



uOttawa

Institut des langues officielles  
et du bilinguisme (ILOB)

Official Languages and  
Bilingualism Institute (OLBI)

# University of Ottawa

**Master of Arts in Bilingualism Studies (MA)**

**Graduate Student Handbook**

**2017-2018**

**[www.olbi.uOttawa.ca/ma](http://www.olbi.uOttawa.ca/ma)**

**Faculty of Arts**

**Official Languages and Bilingualism Institute**

**70 Laurier Avenue East  
Ottawa, ON, K1N 6N5**

**Tel: 613-562-5743**

**Fax: 613-562-5126**

**[olbi@uOttawa.ca](mailto:olbi@uOttawa.ca)**

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**OFFICIAL LANGUAGES AND BILINGUALISM INSTITUTE (OLBI)****Administrative Staff****Director**

Jérémie Séror  
613-562-5800 (e. 5359)  
[jseror@uOttawa.ca](mailto:jseror@uOttawa.ca)

**OLBI Secretariat**

Tel.: 613-562-5743  
Fax: 613-562-5126 [olbi@uOttawa.ca](mailto:olbi@uOttawa.ca)

**Director, Graduate Studies**

Marie-Josée Hamel  
613-562-5800 (e. 3994)  
[marie-josée.hamel@uOttawa.ca](mailto:marie-josée.hamel@uOttawa.ca)

**Academic Assistant (Graduate Studies)**

Suzanne Dalrymple  
[artsgrad@uOttawa.ca](mailto:artsgrad@uOttawa.ca)  
613-562-5800 (e. 1297)  
Desmarais Building, DMS 8154  
55 Laurier Avenue East

**Graduate Studies Committee Members (2017-2018)**

Marie-Josée Hamel (Chair)  
[marie-josée.hamel@uOttawa.ca](mailto:marie-josée.hamel@uOttawa.ca)

Nikolay Slavkov  
[Nikolay.Slavkov@uOttawa.ca](mailto:Nikolay.Slavkov@uOttawa.ca)

Beverly Baker  
[Beverly.Baker@uOttawa.ca](mailto:Beverly.Baker@uOttawa.ca)

Assistant Director - Administration (ex-officio)  
Monika Jezak  
[mjezak@uOttawa.ca](mailto:mjezak@uOttawa.ca)

Student representative (TBD)

## **Faculty members**

The following OLBI professors have supervisory rights.

For information on faculty publications and current research projects, please see:  
[www.olbi.uOttawa.ca/profs.php](http://www.olbi.uOttawa.ca/profs.php).

| <b>Name</b>       | <b>E-mail Address</b>  | <b>Extension</b> | <b>Office (MHN)</b> |
|-------------------|--|------------------|---------------------|
| Beverly Baker     | <a href="mailto:Beverly.Baker@uOttawa.ca">Beverly.Baker@uOttawa.ca</a>         | 6735             | 112                 |
| Marie-Josée Hamel | <a href="mailto:marie-josee.hamel@uOttawa.ca">marie-josee.hamel@uOttawa.ca</a> | 3994             | 105                 |
| Monika Jezak      | <a href="mailto:mjezak@uOttawa.ca">mjezak@uOttawa.ca</a>                       | 3475             | 114                 |
| Hélène Knoerr     | <a href="mailto:hknoerr@uOttawa.ca">hknoerr@uOttawa.ca</a>                     | 3413             | 018                 |
| Sylvie Lamoureux  | <a href="mailto:slamoureux@uOttawa.ca">slamoureux@uOttawa.ca</a>               | 5335             | 109                 |
| T. Sima Paribakht | <a href="mailto:sima.paribakht@uOttawa.ca">sima.paribakht@uOttawa.ca</a>       | 3384             | 123                 |
| Jérémie Séror     | <a href="mailto:jseror@uOttawa.ca">jseror@uOttawa.ca</a>                       | 5359             | 115A                |
| Nikolay Slavkov   | <a href="mailto:nikolay.slavkov@uOttawa.ca">nikolay.slavkov@uOttawa.ca</a>     | 3882             | 029                 |
| Alysse Weinberg   | <a href="mailto:weinberg@uOttawa.ca">weinberg@uOttawa.ca</a>                   | 3465             | 016                 |

## **Collaborating faculty from other academic units**

Linda Cardinal, Full Professor  
 School of Political Studies

Richard Clément, Full Professor  
 School of Psychology

Éric Dionne, Associate Professor  
 Faculty of Education

Pierre Foucher, Full Professor  
 Faculty of Law

Jean Quirion, Associate Professor  
 School of Translation and Interpretation

Laura Sabourin, Associate Professor  
 Department of Linguistics

### **Professors' areas of specialization**

#### **BAKER, Beverly**, Associate Professor

Language assessment development and validation; language assessment research, especially in second language writing; critical issues in language assessment and language education; language teacher development

#### **CARDINAL, Linda**, Full Professor

Citizenship debates; relationship between law; history and politics, issues of modernity and identity Quebec; Ireland and United Kingdom; governance of minority languages; Canada-Europe; francophones outside Quebec; women and minorities; history of political ideas in Canada

#### **CLÉMENT, Richard**, Full Professor

Social psychology of inter-group communication and inter-ethnic relations minority groups; social psychology of second and foreign language learning; cross-cultural psychology and acculturation; minority groups

#### **DIONNE, Éric**, Associate Professor

Learning evaluation; measurement models; quantitative methods

#### **FOUCHER, Pierre**, Full Professor

Language rights; comparative constitutional law; the role of the courts, judicial reviews; administrative law; philosophy of law

#### **HAMEL, Marie-Josée**, Full Professor

Computer Assisted Language Learning (CALL); language technologies and language engineering; linguistics applied to second language teaching and learning; lexicon and vocabulary, syntax and grammar, phonetics and pronunciation

#### **JEZAK, Monika**, Assistant Professor

Language policy and planning; FSL education for immigrants; language frameworks of reference; adult biliteracy; sociolinguistics of immigration

#### **KNOERR, Hélène**, Associate Professor

Phonetics; Content-based second language instruction; multimedia second language learning and teaching

#### **LAMOUREUX, Sylvie**, Full Professor

Language policy and planning; student experience in postsecondary education (PSE); transition to and through PSE and impact of language policy and planning; higher education; linguistic minorities; education of linguistic minorities (K-16+); university literacy; educational leadership in a linguistic minority context; linguistic diversity and education; critical curriculum studies; critical reflexive ethnography; mixed methods; qualitative methods

**PARIBAKHT, T. Sima**, Full Professor

Second language acquisition; second language vocabulary learning and instruction; assessment of lexical knowledge; lexical profiles of discourse types; second language teaching methodology (history, recent trends); second language program development

**OUIRION, Jean**, Associate Professor

Terminology; terminometrics; translation technologies; language planning

**SABOURIN, Laura**, Associate Professor

Psycholinguistics; first and second language processing; neural organization of language

**SÉROR, Jérémie**, Associate Professor

Second language socialization; second language development in multicultural contexts; second language writing development; use of technology for second language learning; content based language learning; research methods in second language development

**SLAVKOV, Nikolay**, Associate Professor

Bilingualism and multilingualism; child language development; family language policy; minority and heritage language acquisition and maintenance; language teaching and technology; Slavic linguistics

**WEINBERG, Alysse**, Associate Professor

New multimedia technologies and their application to second language teaching; immersion at the university level

## WELCOME

Welcome to the Official Languages and Bilingualism Institute (more commonly known as OLBI or its French equivalent, ILOB) and, in particular, our MA program in Bilingualism Studies.

The purpose of this handbook is to help you get through each step of your academic program. It contains general information, specific details for each of the two options in the MA program and procedures. This information is followed by a chart outlining the anticipated progression of full-time and part-time students in the program.

As a student in our graduate program, you should familiarize yourself with the regulations and procedures and check the Graduate and Postdoctoral Studies (GPS) website regularly, since it will be updated periodically to reflect changes in the procedures and regulations:

<https://www.uottawa.ca/administration-and-governance/policies-and-regulations#academic-regulations>

Please note that in case of any discrepancies, the general regulations of the GPS take precedence over this handbook.

It is also your responsibility as a student to be aware of important dates and deadlines. To find out more about important dates and deadlines, please consult the following calendar:

<http://www.uottawa.ca/important-academic-dates-and-deadlines/>

It is essential to activate your uOttawa email address. All correspondence sent and received via uOttawa.ca will be considered official. Please check your e-mails regularly and read carefully their contents to remain informed about your program.

All full-time students are assigned shared office space (MHN 111). If you are working as a teaching assistant, you will be assigned a mail box. Keys may be obtained from the OLBI reception desk.

## **INTRODUCTION**

### **Bilingualism Studies**

The University of Ottawa is a prominent bilingual (English and French) educational institution committed both to the promotion of bilingualism and to a leadership role in issues related to official languages learning and teaching. It thus offers an ideal and privileged context for your graduate education in Bilingualism Studies. Your program home, OLBI, offers a natural laboratory and a rich context for research and training in all aspects of adult second language (L2) learning, instruction and assessment, as well as language planning and policy. OLBI has a core body of specialists in Applied Linguistics with diverse research interests, who are known nationally and internationally for their theoretical and applied work in the areas of interest in Bilingualism Studies that can train you for an increasing range of careers in these domains in both English and French.

The ongoing research activity at OLBI will facilitate your access to a pool of research supervisors and a stimulating array of research projects in which to become involved. Furthermore, given the large number and wide variety of second language courses offered at OLBI, you will have a unique opportunity to observe a wide range of L2 classes, the possibility to acquire some practical teaching experience, and obtain access to research participants. Finally, our research centre, the Canadian Centre for Studies and Research on Bilingualism and Language Planning (known by its French acronym, CCERBAL), provides a forum to share ideas, and to organize and participate in annual colloquia and international conferences.

### **Program Objectives**

The primary objective of this program is to offer a strong graduate education in Bilingualism Studies. Both MA program options (with Thesis or with Major Research Paper) will focus on critical issues such as bilingualism, methodological and technological innovations in adult L2 instruction, assessment of adult L2 competence, as well as language policy and planning. You will also acquire advanced research skills by studying research methodology, writing extensive research papers, and conducting thesis-related research.

The MA with Major Research Paper option is your best choice if you have a broad interest in the field but have not as yet settled on a clear research focus. This option allows you to take a wider range of courses, thus exposing you to a broader range of research areas and potential avenues of research.

The MA with Thesis option, on the other hand, is the better choice if you have a concrete research interest that you wish to pursue in greater depth. By choosing this option you will, by the nature of your work, acquire a more in-depth facility in designing and conducting original research, analyzing and interpreting data and communicating research results.

### **Career Prospects**

Career prospects for the graduates of this program are promising. You may find employment as language teachers in educational institutions, government, local/national and international organizations and agencies, or private sector organizations such as language schools or community-



based programs, language test development agencies, language software industry, planning and evaluation of language policy in companies and institutions, and the like. You may also choose to work overseas in related fields. Once you graduate, you will be able to continue your studies in various PhD programs in Applied Linguistics in Canada or abroad.

## **ADMISSION REQUIREMENTS AND PROCEDURES**

### **Admission Requirements**

To be admitted to the Master's in Bilingualism Studies program, you must have:

- An honours BA in Second Language Teaching / *Didactique des langues secondes* (or its equivalent), Applied Linguistics, or a related discipline.
- OR*
- A three-year Bachelor's degree in Applied Linguistics or a related discipline in addition to a university-level, university-administered advanced certificate in TESOL (Teaching of English to Speakers of Other Languages), representing a minimum of 30 credits.

If you have an honours degree in a related discipline (e.g., Education, Psychology, Linguistics), you may be required to take up to two additional courses chosen from a list of available courses. Other students (e.g., from Political Studies, Law) deemed by the Graduate Studies Committee to lack sufficient background in the field may be required to complete a qualifying program by taking up to five specified courses (15 credits) before undertaking coursework in the program. If you have a three-year degree in a related discipline, but do not have a certificate in TESOL, you may be admitted to a qualifying year consisting of up to 10 courses (30 credits). Each file will be evaluated individually by the Graduate Studies Committee.

The minimum admission average for all candidates is 70%, calculated in accordance with the Graduate and Postdoctoral Studies guidelines.

### **Language Requirements**

For admission to the MA program, if your first language is not English or French, you will be required to:

- a. present transcripts indicating that you have studied for at least three years (full time) in a high school, college or university in Canada or elsewhere where the language of instruction was exclusively English or French;
- OR*
- b. for English, present a minimum TOEFL score of 250 on the computer-based test with a writing score of 4.5 (or 600 on the paper-based test); IBT 100 (writing: 24), or an IELTS score of 7 (writing: 6.5), or proof that you have achieved the equivalent level of the University of Ottawa's CanTEST (an average listening / reading score of 4.5 and a writing score of 4.0).

For French, TESTCan (administered by OLBI), an average listening / reading score of 4.5 and a writing score of 4.0 are required.

Please note that since this is a bilingual program, you may be required to demonstrate at least a receptive knowledge of the second language (either French or English), by taking OLBI's online test of French/English as a second language receptive proficiency and obtain a score determined to be predictive of your ability to take academic courses in the second language.

However, according to the regulations of the University of Ottawa, you have the right to submit your assignments in either English or French in any of your courses.

Please consult the GPS website for updates and admission procedures:

[www.grad.uOttawa.ca/Default.aspx?tabid=2001](http://www.grad.uOttawa.ca/Default.aspx?tabid=2001) (English)

[www.etudesup.uOttawa.ca/Default.aspx?tabid=2000](http://www.etudesup.uOttawa.ca/Default.aspx?tabid=2000) (français)

For further clarifications communicate with the Faculty of Arts Graduate Studies Office ([artsgrad@uOttawa.ca](mailto:artsgrad@uOttawa.ca)), or 613-562-5439.

## MA PROGRAM OPTIONS AND REQUIREMENTS

You have two options within this program: MA with Thesis or MA with Major Research Paper.

Students following any one of the two options must take two compulsory courses that provide a core knowledge base for the field of Bilingualism Studies. These compulsory courses are offered one in English and one in French:

- BIL5101/5501 Issues in Bilingualism Studies / Questions en études du bilinguisme
- BIL5102/5502 Research Methodology in Bilingualism Studies / Méthodologies de recherche en études du bilinguisme

### MA with Thesis

#### *Requirements*

The MA with Thesis requires the successful completion of **four** courses, consisting of the **two compulsory** courses and **two elective** courses, and a thesis:

- 6 credits of compulsory courses (BIL5101/ BIL5501 **and** BIL5102/BIL5502);
- Two elective courses (6 credits);
- Thesis Proposal (BIL7990); and,
- Master's Thesis (BIL7999).

You will establish your program of study in consultation with your supervisor(s) or the Director of Graduate Studies. If there is a co-supervisor from another faculty/unit, OLBI's regulations will apply. Your thesis supervisor(s) must have supervisory rights and should normally be chosen before the end of the first academic session of registration in the program. You must register your thesis topic and the nomination of your thesis supervisor(s) by the end of the second semester (both full-time and part-time students; see Appendix A.). Given the interdisciplinary nature of the program, this period of time will allow you to become acquainted with several faculty members so as to make a more informed decision about your area of research and an appropriate supervisor.

#### *Thesis Proposal (BIL7990)*

The thesis proposal is prepared under the direction of the thesis supervisor or co-supervisors. This is normally done at the end of the winter session or the beginning of the spring session in the first year of full-time study. The length of the thesis proposal varies, but is usually about 15-20 pages. The proposal should contain the following information:

- Introduction of the thesis topic and its scope;
- A thorough, analytical review of the literature on the selected topic, outlining the major issues;
- The theoretical framework for the study;
- Research question(s) and the description of the research methodology;
- A preliminary bibliography.

Once the proposal is written, the supervisor invites two (2) faculty members from OLBI or other

affiliated/ related university units (normally in consultation with the student) to become members of the thesis committee, evaluate the proposal, attend the proposal defence, and help to guide the student through the thesis research. The supervisor may also choose to invite the committee members to be involved throughout the preparation of the thesis proposal. Once the proposal is ready for defence, a date for the oral defence is set, and a notification is sent to the OLBI Director of Graduate Studies. The proposal defence is not open to the public. At the proposal defence (just like the thesis defence), the student first presents a brief summary of the research proposal (about 10-20 minutes), and then responds to questions arising from the proposal. The defence is normally 1-2 hours long. The written proposal and its oral defence are evaluated together. The evaluation is based on the inclusion of the relevant elements of the proposal, and a number of other factors including the feasibility of the study, quality and thoroughness of the literature review, and the research methodology. The literature review must demonstrate that the student is sufficiently prepared to undertake the proposed study, and will have to be updated when writing the thesis. The proposal is rated as satisfactory (S) or not-satisfactory (NS), and a form (available from the Director of Graduate Studies and the Academic Assistant) is filled out, signed by the evaluators and the OLBI Director of Graduate Studies, and sent to the Academic Assistant. If a proposal is not accepted on the first attempt, it may be submitted and presented a second time in the following academic session. Failure to obtain approval on the second attempt leads to a grade of NS for the proposal and compulsory withdrawal from the program. The proposal must be successfully completed before submitting it to the Research Ethics Board for approval (required only if the research involves human subjects), and before undertaking any independent data collection.

### ***Master's Thesis (BIL7999)***

Insofar as possible, the MA thesis should be an original contribution to knowledge. It should be about 25,000 words (excluding bibliography, notes and appendices) and demonstrate that you are able to work in a scholarly manner and are acquainted with the principal works published on the subject of your thesis. The thesis must be of sufficient quality, both in content and style, to be considered acceptable (see Appendix B for general guidelines).

Before submitting a thesis for evaluation, the student must complete all other program requirements. The student must also ensure that permissions to reproduce any copyrighted material (e.g., photos, images) in the thesis have been obtained. The student must be registered during the session in which the thesis is officially submitted for evaluation. However, during the evaluation period, the student is not required to register.

Students should also be aware that in each academic session, there is a cut-off date for submitting a thesis for evaluation. If this date is missed, there are financial and possibly other consequences. To check the dates, the "sessional dates" on the University website should be consulted:

[www.uOttawa.ca/important-academic-dates-and-deadlines/](http://www.uOttawa.ca/important-academic-dates-and-deadlines/)

### ***Thesis Evaluation***

The Graduate and Postdoctoral Studies (GPS) regulations, including the submission, evaluation and defence of theses, as well as the submission of the final version of a thesis, are outlined on the GPS website:

<http://www.uottawa.ca/graduate-studies/students/theses>

and

<https://www.uottawa.ca/administration-and-governance/academic-regulation-II-7-theses>

One month before the submission of the thesis, the student (in consultation with the supervisor) fills out the form regarding the list of the examiners (thesis committee members):

<https://www.uottawa.ca/graduate-studies/sites/www.uottawa.ca.graduate-studies/files/formlistedexamineurs.pdf>

The examiners of a thesis (from OLBI or the collaborating academic units) must have supervisory rights. The form is then uploaded in a service request and sent to the supervisor for approval.

At the time the thesis is submitted for evaluation, the student will upload an electronic copy of the thesis in a service request. By approving the service request, the supervisor acknowledges having examined the thesis and confirms that it is acceptable for submission to the examiners. Examiners may require a paper copy. The student must verify if one or more examiners have requested paper copies and must provide them on request to the Academic Assistant.

The examiners have a maximum of 4 weeks to evaluate the thesis and submit their evaluation reports (via the corresponding uCampus portal), indicating if they consider the thesis ready for defence. Thesis students do not need to register for another term while the thesis is being evaluated.

After receiving the evaluation reports, if major revisions are required, the student consults his or her supervisor before making the decision whether to defend his or her thesis anyway or to make revisions before the defence. The student has a period of 5 days to choose between these two options.

The student who decides to revise his or her thesis must file it for defence with the same jury within a maximum period of three (3) consecutive terms. The student must be registered for each term to make the revisions.

Students are required to submit an **electronic copy** of the final version of the thesis online using **uO Research** and following the necessary steps. Consult the GPS website or contact [ruor@uOttawa.ca](mailto:ruor@uOttawa.ca) for more information re online submission of thesis.

Theses are stored in an institutional depository called uO Research. The objective is to allow ready access to the research output of the University. On the uO Research webpage, to which there is a link from the GPS website, there is a checklist students can use to make sure they have completed all necessary steps.

## **MA with Major Research Paper**

### ***Requirements***

The MA with Major Research Paper (MRP) requires the successful completion of six courses and a major research paper:

- Two compulsory courses (BIL5101/5501 **and** BIL5102/5502);
- Four elective courses (12 credits); and,
- Major Research Paper (BIL7998).

A maximum of two of your elective courses may be taken from other related programs offered across the University (e.g., Societies, Cultures and Languages concentration at the Faculty of Education) with the approval of the OLBI Director of Graduate Studies. An appropriate form must be filled out to make the request. In addition, you will be required to write a MRP on a selected topic under the supervision of a faculty member. Your faculty supervisor should normally be determined before the end of the first academic session. MRP supervision does not require supervisory rights. You should register the nomination of your supervisor and the topic of your MRP before the end of the second session if you are a full-time student, or before the end of the fourth session if you are a part-time student (see Appendix A), by filling out an OLBI internal form (available from the office of the Director of Graduate Studies and the Academic Assistant). Before submitting your MRP, you must have completed all other requirements of your program.

### ***Major Research Paper (BIL7998)***

The MRP does not require a proposal or an oral defence. It should be approximately 12,500 words in length (excluding bibliography, notes and appendices), and must demonstrate that you are able to work in a scholarly manner and are acquainted with the principal works published on the subject of your topic. It requires an informed and a critical review of the literature on your selected topic. It can be original research, involving new data, original analysis of existing data, a case study, or a more theoretical paper. The MRP must be of sufficient quality, both in content and style, in order to be considered acceptable (See Appendix B for general guidelines).

### ***MRP Evaluation***

Once you are ready to submit your MRP, your supervisor fills out the form “Statement of the Research Paper Supervisor for Submission of the Paper for Evaluation” (available from the office of the Director of Graduate Studies and the Academic Assistant), confirming that he/she has read the paper and finds it acceptable for submission, and sends it to the Director of Graduate Studies. The second evaluator of the paper is then designated or approved by the Director of Graduate Studies. Any regular member of OLBI’s academic staff can supervise or serve as a reader of a MRP, as can a member of another affiliated department or faculty at the University of Ottawa. The supervisor then forwards an e-copy (or a hard copy, if requested by the evaluator) of the paper to the appointed evaluator, indicating the date by which the report should be completed (normally within two weeks of submission).

In case revisions to the paper are required, your supervisor should first discuss them with the reader, and then meet with you concerning the revisions and also set a deadline for submission of the revised MRP. Your supervisor may also encourage you to discuss revisions directly with the reader. Once the revisions are completed, you send the revised version of the MRP to the supervisor and if he/she approves the revisions, the revised version is sent to the second reader for re-evaluation (normally within 2 weeks). The final version of the MRP will be graded ‘S’ (satisfactory) or ‘NS’ (not satisfactory) by the supervisor and the second reader, and the form Major Research Paper Approval, which is also signed by the Director of Graduate Studies, is then sent by the supervisor to the Academic Assistant, along with an e-copy of the final version of the paper.

The deadline for submitting a MRP for evaluation in a given session is the first day of the last month of that session (i.e., December 1st, April 1st, or August 1st).

The MRP approval form must be sent to the Academic Assistant by the last working day of the last month of the corresponding session, along with the e-copy of the final version of the paper.

If we are in a different academic session by the time a negative verdict is given and the paper has to be revised, you need to register again.

If you do not submit the revised paper by the deadline or if the reader evaluates the revised version as "unacceptable," the Academic Assistant will report a failing grade (NS) to the Graduate and Postdoctoral Studies. The Chair of the Graduate Studies Committee will then inform you of this action, with copies of the letter going to the supervisor, reader, and Director of OLBI.

You have the right to appeal a supervisor's decision not to sign the Statement of MRP Supervisor form, an unfavorable evaluation by a reader, or a reader's judgment that a revised MRP is still unacceptable.

## **REGULATIONS GOVERNING ACCEPTABLE ACADEMIC PERFORMANCE**

### **Minimum Standards**

The passing grade in all MA courses is C+. Students who fail two courses (equivalent to six credits), or the thesis proposal or whose research progress is deemed unsatisfactory must withdraw from the program.

### **Submission of Assignments in Graduate Courses**

Students are expected to complete all assignments by the dates specified in the course outline. The final grade must be submitted by a specific deadline at the end of the session.

Students may request a deferral of course requirements if they are unable to meet the requirements before the deadlines set in the course syllabus, but only for reasons clearly beyond their control (such as illness confirmed by a medical certificate that has been certified by the University of Ottawa Health Services). In such cases, the submission of a final grade may be deferred, but only for one term. Until a final grade has been submitted, a mark of DFR will appear on the transcript. If the final grade is not submitted by the end of the extension period, the DFR notation will be changed to EIN, the equivalent of a failing grade.

The symbol ABS (absent, no work submitted) is used when students have not attended a course and have failed to inform the University in writing of their withdrawal within the time limits specified in the University calendar. This symbol is equivalent to a failing grade.

### **General Regulations**

For general regulations governing all graduate programs (passing grade, number of credits per course, examinations, etc.), please see:

<http://www.uottawa.ca/graduate-studies/students/general-regulations>

## Academic Fraud, Plagiarism and Research Ethics

For more information on research ethics and intellectual property see:

[www.grad.uOttawa.ca/Default.aspx?tabid=1378](http://www.grad.uOttawa.ca/Default.aspx?tabid=1378).

## Appeal Procedure

For information on general regulations of the University, including examinations, grading, and appeals, see the GPS website. The **Graduate Students' Association** (GSAÉD) provides a free service through its Student Rights Centre for help and support to all students who wish to appeal decisions made by the administration of the University; see: <http://sfuo.ca/rights/information-on-appeals-academic-regulations/>. Students may also consult with the University Ombudsperson: [www.uOttawa.ca/ombudsperson](http://www.uOttawa.ca/ombudsperson).

## Annual Research Progress Report

All graduate students (full-time and part-time) registered in a thesis program must submit an *Annual Progress Report* by the end of April. This allows the Graduate Office of the Faculty of Arts to better monitor the progress of students in their thesis activities and ensure that they are making systematic and consistent progress in their research.

You will receive an e-mail from the Graduate Office in the month of March outlining the Annual Progress Report procedures.

In the case of an unsatisfactory report, you will be informed of the imposed recommendations to follow; for example, you may be asked to 1) submit a detailed study plan; 2) establish more detailed goals with your thesis supervisor; or 3) meet with your thesis committee. OLBI's Director of Graduate Studies will also assess the situation and may recommend other steps. In some instances, the Director may refer the file to the Graduate Studies Committee and permission to re-register may be withheld.

The Graduate Office of the Faculty of Arts may recommend further steps upon reviewing a student's report. After two unsatisfactory reports, a student must withdraw from the program.

Four months after being informed that your report was unsatisfactory, you will be asked to submit a new progress report, by following the same process as the first report. You must make sure that you follow the proposed recommendations in order to remedy the situation as soon as possible.

If you fail to submit a progress report, your access to registration will be blocked until you remedy the situation. Not registering could have a major financial impact and may eventually lead to your academic file being closed without further notice. Any scholarship may be suspended or cancelled.

## Service Requests

Service requests are electronic requests submitted by graduate students to their supervisors or faculty. For more information, please refer to the tutorial in your uoZone Applications tab.



## REGULATIONS GOVERNING REGISTRATION AND CLASSIFICATION OF STUDENTS

### Residence

Students admitted full-time must register full-time for the duration of their program.

### Duration of the Program

Full-time students are expected to fulfill all requirements of the thesis option within two years and of the MRP option within 16 months. The maximum time permitted in both program options for both full-time and part-time students is four years from the date of initial registration in the program. See Appendix A for anticipated progress of both full-time and part-time students within each program option.

### Requests for Leave of Absence or Extension of Program

MA students have 12 academic sessions (four years) to complete their program. Students may apply for temporary leave from their program only on medical, compassionate or parental grounds. If you wish to take a leave of absence for valid reasons, you must first read very carefully the relevant GPS regulations and submit the extension request form to the Academic Assistant **at least one month prior to the normal deadline date**. The Academic Assistant will then bring your request to the attention of the OLBI Graduate Studies Committee, who will then transmit their recommendation to the Graduate Office of the Faculty of Arts. It is very important to annex all supporting documentation (e.g., medical certificate) to the form.

### Full-Time Students

To be considered full-time, students must:

- pursue their studies as a full-time occupation;
- identify themselves as full-time graduate students;
- be designated by the University as full-time graduate students;
- be geographically available and visit the campus regularly;
- be considered to be full-time graduate students by their supervisor.

**Note that full-time students are not normally allowed to work more than 10 hours per week** (on campus or outside campus). Complete details may be found at:

[www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Inscription](http://www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Inscription)

### Part-Time Students

All registered graduate students who do not meet the requirements of full-time status as defined above are part-time graduate students. Part-time students may not be registered in more than six credits per academic session. The following are the equivalent of two three-credit courses: thesis, major research paper, or a full (six-credit) course.

## **Special Students**

The category of special student describes students who wish to take certain graduate courses without intending to complete a graduate degree and without being subject to the requirements of a particular graduate program. Special students may enroll in graduate courses provided they obtain the approval of the academic unit concerned. They must comply with regulations pertaining to the courses for which they register, such as attendance requirements, assignments, examinations and passing grades.

## **International Students**

The International Office offers support to students from abroad. It is located in Tabaret Hall, Room M386 at 550 Cumberland Street, tel. 613-562-5847. For frequently asked questions and documents (Government, including the Canada Revenue Agency, permits, visas, health insurance, etc.), including financial aid, see: [www.international.uOttawa.ca/en/study-at-uOttawa/international-admissions#step3](http://www.international.uOttawa.ca/en/study-at-uOttawa/international-admissions#step3).

## **Transfers from Other Programs and Universities**

All students are normally expected to complete the major part of their program requirements while registered in the program at the University of Ottawa. Details about equivalencies and transfers may be found at: [www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Exigences](http://www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Exigences).

## **Auditors**

Students wishing to attend courses without completing assignments and writing examinations must register as auditors. Auditor status must be indicated at the time of registration, from the beginning of the academic session in which the course is offered. Changes from auditor to credit status, or vice versa, are not accepted after the closing date for course changes of the session concerned. For courses that have been audited, the student's official transcript will show the notation "AUD". Auditors are subject to the attendance requirements set for the course.

## **REGISTRATION**

The Director of Graduate Studies or your supervisor will assist you with the selection of your courses and go over your degree requirements. You must log on to uoZone to enroll for your courses. You must register even if you are not enrolled in any courses. Students are responsible for verifying their confirmation of registration, which is available via Web-based student services at uoZone: [www.uOttawa.ca/en/students](http://www.uOttawa.ca/en/students).

You can obtain your student ID card at InfoService located in Tabaret Hall **after** you have registered.

## SCHOLARSHIPS AND OTHER FINANCIAL AID

Financial aid is available to full-time MA students. For up-to-date information on scholarships and financial support available to Canadian citizens and permanent residents, please see the GPS website: [www.grad.uOttawa.ca/Default.aspx?tabid=1459](http://www.grad.uOttawa.ca/Default.aspx?tabid=1459).

Awards are available from both internal and external sources, and a partial listing follows. For additional information on scholarship applications, consult:

[www.grad.uOttawa.ca/Default.aspx?tabid=1467](http://www.grad.uOttawa.ca/Default.aspx?tabid=1467).

You can also attend one of the information sessions regarding these external scholarships in September. The schedule for these sessions is usually announced online during the fall session at:

<http://www.uottawa.ca/graduate-studies/students/awards>

For awards and financial support for international MA students visit:

[www.uottawa.ca/graduate-studies/students/awards/international-masters](http://www.uottawa.ca/graduate-studies/students/awards/international-masters).

Research assistantships are available from OLBI professors with funded research projects to our graduate students with the required academic profiles and research interests. Teaching assistantships may also be offered to qualified registered students.

### Admission Scholarships

The University of Ottawa offers financial assistance of approximately \$35,000, i.e. approximately \$17,500/year over a period of two years to students in the **MA with Thesis** program. This admission scholarship will be given on the recommendation of the academic unit to any student whose admission average is 8.0/10 or more and who registers full-time for the duration of the scholarship (6 consecutive academic sessions). This financial support includes:

- \$7,500 paid by the University per year;
- A matching component offered by the academic unit in form of teaching or research assistantships or soft-funded scholarships worth approximately \$10,000 per year.

For students in the **MA with Major Research Paper** option, the University offers financial assistance of approximately \$17,500 for one year. The admission scholarship will be given on the recommendation of the academic unit to any student whose admission average is 8.0/10 or more and who registers full-time for the duration of the scholarship (3 consecutive academic sessions). This financial support includes:

- \$7,500 paid by the University;
- A matching component offered by the academic unit in form of teaching or research assistantships or soft-funded scholarships worth approximately \$10,000.

### Excellence Scholarships

Excellence Scholarships, equivalent to tuition fees, are awarded by the University to recipients of major external awards (OGS, SSHRC) for each year that the award is held. In the event that a student wins an external award, the Admission Scholarship is replaced by the Excellence Scholarship for the duration of the external award.

## External Awards

Full-time students (Canadian citizens or permanent residents) with an excellent academic record (an average of at least 8.0/10 or A-) registered in the MA with Thesis option may apply for an external scholarship to a variety of funding agencies. Please note that international students can also apply for the Ontario Graduate Scholarships, as well as certain other external scholarships. Please consult the following website for more details: <https://www.uottawa.ca/graduate-studies/students/awards>.

### Social Sciences and Humanities Research Council (SSHRC)

Value of \$17,500 per year at the MA level. You submit your application online via the SSHRC application portal by the deadline.

### Ontario Graduate Scholarships (OGS)

Value of \$15,000 per year at the MA and Ph.D. levels. OGS applications must be submitted online via the OGS application portal by the deadline.

### Other Awards, Bursaries and Grants

The **Association of Professors of the University of Ottawa (APUO)** annually offers an award of \$500 to approximately 60 students. To be eligible for the award, an applicant must be a full-time student of the University of Ottawa, must continue full-time studies at the University of Ottawa in the session following the application, and must demonstrate financial need and academic merit. Application forms are available at the office of the APUO in September of each year, and the deadline is usually in November. See [www.apuo.ca/member-services/awards/student](http://www.apuo.ca/member-services/awards/student).

The **Association of Part-Time Professors of the University of Ottawa (APTPUO)** annually offers seven Student Awards in the amount of \$500 each, to students who can demonstrate financial need and academic merit. To be eligible for the award, an applicant must be a full-time student who is not a part-time professor and does not fall under the jurisdiction of the APTPUO. The student must have completed one year of university studies or the equivalent, and must continue full-time studies at the University of Ottawa in the session following the application. Application forms for the *Student Award Program* are available from the Awards Office. Applications for this award will only be accepted from students who have already filed an application for financial aid with the Financial Aid and Awards office or the International Office. See [www.aptpuo.ca/en/faq/grants/student-bursaries](http://www.aptpuo.ca/en/faq/grants/student-bursaries).

The Office of the Vice-Provost, Graduate and Postdoctoral Studies has a **Conference Travel Grant Program** which aims at providing students with the opportunity to exchange ideas with recognized researchers in their field. Full-time graduate students registered in a MA with thesis program at the University of Ottawa are eligible. Applications must be submitted before the conference takes place and are evaluated monthly. Decisions are announced at the beginning of the following month. No retroactive awards will be made. Application forms are available online: [www.grad.uOttawa.ca/Default.aspx?tabid=1471](http://www.grad.uOttawa.ca/Default.aspx?tabid=1471).

The Faculty of Arts has a **Student Travel Fund** to support full-time students' study and research in Canada or abroad, essential to the student's program in the Faculty of Arts. Application must be made

by March 1 to the Office of Vice-Deans, Faculty of Arts ([vdacast@uottawa.ca](mailto:vdacast@uottawa.ca); Simard Hall, # 109; 613-562-5335).

The **Graduate Students' Association (GSAÉD)** ([www.uOttawa.ca/gsaed](http://www.uOttawa.ca/gsaed)) offers travel grants to graduate students under its Academic Projects Fund. The primary purpose of this fund is to provide monies for graduate students who are most in need of financial support to attend or to present papers at conferences. All successful candidates will receive reimbursement of funds after they have attended or presented at the conference. The secondary purpose of this fund is to provide, on a competitive basis, limited funds for the support of departmentally sponsored academic projects. In order to be eligible for a grant from this fund, a student must have first applied to the Office of the Vice-Provost, Graduate and Postdoctoral Studies for a travel grant.

### **Financial Aid and Awards**

Available through your student portal (uoZone login credentials required) or: [www.scholarships.uottawa.ca](http://www.scholarships.uottawa.ca)

There are several types of scholarships available through the portal including: financial aid scholarships, sports or cultural related scholarships, departmental scholarships, scholarships established by donors, alumni or external organizations, etc.

The Financial Aid Office also has a special fund for students experiencing financial difficulty. Students must meet with a counsellor to determine eligibility. Contact the office in the Desmarais Building, Room 3106 or 613-562-5734.

**Student Insurance** is provided by the GSAÉD. Enrolment is automatic and compulsory for full-time students. Part-time students may obtain coverage by applying at the GSAÉD office before September 30th and paying the appropriate fee. If a student is fully covered under another plan, proof is required for cancellation of the fee. This insurance covers 80% of the cost of prescription drugs and provides various other benefits, including a small life-insurance policy. Full details can be obtained from the GSAÉD.

### **Student Associations**

The following student associations represent your interests while you are registered as a graduate student in our program at the University of Ottawa:

- **The Bilingualism Studies Graduate Students Association**  
The Association represents the interests of all graduate students at OLBI. It holds meetings to discuss policies affecting graduate students, informs students about events at OLBI, and plans social activities or conferences. A meeting is held every September to elect graduate students to the Association executive. Students may also serve as representatives to the OLBI Graduate Studies Committee (GSC), the conference committee of CCERBAL, the Departmental Assembly, or other campus organizations such as the Graduate Students' Association.
- **The Graduate Students' Association (GSAÉD)**, of which you are automatically members, is composed of the graduate associations of the various academic units at the

University of Ottawa. Among the benefits of membership in the GSAÉD are access to health and dental insurances plans, a free International Student Identity Card, and conference travel grants. Complete details about the GSAÉD's services and benefits may be found at: [www.uOttawa.ca/gsaed](http://www.uOttawa.ca/gsaed). The office is located at 601 Cumberland Street.

## LIBRARIES

### Julien Couture Resource Centre

To facilitate second language learning and teaching, a number of resources are made available to the students and teachers through the OLBI Julien Couture Resource Centre. The Centre has been divided into two sections, Teaching and Learning, each section organized to serve the needs of teachers and students respectively. The Teaching section offers a wide range of practical and theoretical materials to teachers of English as a Second Language (ESL) and Français langue seconde (FLS) and for researchers in the field of second language acquisition, assessment and teaching. The collection includes research journals, theoretical volumes, course textbooks, reference materials (dictionaries, etc.) and audio-visual aids.

Location: MHN 02B, 70 Laurier Avenue East

More information: [www.olbi.uOttawa.ca/julien-couture.php](http://www.olbi.uOttawa.ca/julien-couture.php)

Tel.: 613-562-5800, ext. 3386

### Morisset Library

One of the main University's libraries, the Morisset Library houses the University's Arts and Science collections. The Library comprises a general collection, Media Resources, and Archives and Special Collections. The Morisset Library collection is bilingual, meaning that the library collects primarily in two languages: English and French. The library's priority is to support classes taught in French and English, and research carried out by bilingual scholars.

Location: Morisset Hall, 65 University Street

More information: [www.biblio.uOttawa.ca/html/?lang=en](http://www.biblio.uOttawa.ca/html/?lang=en)

Research and Learning: 613-562-5213

Circulation: 613-562-5212

**The Faculty of Education Resource Centre** / Le Centre de ressources de la Faculté d'éducation also offers helpful resources and services to graduate students.

More information: [www.education.uOttawa.ca/en/about/centre](http://www.education.uOttawa.ca/en/about/centre)

## STUDENT SERVICES

For the complete range of student services available, including associations, athletics, clubs, parking, health, housing, bookstore, see: [www.uOttawa.ca/students](http://www.uOttawa.ca/students).

### Student Academic Success Service (SASS)

SASS is a network of services and programs that complement classroom learning and support

academic and professional goals. See: [www.sass.uOttawa.ca/en](http://www.sass.uOttawa.ca/en).

- Academic Writing Help Centre: [www.sass.uOttawa.ca/writing](http://www.sass.uOttawa.ca/writing)
- Access Service: [www.sass.uOttawa.ca/access](http://www.sass.uOttawa.ca/access)
- Career Services: [www.sass.uOttawa.ca/careers](http://www.sass.uOttawa.ca/careers)
- Counseling and Coaching Service: [www.sass.uOttawa.ca/personal](http://www.sass.uOttawa.ca/personal)
- Graduate Studies Mentoring Centre: [www.sass.uOttawa.ca/mentoring/graduate](http://www.sass.uOttawa.ca/mentoring/graduate)

## **COURSE OFFERINGS (2017-2018)**

### **Fall 2017**

#### **BIL5101 Issues in Bilingualism Studies**

Theories of language and language learning. Social factors, processes, conditions, and learner factors in second language learning. Bilingualism, multilingualism, and cross-cultural communication. Political, social, and cultural factors in planning and implementing language policy. Language planning and policy evaluation. Research applications in these areas.

(Professor: Nikolay Slavkov)

#### **BIL5103 Assessment of Second Language Competence**

Theoretical issues related to the assessment of second language skills. Descriptive frameworks and standards for testing receptive and productive language skills. Assessing knowledge of vocabulary and grammar. Construction of language tests. Development of rating scales. Review and critique of commercial language tests.

(Professor: Beverly Baker)

#### **BIL5507 Planification et politique linguistiques au Canada**

Historique du bilinguisme officiel au Canada et questions de l'heure. Plurilinguisme individuel et sociétal dans le cadre d'un bilinguisme officiel. Marginalisation, minorisation, glottophagie et classes sociales. Relations fédérales-provinciales et les questions linguistiques. Développement sociétal et langues.

(Professor: Sylvie Lamoureux)

### **Winter 2018**

#### **BIL5120 Multilingualism (Special Topics in Bilingualism Studies)**

Overview of selected topics in multilingualism from interdisciplinary perspectives. Examination of typologies of multilingual development as well as policies at the family, educational and society levels that may promote or hinder multilingualism. Juxtaposition of Canada's complex linguistic landscape of two official and multiple heritage and Indigenous languages with other multilingual societies around the world. Discussion of the notions of language contact, shift, maintenance and loss in light of recent theoretical constructs and practices, such as translanguaging, plurilingualism, dominant language constellations, and multi-competence. Investigation of conceptual and practical differences between monolingual, bilingual and multilingual norms.

(Professor: Nikolay Slavkov)



**BIL5502 Méthodologies de recherche en études du bilinguisme**

Approches méthodologiques à la planification d'études pour les études sur l'apprentissage et l'usage des langues secondes. Application des méthodes statistiques. Approches expérimentales et quasi-expérimentales. Méthodes quantitatives et qualitatives.

(Professor : Jérémie Séror)

**BIL5504 Tendances et enjeux de la recherche en apprentissage des langues assisté par ordinateur**

Analyse critique des tendances et enjeux de la recherche portant sur la conception, l'intégration, l'utilisation et l'évaluation du multimédia et des technologies de l'information et de la communication en apprentissage des langues assisté par ordinateur (ALAO). Vue d'ensemble des méthodes innovantes de recherche et développement sur les outils ainsi que techniques utilisées en ALAO.

(Professor : Marie-Josée Hamel)

### APPENDIX A

**Anticipated / normal progression of full-time and part-time students (MA with thesis and MA with research paper) – MA in Bilingualism Studies (OLBI/ILOB)**

**TABLE 1: Anticipated progression of full-time students (MA with thesis)**

| <b>Year</b> | <b>Fall Session</b>  | <b>Winter Session</b>   | <b>Spring &amp; Summer Sessions</b>                                       |
|-------------|--|---|---|
| 1           | BIL5101/BIL5501<br><br>1 Elective course<br><br>Assignment of thesis supervisor(s) | BIL5102/5502<br><br>1 Elective course<br><br>Registration of thesis topic & supervisor(s) | BIL7990<br><br>Thesis proposal registration, preparation and oral defence |
| 2           | BIL7999<br><br>Master's thesis (research)  | BIL7999<br><br>Master's thesis (writing & oral defence)                                   |   |

**TABLE 2: Anticipated progression of full-time students (MA with research paper)**

| <b>Year</b> | <b>Fall Session</b>   | <b>Winter Session</b>   | <b>Spring &amp; Summer Sessions</b> |
|-------------|---|---|-------------------------------------|
| 1           | BIL5101/BIL5501<br><br>2 Elective courses<br><br>Assignment of supervisor | BIL5102/5502<br><br>2 Elective courses<br><br>Registration of research paper topic & supervisor | BIL7998<br><br>Research paper       |

**TABLE 3: Anticipated progression of part-time students (MA with thesis)**

| <b>Year</b> | <b>Fall Session</b>                                   | <b>Winter Session</b>   | <b>Spring &amp; Summer Sessions</b>                              |
|-------------|---|---|--|
| 1           | BIL5101/BIL5501<br>Assignment of thesis supervisor(s) | Elective course<br>Registration of thesis topic & supervisor(s) |  |
| 2           | Elective course                                       | BIL5102/5502  | BIL7990<br>Thesis proposal registration, preparation and defence |
| 3           | BIL7999<br>Thesis (research)                          | BIL7999<br>Thesis (research)                                    | BIL7999<br>Thesis (research)                                     |
| 4           | BIL7999<br>Thesis (research & writing)                | BIL7999<br>Thesis (writing)                                     | BIL7999<br>Thesis (writing & oral defence)                       |

**TABLE 4: Anticipated progression of part-time students (MA with research paper)**

| <b>Year</b> | <b>Fall Session</b>                         | <b>Winter Session</b>   | <b>Spring &amp; Summer Sessions</b> |
|-------------|---|---|-------------------------------------|
| 1           | BIL5101/BIL5501<br>Assignment of supervisor | Elective course   |                                     |
| 2           | Elective course                             | BIL5102/5502<br>Registration of research paper topic & supervisor |                                     |
| 3           | Elective course                             | Elective course   | BIL7998<br>Research paper           |
| 4           | BIL7998<br>Research paper                   | BIL7998<br>Research paper   |                                     |

## APPENDIX B

### General Guidelines for Thesis and MRP Format and Style

Order of elements of theses and MRPs:

- 1) Title page
- 2) Abstract (thesis only)
- 3) Acknowledgements
- 4) Table of contents
- 5) Lists of graphics and tables
- 6) Chapters and notes
- 7) Appendices
- 8) Bibliography

#### **Title page**

The title page contains the title of the thesis or MRP, centered in the top quarter of the page; the word “by” followed by the name of the author, in the middle of the page; the statement “A Thesis (or Major Research Paper) Submitted to the Graduate and Postdoctoral Studies in Partial Fulfillment of the Requirements for the Degree of MA in Bilingualism Studies”, in the last third of the page; just below should be written “University of Ottawa”; and finally the International Copyright notice, “© year, name of author” at the bottom of the page.

#### **Abstract (thesis only)**

The abstract consists of a 350-word, double-spaced, description of the subject of the thesis that highlights its main conclusions and results. It is very important that this abstract accurately reflects the content of the thesis.

#### **Acknowledgements**

The acknowledgements should include an expression of appreciation to purveyors of financial assistance (scholarships, grants, research or teaching assistantships), to professors who provided intellectual assistance (including the supervisor), and to other people who provided support (e.g., research participants, family, friends).

#### **Table of contents, other tables and lists**

The table of contents is a list of the titles and page numbers of the abstract, acknowledgements, table of contents, lists of graphics and tables, chapters, important subsections of chapters, appendices and bibliography. Arabic numerals are employed for both chapters and subsections. The titles of chapters are in capital letters. The titles of subdivisions are indented and in small letters, with the exception of the first letter of the first word.

Tables and graphics (charts, illustrations, maps and diagrams) which appear in the thesis or MRP are listed separately on the page(s) following the list of chapters. Separate lists are made for tables, charts, illustrations, maps and diagrams, in that order. Use a separate page for each category. Each list includes the number of the graphic or table, a brief title in small letters, and the number of the page on which it appears. Only the first letter of the first word in each title is capitalized. Arabic numerals are used to number graphics and tables.

**Chapters and appendices**

The number of the chapter is typed in capital letters and Arabic numerals, and is centered. The title, in capital letters, is two single spaces below the number, and reproduced exactly as it appears in the table of contents. If you elect to break your chapters up into subdivisions, then each subdivision is identified as it appears in the table of contents, and is aligned with the main body of the text along the left side of the page. Appendices are placed after the conclusion. The pages of the appendices are numbered consecutively with the pages of the body of the thesis or MRP.

**Notes, references and bibliography**

Notes are placed at the bottom of the page. All the references in the footnotes must be in the general bibliography. For the style of references, citations and bibliography, you are advised to follow the guidelines outlined in the latest edition of the *APA* (American Psychological Association) *Publication Manual*.

**General organization of text**

- The original copy of a thesis or major research paper (MRP) is printed on 21.5 x 28 cm (8.5 x 11") good quality paper.
- The text must be in 12-point font size. The footnotes must be in the same font as that of the text.
- The main text is double spaced. Footnotes are single spaced. Quotations longer than three lines are indented and single spaced.
- The pages bearing the preliminary sections of the thesis or MRP (title page, abstract, acknowledgements, table of contents, lists of graphics and tables) are numbered with small Roman numerals. The title page is page i, but the number does not appear. The body of the thesis or MRP, beginning with the first page of the introduction, must be numbered with Arabic numerals.
- You may either use Arabic numerals throughout the thesis or MRP, or spell out numbers that can be written in one or two words, and use Arabic numerals for the others. Numbers that begin sentences are always spelled out.

## APPENDIX C

### Useful Links

#### **The GPS general regulations:**

[www.uOttawa.ca/graduate-studies/students/general-regulations](http://www.uOttawa.ca/graduate-studies/students/general-regulations)

<https://www.uottawa.ca/administration-and-governance/policies-and-regulations#academic-regulations>

#### **The GPS forms**

(Consult the GPS website for updates.)

[www.uOttawa.ca/graduate-studies/students/forms](http://www.uOttawa.ca/graduate-studies/students/forms)

[www.uOttawa.ca/etudes-superieures/etudiants/formulaires](http://www.uOttawa.ca/etudes-superieures/etudiants/formulaires)

#### **Theses (steps, including writing)**

[www.uOttawa.ca/graduate-studies/students/theses](http://www.uOttawa.ca/graduate-studies/students/theses)

[www.uOttawa.ca/graduate-studies/as\\_pdf/students/general-regulation/2016/82/92](http://www.uOttawa.ca/graduate-studies/as_pdf/students/general-regulation/2016/82/92)

#### **Website for useful information for graduate students:**

[www.mygradskills.ca](http://www.mygradskills.ca)