



KROC INSTITUTE
FOR INTERNATIONAL PEACE STUDIES

Ph.D. Student Manual

2025-2026



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1. The Doctoral Programs in Peace Studies

The University of Notre Dame, a major international 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 7 doctoral programs that seek 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 these programs 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 programs have 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 programs' 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 over 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 seven degree programs. Six of these were constructed in partnership with the Departments of Anthropology, History, Political Science, Psychology, Sociology, and Theology. The seventh program, in International Peace Studies, is designed to work in a more flexible interdisciplinary manner within the Kroc Institute and the Keough School, and more widely across campus. The Institute also draws upon additional faculty and curricular contributions from other academic 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 seven areas in which degrees are offered: International Peace Studies; 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 over 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 should 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/policies-forms. **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 specific to 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, students are expected to consult the Kroc Institute Director of Doctoral Studies (DDS) or Assistant Director for Doctoral Studies (ADDS), the associated departmental Director of Graduate Studies (DGS) in joint programs, 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. If an issue arises regarding the Kroc Institute more generally, students should bring the issue to the attention of the DDS and/or ADDS in the first instance, who will offer guidance and, when appropriate, act as a liaison between doctoral students and the Kroc Institute leadership. The DDS should be considered a student’s first point of contact for ombuds issues as well; if an issue concerns the DDS, the ADDS should be considered the first point of contact.

Ordinarily, changes in the Institute’s doctoral programs are not imposed retroactively. Students who enter a 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 of the Institute DDS.

3. Academic, Administrative, and Financial Policies

3.1 Full-time Status, Registration, Enrollment

All students admitted to the doctoral programs in Peace Studies do so as full-time and degree-seeking students. 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 may result in loss of stipend, health insurance subsidy, and other University benefits. These credits may come from graded or S/U courses. Credits from Audited courses **do not** count towards the 9 credit total. Students in coursework will select their credits from available courses. Students who have completed their coursework but who have **not** advanced to candidacy must register for **IIPS 97100, Candidacy Reading & Exam Prep**, for 9 credits. Students who have advanced to candidacy should select either Resident or Non-Resident **Dissertation and Research** (IIPS 98100 and IIPS 98101, respectively) for 9 credits, according to their residency status as appropriate.

During the Summer Session, **all students must register for IIPS 67890, Independent Summer Research, for tax purposes** regardless of whether they are taking any additional summer courses. This is a zero credit course.

Students may choose to take courses during the Summer Session. Students must apply to The Graduate School for a summer tuition scholarship during the Spring semester in order to receive a tuition waiver for up to 3 credits of Summer Session coursework. Language courses are not subject to the 3-credit limit and do not require a tuition waiver. It is the responsibility of the student to notify the ADDS of their intention to complete coursework during the Summer Session at least two weeks prior to the start of the course to ensure that all administrative requirements are met. Please contact the Assistant Director for details about this process. Please also recognize that completing three credits during the summer session does not mean a student may drop below nine credit hours at any point during the academic year.

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), PATHS Class Search, and ND Roll Call are available at 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 their 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, students in the joint programs 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. Only faculty who are (1) core Kroc faculty members or who are Kroc faculty fellows and (2) who are tenured or tenure-track faculty at Notre Dame may be selected as the primary dissertation advisor and committee chair. It is the student's responsibility to verify a faculty member's relationship to Kroc before approaching the faculty to serve as advisor and chair. Kroc [core faculty members](#) and [faculty fellows](#) are listed on the Kroc website. Faculty who do not meet the criteria for being the primary advisor as laid out above can still serve on the doctoral committee. Any questions about a faculty member's suitability for an advisory or committee role should be directed to the ADDS.

This substantive advisor should play a central mentoring role for the student, but in addition the student is expected to consult at least once per semester with the Kroc DDS and the departmental DGS to ensure satisfactory academic progress in the overall program.

3.4 Transfer Credits

Students may transfer up to six course credits (up to two courses) from a previous graduate degree conferred (or undertaken, in the instance of an incomplete degree) within the previous five years to fulfill elective 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.

In rare cases, students in a joint program may transfer credit in lieu of core/required courses, and *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 rarely granted, and *only* at the discretion of the respective faculty person of the core course in question, due to the role that the core courses play in the Peace Studies Comprehensive Exams (see section 4.3). If approved by the DDS, the Assistant Director for Doctoral Studies then processes the transfer.

Students in joint programs 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 *en passant*

Doctoral students in the Peace Studies and Anthropology, Peace Studies and History, and Peace Studies and Political Science programs are eligible for a Master's degree *en passant* ("in passing") from their joint department in the College of Arts and Letters. 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 the Peace Studies and Psychology and Peace Studies and Sociology programs are usually required to write and defend a Master's thesis. The International Peace Studies program and the Peace Studies and Theology program require a prior Master's degree for admission and therefore do not offer the option of earning a Master's degree as part of the PhD process.

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 \$1,500 annually to support student presentations at academic conferences. Please see [Appendix A: Conference Funding](#) for more information.

The Kroc Institute awards up to \$2,500 each spring to support students with costs associated with scholarly preparation and research for their dissertations. While the overall expectation is that students will use this funding in the summer, when classes are not in session, students may propose to use the money for research work or travel through the following academic year if required by their specific project needs. 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.

The Kroc Institute recognizes the value that competitive external funding brings to a student's scholarly presence and encourages students to proactively seek out competitive funding opportunities. The Research Excellence Fund assists students with up to \$6,000 in research costs that may not be covered by a stipend-based fellowship. Please see [Appendix C: Research Excellence Fund](#) for more information.

Students may work additional on-campus 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 brought to the attention of 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 fellowship 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 made possible 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 and other faculty assess the academic standing and progress of each student in the doctoral programs. 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 are asked to submit the names of Notre Dame faculty members whom the DAC should contact for a frank assessment of their work during the preceding year. Only faculty with whom the student has had significant or sustained contact during the past academic year should be listed. Staff members and non-Notre Dame faculty should not be listed. When considering each student, the committee will identify both praiseworthy and problematic items and will formulate initial recommendations concerning them.

The following rankings may be given: 1) exceeds expectations - special commendation for work well done; 2) meets expectations - acknowledgement of meeting the high standards of doctoral work; 3) needs improvement - specific areas of concern, to which are given suggestions for improvement; or 4) does not meet expectations - general concern over work and progress. If "does not meet expectations" is given, the assessment letter will inform the student that improvements in performance are required, along with suggestions and a timeline for improvement. In some cases, a decision to terminate the student's enrollment in the University as a degree candidate in the Kroc Institute doctoral program may be rendered, congruent with regulations and policy set by The Graduate School.

All students will receive a personal letter from the DDS, usually in late May, including the results of the progress assessment and general end-of-year comments. For students in the joint programs, letters are shared with the joint Departments, and Departmental assessment letters are shared with the Institute.

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. Likewise, the use of generative AI as a research tool for assistance with analyzing databases or other large caches of information must be properly cited and clearly explained alongside all other methods used. The use of generative AI for the production of text is *never* appropriate and would be considered academic dishonesty and addressed accordingly.

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. Students who experience or observe instances of harassment, discrimination, bullying, retaliation, or other misconduct should contact [The Graduate School's Ombudsperson](#) or the [Office of Institutional Equity](#) directly.

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 or assistant dean of the Keough School 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, medical leaves, and childbirth/adoption accommodations, the Institute follows and refers students to Graduate School policies as specified in the Bulletin of Information. Students considering an interruption of progress should consult with the Director of Doctoral Studies as soon as possible.

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 admitted to candidacy and must have applied for **at least two** major external grants or fellowships beyond the fellowship application submitted for candidacy (application(s) submitted during the fourth or fifth year count towards sixth year eligibility as long as they are major fellowships/grants). For the purposes of the DCF application, an award may be considered “major” based on its dollar amount or prestige or both; and “external” fellowships may come from sources within the University but not from the Kroc Institute.

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 from outside of the Kroc Institute) 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 (1) enrollment and participation in the Dissertation Writer's Seminar for the entirety of the sixth year, and (2) participation in regular progress review meetings with the student's advisor(s) and the DDS as outlined in [Appendix G](#).

3.13 Postdoctoral Appointments (5+1)

Kroc Institute Ph.D. students in the joint programs **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. Students interested in taking this opportunity should communicate their intent to the Assistant Director for Doctoral Studies early in their fifth year 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 may be scheduled at gradcareers.nd.edu.

4. Degree Requirements

4.1 Coursework

Coursework requirements differ depending on the program. Courses in Peace Studies are designated IIPS (for “Institute for International Peace Studies”), and four core courses are required for all students.

Required 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 83100 - Emerging Issues in Peace Studies

All students must also take graduate-level elective courses in Peace Studies. Students in the International Peace Studies program must take four graduate-level electives in Peace Studies, and students in the joint programs must take two.

In addition, students in the International Peace Studies program must take a further two methods classes and a further six electives. These may include Peace Studies (i.e., IIPS-coded) classes, or they may be taken from other schools, colleges, and departments, as determined in consultation with the DDS.

Students in the joint programs, in addition to the Peace Studies requirements, must fulfill the requirements set out by their partner departments (see the curriculum guides for each program linked in [Section 5](#), below).

Critical Reflection on the Potential for Extractivism and Other Forms of Violence in Peace Research

Ph.D. students in the Kroc Institute are required to complete an assignment during their first and/or second year in the program that demonstrates their understanding of the potential for violence in the relationships between universities, scholars, and the communities where they live, work, and research. In particular, students should demonstrate an understanding of the idea of *extractivism*, a critical awareness of the problems it can cause, and a familiarity with strategies to mitigate extractivism in research practice. This assignment will be introduced in a special session of the Peace Studies: Organizing the Field Class. Students will be provided with a reading list and a topic. They should then develop an aspect of this topic into a research project to be conducted over the course of the year. The deliverables are as follows:

- A 3,000-word research paper related to the topic provided, drawing on the reading list, to be submitted by the last day of the Spring Semester.
- A contribution to a group presentation or panel on the topic to be presented at the first PRES of the following Fall semester.

This is a pass/fail assignment. It does not contribute to your grade in Peace Studies: Organizing the Field. But it does constitute a candidacy requirement, so if you fail it you will have to retake it the following year. You cannot proceed to your dissertation until you have passed.

In addition, all students must register for the following non-graded courses, depending on their year in program:

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 program, prior to achieving candidacy. PRES is transcribed as IIPS 93200 for 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.

IIPS 93100 / 93101: Dissertation Writers Seminar

This course is required for all students working on their dissertations **beginning in their fifth year in program**; however, any student who has achieved candidacy may join beginning in the semester following that in which they become ABD. Any 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 of the Peace Studies doctoral programs. Students serve as discussants of each other's writing. Students who are in their program beyond the sixth year due to extenuating circumstances (i.e. childbirth accommodations), must attend DWS every semester beyond the sixth year.

Additional Considerations

With approval, a Directed Readings in Peace Studies (IIPS 86100) may be used to fulfill one IIPS elective. Any Directed Readings course must be taken with a Kroc **core faculty** member and must fill a demonstrated need or gap in existing Kroc course offerings. Students should seek approval to register for a Directed Readings by sending a proposed syllabus to the DDS at least two months in advance of the semester in which the directed readings course is requested. 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 an ABD 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. Note that “resident” and “nonresident” courses cannot be combined in the same semester.

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 for the joint programs 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, where relevant, at each stage of their program, in consultation with the DDS, DGS, their advisor, and staff administrators.

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. Examples include:

- Pass a graduate-level, letter-graded language course at the University of Notre Dame (language course credits do not count toward degree/graded course credits; Graduate Reading Courses that are graded Pass/Fail require special permission from the DDS);
- Pass a language exam administered by a University language department;
- Provide documentation of language study with a recognized assessment structure from outside the University; if such study occurs before matriculation at Notre Dame, it must be no more than three years prior to admission and is contingent upon DDS approval (typically requiring syllabi and course assessments, at minimum).

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, faculty fellows and other departmental faculty, examines a student’s ability to critically analyze 1) the content of Peace Studies core courses, 2) literature from Peace Studies broadly construed, and 3) their own topical interests. The exam consists of written answers to faculty

questions and, when requested by the examiners, continued discussion in an oral format convened by the DDS. The exam must be passed in order to advance to doctoral candidacy; failure of the exam will result in dismissal from the program.

Scheduling

Normally, the Comprehensive Exam is taken in the third year of the program. The student may select a start day and time during the fall or spring semesters, and should be scheduled with the ADDS no later than the sixth class day (end of add/drop) of the term in which the exam is to take place. Exams may only be taken in the summer session in exceptional circumstances and with prior approval of the DDS if the examining faculty agree on their availability. It is the responsibility of the student to verify the date with all members of the examining committee, the DDS, and the Assistant Director before the exam can be officially scheduled. Students should plan for 72 hours of contiguous writing time (24 hours per question); International Peace Studies and Peace Studies and Anthropology students may allow two sessions over two weeks as described below, maintaining 24 hours per question for a total of 120 hours of writing time.

Faculty Examining Committee

The faculty examining committee consists of the following members:

- The four instructors who taught the four core courses (Organizing the Field, Strategic Peacebuilding, Peace Research Methods, and Emerging Issues in Peace Studies or its approved substitute) when the student took them;
- One additional faculty member of the student's choice who has expertise in a related Peace Studies field; and
- *International Peace Studies only*: two additional faculty members with expertise in the students' selected 'track';
- *Peace Studies and Anthropology only*: two additional faculty members in Anthropology.

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 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).

International Peace Studies and Peace Studies and Anthropology = up to 7 faculty (4 core + 3)
All other areas = up to 5 faculty (4 core + 1)

Preparation

Students should prepare for the core course questions by reviewing the syllabi of the courses themselves and by consulting the four faculty members who taught the courses. Material that was not taught in the course the year the student took it cannot be queried by the examining faculty members.

For the additional question or questions, students should select the required faculty and develop in-depth and comprehensive bibliographies that contain both canonical literature and cutting-edge research that are relevant to, but not coterminous with, the student's proposed dissertation research. In essence, the exam question cannot duplicate the question the student is attempting to answer with their dissertation, but should draw on an integrative list of writing relevant to their work and to Peace Studies. Bibliographies should be of 20-30 sources each, including books, book chapters, and articles. The exact number of sources is chosen at the discretion of the faculty examiner and should be based upon research foci (regional, topical, or theoretical) chosen by the student and faculty member.

Exam Questions

The Comprehensive Exam is based on a set of questions generated by the faculty examining committee. The four core-course instructors will collaborate and write **two** questions based on the syllabi and readings from those courses when the student took them. The four core courses will be paired as follows: Organizing the Field + Emerging Issues; Peace Research Methods + Strategic Peacebuilding. For each pairing, the two core faculty members will collaborate to generate a single, hybrid question synthesizing the material covered in the two courses. The additional faculty member will write **one** question based on the bibliography prepared in advance by the student in consultation with that faculty member. International Peace Studies and Peace Studies and Anthropology students will prepare for the three questions described above, and add **two** additional bibliographies, one each with the additional faculty examiners. For IPS students, the two additional faculty examiners will relate to their developing 'track' and may come from any relevant School or Department; for Anthropology students, the two additional faculty examiners will come from the Anthropology Department. **All** questions must be answered in writing.

International Peace Studies and Peace Studies and Anthropology = 5 questions
All other areas = 3 questions

Procedure

At the beginning of the exam period the Assistant Director sends the complete list of questions for that exam session to the student via email. The student is allotted 24 hours of writing time per question. All written answers are submitted together via email to the Assistant Director at the end of the exam period. Questions may be answered in any order and may be submitted at any time prior to the time limit. Email timestamps provide evidence of compliance.

Due to the larger number of questions, students in International Peace Studies and in Peace Studies and Anthropology may split their writing time into two portions over not more than nine consecutive days as follows: 1) three Peace Studies questions (core course + 1) and 2) two further questions. The two portions may be done in any order. Twenty-four hours are allotted for each question, and the procedure for both sessions is the same as outlined above.

Each question must be answered in an individual essay of approximately 3,500 to 4,000 words (not including a bibliography). The exam is open-book and open-note, with the expectation that the student will produce high-quality and thoughtful answers, fully referenced and cited, and include a bibliography 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.

Students have 24 hours from receipt of the exam questions to request official clarification on any question that they do not understand fully. They are to email the examining faculty member directly and copy the ADDS on their question.

If a student falls seriously ill or encounters a serious crisis such as a bereavement during the exam, they should contact the ADDS IMMEDIATELY in writing, and make immediate arrangements to get a medical note or other formal documentary evidence of the issue. In this case, the exam will be canceled and rescheduled for a later date, with new questions. Minor ailments or personal issues are not regarded as a reason to reschedule the exam, once it has begun. Under no circumstances will extensions to the final deadline of the exam be granted.

A Peace Studies and Theology exam could look like this:

- The Assistant Director sends all 3 questions via email at 10:00 a.m. ET on May 1;
- The student answers all questions in writing over the next 72 hours;
- The student sends their written answers to the Assistant Director by 10:00 a.m. ET on May 4.

A Peace Studies and Anthropology exam could look like this:

- The Assistant Director sends 3 questions (2 core + 1 Peace Studies) via email at 10:00 a.m. ET on May 1;
- The student answers all questions in writing over the next 72 hours;
- The student sends their written answers to the Assistant Director by 10:00 a.m. ET on May 4.
- The Assistant Director sends 2 questions via email at 10:00 a.m. ET on May 8;
- The student answers all questions in writing over the next 48 hours;
- The student sends their written answers to the Assistant Director by 10:00 a.m. ET on May 10.

Assessment and Outcome

At the conclusion of the exam period and upon receipt of a student's written answers, the Assistant Director forwards the materials to the examining committee for review. The faculty are allowed one week to read and grade the written work and inform the Assistant Director of the outcome; the Assistant Director will then inform the student of the result.

If the examining committee reaches a **unanimous** conclusion that the written work is satisfactory, the exam is graded "pass" (additional designations such as "high pass" may be added by the faculty, but these are honorific only).

If any examining committee member deems the written answer to their question to be less than satisfactory, then an additional oral exam will be held in which the student will be invited to discuss their work further. Examiners for the oral exam will comprise the DDS as chair and the

faculty member(s) who were dissatisfied. If the DDS is also the/a dissatisfied examining faculty member, another faculty will be selected to chair the oral exam. Only those questions that were insufficiently answered in writing will be addressed. The length of the oral exam will be determined by the number of written answers deemed inadequate, and thirty minutes will be allotted for each. For example, if only one question requires an oral exam, the exam will be thirty minutes long; sixty minutes for two questions. The purpose of the oral exam is to allow the student to further discuss their written work, with the acknowledgment that an in-person session with the faculty may help some students to communicate more effectively.

If, after the initial written exam, three or more questions require an oral exam, the student may elect to withdraw from the exam entirely and retake it in the next semester (or after a sufficient period for additional study).

If, in the oral exam, the examining faculty in the oral exam reach a **unanimous** conclusion that the student has performed satisfactorily, the entire exam is graded “pass.” **If one faculty member** deems that the student has failed their question in the oral exam, that faculty member can request the student answer a remedial question in writing within one week of the end of the oral exam. The procedure for the remedial written question replicates the rest of the exam: the student is given 24 hours to write an additional 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.

If two or more examining faculty deem that the student has failed their question in the oral exam, the student must retake the entire exam, and new questions will be set.

At the second attempt, the Comprehensive Exam takes a written form only, with no oral exam. Failure to pass the written Comprehensive Exam after two attempts will result in automatic dismissal from the doctoral program.

If, for whatever reason, a student postpones 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.

Summary

All Peace Studies Ph.D. students (up to 5 faculty; 3 written questions):

- Review the syllabi and literature of the four core courses in consultation with the four faculty members who taught those courses;
- Select one additional faculty member and prepare and in-depth bibliography on a Peace Studies topic of your choice;
- Answer **two** questions based on the four Peace Studies core courses;
- Answer **one** question based on the additional bibliography.

International Peace Studies and Peace Studies and Anthropology students (up to 7 faculty; 5 written questions):

- In addition to the requirements above, develop **two** additional bibliographies with relevant faculty members ('track' or Anthropology) on a proposed area of mastery;
- Answer **two** questions, one for each additional bibliography.

If the examining faculty deem the written work **sufficient**, the exam is passed.

If the examining faculty deem the written work **deficient**, an oral exam will be convened by the DDS. If three or more faculty request an oral exam, the student may withdraw from the exam entirely and retake it.

If the oral exam is deemed **sufficient**, the exam is passed.

If only one question is deemed **deficient** in the oral exam, an additional remedial question may be written, subject to a pass/fail grade from the examining faculty member.

If more than one question in the oral exam is deemed entirely **deficient**, the student must retake the entire exam.

If a student does not pass the exam after two attempts, they will be dismissed from the doctoral program.

4.4 Third Year Peace Studies Conversation and Dissertation Prospectus Defense

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

Third Year Conversation

In the 4-6 weeks preceding their defense or submission of their dissertation proposal, all students should plan to meet with the four instructors of the core courses and their dissertation advisor(s) for a group discussion of their work. Additional faculty may be added to this group at the request of the student and subject to the approval of the DDS. The aim of this conversation is 1) to identify how work toward the dissertation intersects with Peace Studies, 2) to provide opportunities for the student to bring their ideological and methodological questions to the faculty, and 3) to allow the faculty to suggest new areas of study and engagement with the student. This conversation is not formally assessed, and should be considered a low-stakes but high-intensity opportunity for students to engage with Peace Studies faculty on their developing dissertation projects.

The format involves two stages. 1) One week before the scheduled conversation the student submits to the Assistant Director a one-page precis of the proposed dissertation work; this brief document will enable the core faculty to prepare suggestions for the student and their work. 2) At the beginning of the meeting the student will make a 10-15 minute presentation to the core faculty articulating the intersection of Peace Studies theories, frames of analysis, and key works contained in their dissertation prospectus. The student should take the opportunity to identify areas where they feel they have weaknesses or would like additional input on the

Peace Studies component of their work, and the faculty should come prepared to suggest authors, theories, and works for the student. This conversation is intended to provide an opportunity for a focused discussion of Peace Studies and to ensure that a Peace Studies component is prominent in the final dissertation.

Students are responsible for identifying a preferred week for their Third Year Conversation (TYC) during the Fall or Spring semesters, as well as any periods of unavailability during that week. The Assistant Director will then schedule individual, hour-long meetings for each third-year student during the target week, based on student and faculty availability. At the discretion of the DDS and core course faculty, pre-set dates and times for TYCs may be instituted for a given semester or year to better accommodate faculty schedules. In such a case, students intending to conduct their TYC in that semester will need to ensure that they are available for at least one hour during the scheduled times and days. Note that, as with other program requirements, faculty cannot be expected to accommodate student requests to organize the TYC during the summer session or winter break.

Dissertation Prospectus Defense

Students in the joint programs should conduct their dissertation prospectus defense in the partner departments, in accordance with the departmental regulations. Students are responsible for informing the ADDS in the Kroc Institute when they have successfully completed this requirement.

Students in the International Peace Studies program will conduct their dissertation prospectus defense in the Kroc Institute. The defense will be chaired by the student's dissertation chair, and will include all members of the student's committee. Students should work with their chair and the ADDS to schedule the defense. The defense will be public unless a closed defense is requested by the student.

Students must submit their dissertation prospectus to all members of the committee **at least two weeks** before the scheduled date of the defense.

In the defense, the student will be given 20 minutes to present their prospectus, and will then answer questions from the committee members.

The outcome of the dissertation prospectus defense may be one of the following:

Pass: the dissertation prospectus is deemed adequate, and the student is approved to continue to the dissertation phase.

Pass Subject To Revisions: some revisions to the prospectus are required before the student can move on. A list of these will be given in writing to the student within 5 business days of the defense, and a deadline will be set by the committee for the student to complete the revisions. The student will be asked to submit the revisions on or before the deadline to the committee chair for their approval. Once the chair has approved the revisions, in consultation with other committee members if necessary, the student may continue to the dissertation phase.

Fail: if the student fails the dissertation prospectus defense, they will be given written feedback within one week, detailing the areas in which the prospectus is deemed inadequate. They should then work with their committee chair to develop a timeline for a second attempt. Students who fail at the second attempt will be dismissed from the program.

4.5 Teaching and Research Assistantships

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

Service to the Kroc Institute takes the form of unpaid 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 program to another. It is expected that students in the joint programs 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.

Normally, students in the IPS, Anthropology, History, Political Science, Sociology, and Theology programs will not be expected to provide service until the second semester in the program. In Peace Studies and Psychology, students may be integrated immediately into faculty-directed research projects upon admission. Students wishing to begin their service in the first semester of the program must seek DDS approval first.

Teaching Assistant

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.

Research Assistant

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.

General Guidelines

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;
- International Peace Studies students must TA for an additional Kroc Institute undergraduate course;

- 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 a partner department for the joint programs 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 students in the International Peace Studies, or Peace Studies and Political Science, Psychology, and Sociology programs; 12 hours per week for those in Peace Studies and Anthropology, History, and Theology.

Students in the Peace Studies and Psychology and Peace Studies and Theology 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 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 should be cross-listed by the Institute’s undergraduate program.

4.6 Publication and Grant Application Submissions

Publication Submission

As part of ongoing professional development, all students are required to submit at least one research article, of at least 6,000 words in length, to a peer-reviewed scholarly journal. Sole-authored articles are preferred, but co-authored articles are acceptable. Because the visibility of a scholar’s work in multi-authored pieces is much lower and not considered as strongly by hiring committees, articles with three or more authors will not be accepted as fulfillment of this requirement unless the student is first author.

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)

Students are required to apply for at least one external grant or fellowship valued at at least \$10,000 to support their research no later than the end of the fourth year of their programs in order to advance to candidacy. For the purposes of candidacy, an “external” grant or fellowship

is one that originates from a non-Notre Dame entity. 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 additional** major grants or fellowships (“major” as indicated either by dollar amount over \$10,000 or prestige of the award or both). For these purposes, Notre Dame funding sources outside the Kroc Institute may be used, though students are encouraged to apply for funds from sources external to Notre Dame. 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. 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 expenses incurred by 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 the Research Excellence Fund from the Kroc Institute to support their specific research needs in the year that they hold that fellowship. See [Appendix C: Research Excellence Fund](#) for more information.

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’s Office of Grants and Fellowships.

4.7 Departmental Requirements for the Joint Programs

With respect to the joint programs, 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 Kroc 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 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.

4.8 Doctoral Candidacy

Requirements for admission to Doctoral Candidacy are found in [Appendix F](#). Candidacy must be attained by the end of the eighth semester for the program in International Peace Studies and 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 within the required timeframe, students in the joint program are reasonably expected to finish their degree 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. Special circumstances, requests for extensions, or other issues should be addressed with the Director of Doctoral Studies. All exceptions are subject to approval by the Director of the Kroc Institute and/or The Graduate School.

4.9 Dissertation Committees and Defenses

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

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

Dissertation Committees

Dissertation committees must be chaired by a Kroc Institute core faculty member or faculty fellow who is either tenured or tenure-track; 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 or core faculty member, nor must they be tenured or tenure-track. Graduate School guidelines require a minimum of three University faculty members on a dissertation committee including the chair, though four members is common. Members of the dissertation committee may be drawn from faculty regardless of their tenure/tenure-track status. Research and teaching professors and professors of the practice may serve as co-chairs or as non-chair members of dissertation committees. If an external committee member is requested, they constitute at least the fourth member and often the fifth or sixth.

For International Peace Studies students, at least half the committee members should be Kroc Institute Core Faculty. For joint program students, committee members should be split between departmental and Institute faculty. For students in Peace Studies and Sociology, at least half of the committee must be drawn from the Department of Sociology.

Defense Scheduling

When the dissertation is complete, the student is responsible for selecting a defense date and time in consultation with their committee. It is the student's responsibility to be aware of The Graduate School's deadlines for formatting checks, dissertation defenses, and formal submissions for the semester. Students must ensure that their committee members are given enough time to read the dissertation thoroughly before the defense, and should work backwards from the defense date to determine a submission date that is acceptable to all members of their committee. **Two weeks is the minimum** required by The Graduate School, but committees may require additional time and have the right to postpone the defense if the dissertation was not provided to them in a timely manner. Defenses may be in-person, via Zoom, or a combination of the two, subject to approval by the DDS and/or The Graduate School. The Assistant Director for Doctoral Studies will assign a room in the Hesburgh Center or Jenkins and Nanovic Halls and create a Zoom link if needed, and will publicize the event. Institute space should be utilized for in-person defenses. All defense-related forms and reporting will be initiated by the Assistant Director. Dissertation defenses are public events unless the student requests a "closed" defense that includes only the committee.

Defense Procedure

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. In-person defenses: At the conclusion of questions, the student and audience are asked to leave the room while the committee discusses the defense and determines the outcome. Then the student and audience are invited back into the room and the result is announced. The result (pass/fail) may also include suggestions for revisions or other

requests from the committee.

6. Virtual/Zoom defenses: At the conclusion of questions, the committee is sent to a breakout room by the meeting host (typically the Assistant Director for Doctoral Studies) to deliberate. The student and audience members remain in the Zoom meeting. The committee returns to the meeting to announce the result (pass/fail), which may include suggestions for revisions or other requests from the committee.

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 seven Ph.D. degrees: International Peace Studies; 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 either a thematic "track" or a joint discipline that prepares them for a variety of openings: disciplinary or theme-oriented 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 seven programs.

5.1 Ph.D in International Peace Studies

5.1.1 [Curriculum Guide](#)

5.1.2 Degree Requirements

Ph.D. students in International Peace Studies are required to:

- Pass a minimum of 48 graded course credits (24 Peace Studies + 6 further Methods + 18 'track');
- Document proficiency in English and one other language;
- Pass a combined Comprehensive Exam in Peace Studies (specified below);
- Serve five semesters as TA/RA as follows (in any order): two semesters TA for IIPS courses including one semester of "Introduction to Peace Studies;" one further semester TA for either IIPS or track-related class; two semesters as RA for IIPS or track-related faculty;
- Submit external funding application(s);
- Submit at least one article to a peer-reviewed journal;

- Pass the Third Year Conversation and defend the Dissertation Prospectus;
- Research, write, defend, and submit a dissertation of original research.

A note on tracks:

International Peace Studies students are expected to develop their expertise in a specific thematic or methodological area, which we call a “track.” Examples might include: peace, race, gender and identity; peace and climate change; peace and mediation; peace, religion and faith. Students should tailor their electives to ensure that a coherent track emerges, providing them with a solid foundation of expertise for their dissertation. Relevant classes to the student’s track may be taken in any academic unit across the university, and class selections should be discussed with and approved by the DDS. Aspects of the student’s track will be tested via two questions in the Comprehensive Exam.

5.1.3 Comprehensive Exam in Peace Studies

The Comprehensive Exam in Peace Studies constitutes the only exam process for students in this Ph.D. program. See section 4.3: [Comprehensive Exam in Peace Studies](#) for details.

5.1.4 Dissertation Prospectus

The Dissertation Prospectus and its defense is a requirement of the Kroc Institute. See section 4.4 b) [Dissertation Prospectus Defense](#) for details.

5.2 Ph.D. in Peace Studies and Anthropology

5.2.1 [Curriculum Guide](#)

5.2.2 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;
- Pass the Third Year Peace Studies Conversation;
- Defend the Dissertation Prospectus for the Department of Anthropology;
- Research, write, defend, and submit a dissertation of original research.

5.2.3 Comprehensive Exam in Peace Studies and Anthropology

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

5.2.4 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.

5.3 Ph.D. in Peace Studies and History

5.3.1 [Curriculum Guide](#)

5.3.2 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.

5.3.3 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.

5.3.4 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.

5.4 Ph.D. in Peace Studies and Political Science

5.4.1 [Curriculum Guide](#)

5.4.2 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.

5.4.3 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 a 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.

5.4.4 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.

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

5.5.1 [Curriculum Guide](#)

5.5.2 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.

5.5.3 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.

5.6 Ph.D. in Peace Studies and Sociology

5.6.1 [Curriculum Guide](#)

5.6.2 Degree Requirements

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

- Pass a minimum of 48 graded course credits (18 Peace Studies + 30 Sociology);
 - One of the two 3-credits electives in Peace Studies must be cross-listed in SOC or otherwise approved by the Kroc DDS and Sociology DGS as meeting content requirements for 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.

5.6.3 Area examinations

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

5.6.4 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.

5.7 Ph.D. in Peace Studies and Theology

5.7.1 [Curriculum Guide](#)

5.7.2 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.

5.7.3 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.

5.7.4 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 Government (GSG) and the Kroc Institute provide financial subsidies to encourage student participation in such meetings, as do other entities on campus. 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 Government (GSG; formerly the Graduate Student Union / GSU) first before requesting funding from the Institute. Students should follow the guidelines for submitting a GSG conference grant application found on the GSG 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. Students should also check with the conference organizers and/or their professional organization to see if grants are available to assist graduate students with travel costs.

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 GSG provides \$250 maximum per year (up to \$1,500 total during your entire career at Notre Dame).
- The Kroc Institute provides up to \$1,500 annual maximum for students in their second year or later of the program; funding for first year students is limited to \$1,000.
- Funds are not guaranteed and students are encouraged to apply as soon as possible to avoid funds running out before the end of the academic year. Funding amounts will be re-evaluated each year based on funding availability.
- 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. Funding amounts do not roll over from one academic year to the next.

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 TravelND available through InsideND or at 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 TravelND is available from various staff members in the Institute.

Additional Considerations

- In most cases, expenses (including airfare) are reimbursed only after an entire trip is completed. Students are strongly encouraged to book their flights through Anthony Travel using the Kroc FOAPAL (available from the ADDS) to avoid losing personal money if travel plans change.
- 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.
 - Foreign *per diem* rates by country and major city/region are found at https://aoprals.state.gov/web920/per_diem.asp
 - Domestic *per diem* rates by state and major city/region are found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Appendix B: Summer Research Awards

The Kroc Institute makes available, on a priority basis, limited funding for research and study by selected Peace Studies doctoral students. Although there are not sufficient funds to provide full research funding for all students each year, the Institute provides limited assistance (up to \$2,500, beginning in AY 2023-2024) to help students advance their training and research beyond basic program requirements. Possible uses of these funds include travel for pre-dissertation or dissertation-related fieldwork or archival research; specialized methods or language training; or additional research costs such as interview transcriptions or database access. These funds **cannot** be used for equipment purchases or conference expenses. Please note that 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 entering 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 research funding from the Kroc Institute, the Institute requires students to explore possible support from other sources, including other campus units such as the Kellogg Institute, the Nanovic Institute, the Liu 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 Research Funding Request Form found on the Ph.D. Resources page of the Kroc Institute website by March 20 preceding the summer and/or academic year in which funding is needed. Proposals should be 2-3 pages in length, excluding budgets or other supporting information. Budgets for projects that require more than \$2500 in total should include the full project budget while clearly indicating which items and amounts are allotted for funding by Kroc. Additional sources of funding should also be indicated, including total amounts and the status of the request (awarded, requested, not yet requested). Students may propose to use the funds for projects beginning no earlier than May 1 of the year in which the application is submitted and ending no later than April 30 of the following academic year (e.g., funds applied for by March 20, 2030 can be used between May 1, 2030 and April 30, 2031).

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 research 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 **required** to register their travel with Notre Dame International, and are also 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 (3-5 pages) on the results obtained from their use of the funds no later than two weeks after the end of their awarded project or training. Failure to submit a quality report will result in ineligibility for the following year. More detailed guidelines on the report can be found on the PhD Resources page of the Kroc website.

If summer research funds are used to employ University of Notre Dame undergraduate or graduate students, please consult the Assistant Director for Doctoral Studies for guidelines, hiring procedures, and other Institute, School, and University policies.

Appendix C: Research Excellence Fund

The Kroc Institute recognizes the value that competitive external funding brings to a student's scholarly presence and encourages students to proactively seek out competitive funding opportunities. The Research Excellence Fund assists students with research costs that may not be covered by a stipend-based fellowship.

Kroc Institute students who receive external fellowships that only provide stipends to cover living expenses (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 win academic year fellowships are eligible to apply for up to \$6,000 in internal Kroc Institute funds. Students who win semester-long fellowships may apply for up to \$3,000 in internal Kroc Institute funds. These additional awards are to be used for research expenses not covered by the fellowship, and are not intended to simply augment the fellowship amount.

Students who have won a stipend-based fellowship may apply to the Research Excellence Fund by submitting an application and research budget to the DDS along with the details of their fellowship award. The [application form](#) can be found on the “Resources for Ph.D. Students” page of the Kroc website. 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.

Appendix D: Title IX Mandatory Reporting Information

These excerpts were taken from [“How To Help a Student: Faculty & Staff Resources for Responding to Relationship & Sexual Violence”](#)

Your Role as a Mandatory Reporter

University faculty and staff members are non-confidential resources, and are required to report any disclosure of sexual misconduct, domestic violence, dating violence, or stalking made to them by a student to the Deputy Title IX Coordinator (574.631.7728).

When graduate students or postdoctoral researchers at the University are functioning in the capacity as a University employee, they fall under the category of non-confidential resource. This means **graduate students and postdoctoral researchers who are paid by or receiving a stipend from the University, whether or not they directly teach, advise or supervise students, must share any information regarding an incident of sexual misconduct, domestic violence, dating violence, or stalking with the Deputy Title IX Coordinator.**

If you have questions about whether or not you are required to report, please contact the Deputy Title IX Coordinator 574.631.7728.

What To Do

If a student discloses that sexual misconduct or relationship violence has recently occurred, stay with them in a safe place. Keep in mind that you are not expected to, nor should you, act as a counselor, and should always refer the student to appropriate resources as soon as possible.

You are responsible for:

- Supporting the student
- Referring the student to staff trained to assist survivors of sexual misconduct and/or relationship violence
- Making a report as mandated by federal law

For More Information

[“How To Help a Student: Faculty & Staff Resources for Responding to Relationship & Sexual Violence”](#) (PDF)

[“Support Options for Notre Dame Students, Faculty and Staff”](#) (PDF)

[Title IX / Sexual Assault Resources](#) at Notre Dame (Title IX webpage)

Appendix E: Instructor of Record (IOR) Opportunities

Various opportunities are available across the University for advanced graduate students to teach their own undergraduate course as an Instructor of Record (IOR). The following guidelines apply. **In all cases, IOR teaching assignments must be approved by the Director of Doctoral Studies and the student's advisor.**

IOR for the Kroc Institute (IIPS course number)

The Undergraduate Program in Peace Studies at the 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 must 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. Programs to further develop their teaching skills during the dissertation stage of their graduate studies.

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 your 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 2031 you must submit your materials and DDS and dissertation advisor approvals by December 1, 2030). The application deadline for teaching in the spring semester is April 1 of the previous spring (e.g., to teach a course in Spring 2032 you must submit your materials and DDS and dissertation advisor approvals by April 1, 2031).
4. You must be admitted to candidacy (ABD) 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, visit <https://learning.nd.edu/for-grad-student-post-docs-2/teaching-certificates/>.

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, as well as the teaching and curricular needs of the undergraduate program. 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.).

IOR outside of the Institute (non-IIPS course number)

If a student is offered this opportunity by a unit in the Keough School or through their joint Department in the College of Arts and Letters, **they should immediately consult with their advisor and the Director of Doctoral Studies. Both the advisor and the DDS must approve of the assignment before the student agrees to teach.**

Additional considerations

- Courses offered by the Kroc Institute may be cross listed in the student's joint Department or other departments or units as suggested by the DUS and/or Assistant Director for Undergraduate Studies;
- Courses offered by another unit should be cross listed by the Kroc Institute whenever possible;
- Students in the Peace Studies and Theology program are assigned an IOR course in their fifth year—as a constituent part of their program, this assignment does not require further approval;
- Generally, IOR teaching does not count toward the five required semesters of TA/RA service (except for Peace Studies and Theology students).

Appendix F: 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):

☐ Coursework requirements:

For joint programs, six courses in Peace Studies (four required courses and 2 electives), only one of which may be Directed Readings, plus all candidacy requirements set by the joint Department;

For the International Peace Studies program, 4 required courses, 2 further methods classes, and 8 electives, including 4 electives within Peace Studies;

- ☐ Six semesters of transcribed attendance at PRES;
- ☐ Documented proficiency in English and one additional language (more if required by a joint Department);
- ☐ Comprehensive Exam in Peace Studies;
- ☐ Third-Year Peace Studies faculty conversation;
- ☐ Pass dissertation prospectus (including defense as relevant);
- ☐ 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 of at least 6000 words in length to a peer-reviewed scholarly journal;
- ☐ Application for external funding;
- ☐ Approved 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.

Appendix G: Procedure for students seeking funding beyond the 5th year

The expected timespan for all PhD programs in Peace Studies is 5 years, and all admitted students are guaranteed 5 years of stipend funding upon acceptance into the PhD programs. However, Kroc makes 6th-year funding available by application to students who are unlikely to finish within 5 years. It is important to note that 6th-year funding is not guaranteed, but is dependent upon evidence of successful progress to degree completion.

All students who have been awarded 6th-year funding will have progress review meetings every 6 months beginning in May of their 5th year to be attended by the student, their advisor, and the DDS. The frequency of meetings may increase to once every three months if extra support is needed. At the progress review meetings, the student should raise any opportunities, concerns or obstacles that may prompt a revision to the timetable, and the agreed timetable may be revised to take these into account. The advisor will also comment on the student's progress, on behalf of the student's committee. The purpose of the meeting is to ensure that the student has a feasible strategy and adequate support to complete the dissertation.

N.B.: Students who win a dissertation writing fellowship funded by an entity outside of Kroc that funds a 6th year of writing, or who qualify for an automatic Kroc-funded 6th year due to winning a stipend-replacement fellowship earlier in their program, are exempted from these new procedures. Where students have taken medical or parental leave, or exceptionally, in light of unforeseeable circumstances, the sixth year is counted as beginning after the end of the extra time awarded to compensate for those leaves or unworkable delays.

Tracking Progress to Degree Procedural Timeline

4th Year

May: All 4th-year students will have an in-person or Zoom meeting with the DDS to discuss their progress and establish a timetable for the 5th year. Students who are considering applying for 6th-year funding should discuss it here.

5th Year

October: 5th-year students who expect to need a 6th year of funding must submit their applications by the October 15th deadline according to the procedures outlined in the PhD Student Manual (Section 3.12). This application must be supported by the student's advisor and must include a timetable for completing the degree by May or August of the 6th year.

November: All 5th-year students who have applied for a 6th year of funding will be informed of the outcome of their application following the November meeting of the Doctoral Advisory Committee (DAC).

May: In-person or Zoom progress meeting with student, advisor(s), and DDS to review student's progress and update the completion timetable as needed.

6th Year

November: In-person or Zoom progress meeting with student, advisor(s), and DDS to review student's progress and update the completion timetable as needed.

February: Additional progress meeting, if needed (can be requested by student, advisor or DDS).

May: In-person or Zoom progress meeting with student, advisor(s), and DDS to review student's progress and update the completion timetable as needed.

August 15: Final stipend paycheck.

If you think you are going to run out of time and funding:

- *You may be able to earn income through paid research assistance or teaching, including by running a class as an instructor of record. In the latter case, you should consult the PhD handbook for the process for applying for teaching: you need to apply a year ahead of the semester in which you plan to teach.*
- *You may also look into job opportunities in administrative roles within the university: these are advertised on jobs.nd.edu and might include roles in administering academic programs or research projects. This sort of experience would assist you if you are looking for a faculty position.*