters as TA/RA including one semester TA for “Introduction to Peace Studies” (lab work counts as service);
- Submit external funding application(s);
- Submit at least one article to a peer-reviewed journal;
- Research, write, defend, and submit a Master’s thesis;
- Defend the Dissertation Proposal for the Department of Psychology;
- Complete an internship;
- Research, write, defend, and submit a dissertation of original research.

Ph.D. students in Peace Studies and Psychology – Developmental are required to:

- Pass a minimum of 44 graded course credits (18 Peace Studies + 26 Psychology);
- Document proficiency in English and one other language;
- Pass the Comprehensive Exam in Peace Studies;
- Pass the Candidacy Exam in Psychology;
- Serve five semesters as TA/RA including one semester TA for “Introduction to Peace Studies” (lab work counts as service);
- Submit external funding application(s);
- Submit at least one article to a peer-reviewed journal;
- Research, write, defend, and submit a Master’s thesis;
- Defend the Dissertation Proposal for the Department of Psychology;
- Research, write, defend, and submit a dissertation of original research.

Since the timeline for completion of requirements and program milestones will vary for each student depending upon research topic and design, teaching, practicum, and lab responsibilities, each student should develop a personalized timeline with their advisor, the DDS, the DGS, and the area chair in Development or Clinical Psychology. This timeline should be adjusted each year as the student’s research develops.

### 5.4.3 Written doctoral preliminary examination

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 Institute core or fellow faculty member. The topic of the paper has to be relevant to peace research. For specific details of the paper preliminary exam see the Department of Psychology website.

## 5.5 Ph.D. in Peace Studies and Sociology

### 5.5.1. [Curriculum Guide](#)

### 5.5.2 Degree Requirements

Ph.D. students in Peace Studies and Sociology are required to:

- Pass a minimum of 51 graded course credits (18 Peace Studies + 33 Sociology);
- Document proficiency in English and one other language;
- Pass the Comprehensive Exam in Peace Studies;
- Pass a written examination in one area of Sociology;
- Serve five semesters as TA/RA including one semester TA for “Introduction to Peace Studies”;
- Submit external funding application(s);
- Submit at least one article to a peer-reviewed journal;
- Research, write, defend, and submit a Master’s thesis;
- Defend the Dissertation Proposal for the Department of Sociology;
- Research, write, defend, and submit a dissertation of original research.

### 5.5.3 Area examinations

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

## 5.5.4 Dissertation Proposal (Departmental)

The Dissertation Proposal and its defense is a requirement of the Department of Sociology; departmental guidelines for this process should be followed in consultation with the DGS, department administrator, and the student's advisor.

## 5.6 Ph.D. in Peace Studies and Theology

### 5.6.1 [Curriculum Guide](#)

### 5.6.2 Degree Requirements

Ph.D. students in Peace Studies and Theology are required to:

- Pass a minimum of 42 graded course credits (18 Peace Studies + 24 Theology);
- Document proficiency in English, two modern languages, and one classical language;
- Pass the Comprehensive Exam in Peace Studies;
- Pass the Candidacy Exam in Theology;
- Serve five semesters as TA/RA including one semester TA for "Introduction to Peace Studies" and one semester as Instructor of Record during the fifth year;
- Submit external funding application(s);
- Submit at least one article to a peer-reviewed journal;
- Defend the Dissertation Proposal for the Department of Theology;
- Research, write, defend, and submit a dissertation of original research.

### 5.6.3 Candidacy Exam in Theology

Candidacy examinations are usually taken in the second semester following the two years of residency and the completion of all language requirements (normally March of the third year, though this may be extended for peace studies students). The topics for the examinations are meant to expand students' intellectual breadth and skills and involve matters of inquiry that extend beyond their course work. Of the ten required topics, seven are chosen from the major field and three are satisfied by the Comprehensive Exam in Peace Studies administered by the Kroc Institute.

#### 5.6.4 Dissertation Proposal (Departmental)

The Dissertation Proposal and its defense is a requirement of the Department of Theology; departmental guidelines for this process should be followed in consultation with the DGS, department administrator, and the student's advisor.

# Appendix A: Conference Funding

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 or participating in a roundtable discussion (if pre-approved by the DDS). Serving as a discussant or panel chair, although laudatory, does not qualify. Poster presentations also do not qualify for conference funding. First year students in the Ph.D. program may use Kroc Institute 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.

## Application Process and Requirements

All students must apply to the Graduate Student Union (GSU) first before requesting funding from the Institute. Students should follow the guidelines for submitting a GSU conference grant application found on the GSU website. When applicable, students are also encouraged to apply to other University sources (i.e. the Institute for Scholarship in the Liberal Arts, the Kellogg Institute, their joint departments, and the Nanovic Institute) to help fund portions of conference-related expenses.

To apply for Kroc Institute funding, submit the Conference Funding Request Form found on the Ph.D. Resources page of the Kroc Institute website. The Assistant Director for Doctoral Studies will inform you via email when a decision has been made regarding your request.

## Funding Rules

- The GSU provides \$250 maximum per year (up to \$1,500 total during your entire career at Notre Dame)
- The Kroc Institute provides \$700 maximum per conference per academic year (up to \$1,000 annual maximum)
- The Institute funding cycle is mapped onto the academic year cycle, beginning Aug. 15 through the following Aug. 14. Requests for funding for summer conferences are considered part of the prior academic year unless they take place after August 14.

Students who receive Kroc Institute funding to present at conferences are required to do a practice presentation before an audience of faculty and peers before attending the conference. In addition, the Kroc Institute provides a one-time \$500 stipend to advanced Ph.D. students on the job market to attend conferences for employment dates if a student's stay extends to time before or after the conference.

Students in their sixth year or beyond are eligible for this funding on a case-by-case basis, with permission granted only in writing by the DDS.

Recurring/annual dues for membership in professional organizations (ASA, American Historical Association, etc.) are not eligible for reimbursement from your conference funding. However, if you are scheduled to present a paper at a conference and the organization requires you to join when you register for the event, you may use your conference funding for this expense. The Graduate School and other funding units on campus will not usually pay for dues even in this situation, so you must allocate the dues expense of your report to the Kroc Institute fund.

## Reimbursement

Expenses are reimbursed through TravelIND available through InsideND or at [travel.nd.edu](http://travel.nd.edu). Students should submit their expenses as soon as possible after travel to avoid tax withholding. Expense reports should be submitted to the Assistant Director for Doctoral Studies for approval. Administrative support for TravelIND is available from various staff administrators in the Institute.

## Additional Considerations

- In most cases, expenses (including airfare) are reimbursed only after an entire trip is completed.
- A signed Student Business Travel Certification Form and a copy of the conference program cover page must be uploaded to the report.
- Meals are reimbursed at 50% of the allowable government *per diem* rate. *Per diem* is not granted automatically; meals with receipts are reimbursed up to the total of 50% of the state department maximum per day.

## Appendix B: Summer Research Awards

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 \$2,000) to help students use summers to advance their training and research. Possible uses of these funds 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 purchases. Please note that summer research awards do not cover local living expenses; these are included in calendar year stipends.

To be eligible, students must be part of the normal funding cohort in the graduate program, finishing years one through 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 the summer before their sixth year will be considered on a case-by-case basis, pending availability of funds and a compelling case made for the relationship of the research to the final dissertation.

### Application Process and Requirements

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 units such as the Kellogg Institute, the Nanovic Institute, joint departments, and the Institute for Scholarship in the Liberal Arts. In the event that such a scholarship is awarded, the student must notify the DDS.

To apply, students must submit a Summer Research Funding Request Form found on the Ph.D. Resources page of the Kroc Institute website by March 20 preceding the summer in which funding is needed.

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. 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.

Students who are awarded funding to support international research are encouraged to fill out the Fieldwork Contact Information Form found on the Ph.D. Resources page of the Kroc Institute website. Additional resources for international travel are also included on the same page.

## Fund Distribution and Reporting

Summer research funds are distributed in a lump sum via direct deposit and any award amount may be considered taxable income. 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: Instructor of Record Opportunity

The Peace Studies Ph.D. 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 Ph.D. Program to further develop their teaching skills during the dissertation stage of their graduate studies. Except for departments such as Theology which require a student to serve as instructor of Record (IOR) in their fifth year, the IOR opportunity does not substitute for the normal TA/RA assistantship requirements.

Peace studies Ph.D. students wishing to teach as IOR in the Undergraduate Peace Studies Program must apply to do so.

## Application Process

1. Inquire with the Kroc Institute 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), 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 be ABD (i.e., successfully defended your dissertation proposal or prospectus) 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/>.

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 is 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 including the academic record of the candidate and recommendation of the DDS. Priority is also 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 Candidacy Checklist

The following requirements must be completed before the Kroc Institute can admit a student to doctoral candidacy (also known as “ABD” status):

- All candidacy requirements set by the joint department
- Six courses in Peace Studies (four required courses and 2 electives), only one of which may be Directed Readings
- Six semesters of transcribed attendance at PRES
- Documented proficiency in English and the number of other languages required by the joint area
- Comprehensive Exam in Peace Studies
- Teaching and Research Assistantships (at least four semesters, including TA for IIPS 20101, Introduction to Peace Studies; the fifth required semester may be completed after candidacy)
- Submission of an article to a peer-reviewed scholarly journal
- Application for external funding
- Signed Dissertation Committee Selection Form (available on the Ph.D. Resources page of the Kroc Institute website)

To check your degree progress or update any of your information, contact the Assistant Director for Doctoral Studies. The Graduation Progress System (GPS) is also available to you through InsideND, and any necessary adjustments to that reporting tool can be made by the Assistant Director.