



SALVE REGINA UNIVERSITY

Doctoral Student Handbook Ph.D. in International Relations 2024-2025

*This edition of the **Ph.D. in International Relations Program Handbook** supersedes earlier editions.*

Salve Regina University reserves the right to modify this handbook as needed.

All students in this program are required to [acknowledge review of the handbook](#) annually.

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Introduction to the INR Ph.D. Program

Mission of the Program

Consistent with the University's mission, the Ph.D. in International Relations addresses justice, but its primary focus is on seeking wisdom. Through its course offerings in the different regions of the globe, it does not just encourage students to think outside the box; it challenges them to think in a single box, the global one. The purpose of the curriculum is to challenge myths and misconceptions that different cultures have about themselves. The methodology to achieve this is through comparative study, which seeks to expose presumed differences and reveal similarities in a respectful and considerate manner.

Accreditation

Salve Regina University submitted its proposal to create the Ph.D. in International Relations in January 2018. NECHE approved the creation of the program in March of the same year. The first classes started in October 2018. In November 2019, NECHE conducted its scheduled verification visit, which typically takes place after a new program's first year of operations. It was successful, and from then on, the program will be subject to the periodic accreditation process the University undergoes. Inquiries regarding the University's accreditation status by NECHE should be directed to the institution's administrative staff. Individuals may also contact: the Commission on Institutions of Higher Education, New England Commission of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803, (781) 425-7700, email: cihe@neasc.org

Academic Advisor

The Program Director serves as the academic advisor for all students for the entire duration of their studies. Students are welcome to contact him at symeon.giannakos@salve.edu (preferred) or at 401-341-3177. Students are also encouraged to contact the Office of Graduate and Professional Studies at gradoffice@salve.edu or 401-341-2338 with any questions regarding the program.

Program Details

Degree Requirements

To complete the Ph.D. degree, students must maintain a GPA of "B" or better and complete :

1. INR-675: Quantitative Methods (when possible, it should be the first course taken)
2. Ten of the courses listed in the [curriculum](#).
3. The language requirement
4. INR-690: Dissertation Proposal and Research (should be the last course taken)
5. The comprehensive examination (INR-670)
6. INR 695: Dissertation Research and Writing (a fixed fee course that is repeated)
7. The **6-credit** INR-698: Dissertation I
8. The **6-credit** INR-699 Dissertation II

Transfer Credits

Applicants from accredited military universities with transferable credits available may have up to 9 credits transferred from relevant courses to the International Relations Ph.D. with the permission of the program director.

Online Course Structure

All online courses are accessed through the Internet. Online courses have specific start and end dates and are offered in two seven-week sessions each semester and summer. There are six sessions in one year with a total of twelve courses offered. In these courses, students interact with other students and participate in discussions with classmates and faculty. Communication is asynchronous; there is no requirement for members of the class to be online at the same time. Instructors offer optional synchronous meetings that are recorded for students to review at their convenience. This interactive environment enriches course content, allows discussion, and encourages exchanging ideas.

Second Language Proficiency Requirement

This requirement must be fulfilled by the time students complete all of the coursework and before registering for the comprehensive exams (INR670). There are three ways of fulfilling this requirement. The first option requires students to pass with a grade of "B" or better, a language course at the master's level or a two-semester intermediate-level course at the undergraduate level. Proof of fulfillment must be done through the submission of official transcripts at the time of application. The second option requires passing the [Language Reading Knowledge Exam](#) offered at the University of Wisconsin-Madison (<https://languages.wisc.edu/>) or a similar exam. Students can prepare for this exam by taking an online [Reading and Translation course](#) or a similar course. No graduate credit will be awarded for language courses. Finally, with the third option, students can fulfill the requirement if their mother tongue is a language other than English.

Comprehensive Examination (INR-670)

Upon completion of the language requirement and the coursework, students must pass a comprehensive written examination that is offered through teleconference over two successive days, in one four-hour session each day. The exam requires students to analyze and critique scholarly literature in international relations and area studies. Comprehensive examinations will be graded by either High Distinction, Distinction, Pass, or Fail. The student's transcript will only reflect a Pass or Fail. Students who fail the exam may be allowed to repeat it one time only. Second-time failure will result in the student's termination from the Ph.D. program.

The comprehensive exam will be offered three times a year. Specific dates will be posted annually in the graduate catalog. With approval from the program director, students will register for INR-670 and declare two areas of study during the stated time of course registration for the desired semester. The [Resources for Doctoral Students](#) section of the University website and the Appendix section of this handbook contain a reading list (comprehensive bibliography) for each area.

The teaching faculty of the Ph.D. program will grade the comprehensive exams. The grade will be communicated to the student and the Registrar's office by a formal letter from the Office of Graduate and Professional Studies within two weeks of taking the exam. Completing the comprehensives elevates a student to the status of a Ph.D. candidate (**ABD** - all but dissertation). Registration for INR-670 requires the payment of a fee.

Degree Timeline and Extension Request

Doctoral degree course work must be completed within three years of matriculation to sit for the comprehensive exams. The Ph.D. should be completed within seven years of matriculation. If there is a need to extend the time to complete the dissertation, a student, with the recommendation of the

graduate program director, may petition the Vice Provost in writing for a specified extension with the understanding that the dissertation will be completed within the requested time extension. For the Vice Provost to approve an extension, the student must demonstrate that substantial progress will take place and that the dissertation will be completed within the extended time requested. A student should consider applying for an extension of time when actively working on the dissertation, and more time is needed for completion. Students should not request an extension if they cannot show that progress toward completion can be made. The requests for an extension of time are not approved automatically. It can only be granted in unusual circumstances. If the extension of time is not granted, the petitioner's degree candidacy is terminated.

Dissertation

Upon successfully completing the comprehensive examination, students move to the dissertation-writing phase. This phase of the program exposes students to the systematic, in-depth, and detailed study of their preferred area to generate original, publication-ready research.

INR-690 Dissertation Proposal and Research (3 credits)

The dissertation process starts with INR-690: Dissertation Research and Writing. Ideally, this should be the last course to be taken. It is a manual on how to think, plan, develop, and complete a dissertation. The successful completion of the course will constitute the initiation of the writing process of the dissertation conditional to having passed the comprehensive exams. During the course, and if students have not yet done so, they will secure a dissertation committee chair from the list of faculty teaching in the program. Students will also be invited to discuss possible dissertation topics, focus on a specific one, and finalize the dissertation committee composition. Finally, along with familiarizing students with the different research designs, INR-690 requires students to defend orally their dissertation proposal by uploading a recorded version of the defense into Canvas.

Dissertation Committee

The Dissertation Committee will be composed of three members: a chair and two additional members. The chair and one member will be members of the teaching faculty of the Program. The third member may be from another department or academic institution and must be a holder of a Ph.D. degree. The chair will be responsible for supervising the candidate's work. The Ph.D. candidate, in consultation with the chair and the program director, is responsible for securing the outside member of the Dissertation Committee when applicable and is responsible for submitting the cv of said committee member to the Office of Graduate and Professional Studies. The Dissertation Committee has the right to dismiss a candidate from the program for failing to meet its expectation for qualitative progress in the dissertation. In the case of dismissal, the student may appeal the committee's decision with the Vice Provost for Graduate Studies. If the appeal is rejected, the student may appeal to the Provost for Academic Affairs, whose decision will be final.

The program director will email the Dissertation Committee Composition Form to the students upon successful completion of INR-690. Once signed, the student will need to upload the form into the course's Canvas along with the dissertation proposal.

The Proposal

The proposal will include:

- Title
- Abstract
- Introduction to the topic
- A problem, hypothesis/argument, or question
- Importance of research
- A research design and methodology
- A literature review
- Possible outcomes and contributions to knowledge
- Table of contents and a timeline for each chapter
- A tentative bibliography

INR-690 will provide samples and detailed descriptions of what is required and what the process should be. The proposal should be a working plan, a statement of what a student wants to do, why it should be done, and how it will be carried out rather than a substantial introduction to a topic.

Proposal Defense

When enrolled in INR-690 students are required to prepare a recorded oral defense and upload it to be reviewed by the course instructor, chair, and fellow students. The chair will have access to INR-690 and will be monitoring the progress of the Ph.D. candidates under their mentorship. When finalized, students will share their proposal through teleconference with the rest of the Dissertation Committee.

INR-695 Dissertation Research and Writing (3 credits)

Ph.D. Candidates who are finished with classwork and start work on their dissertation enroll for a three-credit research course at a fixed fee. This course is offered in fall and spring terms and is repeated as long as necessary until the student is approved by the program director to defend their dissertation. Students who have become Ph.D. candidates are required to make progress in their dissertation consistent with the timeline developed in their dissertation proposal. Failure to demonstrate progress will result in failing INR-695 and being placed on academic probation. Successive or habitual academic probation may result in dismissal from the program.

Dissertation Structure

A typical dissertation will be at least 200 pages and should be undertaken with the intention of making an original contribution to the international relations field. It should be publication-ready, and its substance should not be covered by existing literature unless it fundamentally questions existing literature. Again, INR-690 provides all the details associated with completing the dissertation. Still, Ph.D. candidates are encouraged to review completed dissertations in the area of their interest in the [Digital Commons @ Salve Regina University](#) or the [ProQuest database](#).

The final dissertation should be assembled in the order listed below:

1. Title (limit of 180 characters - pagination is not typed)
2. Abstract (required; maximum of 350 words, double-spaced; pagination is in lowercase Roman numerals)
3. Dedication, Acknowledgments, or Preface (each optional)
4. Table of Contents (with page numbers)
5. List of Tables (when applicable)

6. List of Figures (when applicable)
7. List of Abbreviations (end of pagination in lowercase Roman numerals).
8. Body of Text or Introduction and Chapters (start pagination in Arabic numbers)
9. Appendix or appendices (when applicable)
10. Endnotes (when compiled at the end of the body of the dissertation)
11. Bibliography or References

The signature page will not be scanned into the digital copy of the dissertation to avoid exposing faculty signatures online.

Candidates must become familiar with the [Dissertation Formatting in the Graduate Students' Guide](#) available from McKillop Library. Pagination, spacing and margins, and style and documentation guidelines must be strictly adhered to.

Copyright Information

ProQuest provides copyright information and can advise students on intellectual property issues. During the electronic submission process, students may have ProQuest/UMI file for copyright on their behalf – this is not required, and students can retain copyright to their work regardless of official filing. For additional copyright, information registration may consult with <https://www.copyright.gov/> or write to Information and Publications Section LM-455, Copyright Office, Library of Congress, Washington, D.C. 20559. Fair Use guidelines for using other people’s creations (photographs, artwork, infographics, etc.) for educational use **do not** apply to dissertations because they are published. It is not enough to cite their source. Candidates are responsible for obtaining copyright clearance for all non-public domain media used.

INR-698 Dissertation I (6 credits)

Students prepare, write, and review the final dissertation with the Dissertation Committee in preparation for defense. Permission of the Program Director is required to register for this course.

INR-699 Dissertation II (6 credits)

The Ph.D. candidate must have final approval by the program director to defend their dissertation and be given permission to register for INR-699 Dissertation II(6 credits) in the fall or spring terms. Ph.D. candidates will be ready to defend only after they have produced a complete dissertation approved by their chair and both readers. The defense should be the last step in the process and no changes should be expected to be made after it, except for the correction of possible typos and stylistic improvements. Candidates should only consider defending if the chair and both readers recommend it, and the program director concurs.

Students should plan to travel to campus for their dissertation defense as the dissertation process will end with the successful defense of the work before the Dissertation Committee and interested members of the community on campus at Salve Regina University. In an exceptional situation, a Dissertation Defense might be arranged online. Circumstances may include permanent residency outside the U.S., ongoing physical inability to travel, or other circumstances that cannot be remedied by rescheduling the defense date.

For December graduation, the final copy of the dissertation should be submitted to the dissertation committee no later than **October 1st** with the dissertation defense taking place no later than **November 20th**, and the digital copy of the dissertation deposited to ProQuest by **December 1st**.

For May graduation, the final copy of the dissertation should clear the two readers and be submitted to the dissertation committee by **February 14th** with dissertation defense to take place no later than **April 20th**, and with the digital copy of the dissertation deposited to ProQuest by **May 1st**.

There will be no defense scheduled for the summer months. August graduation is reserved for those candidates who may miss the deadline to submit the digital copy of the dissertation by May 1st. In this case, the digital copy of the dissertation should be submitted no later than August 1st.

Dissertations will be graded on a pass/fail scale where pass denotes the grade of "A" and fail the grade of "F." Failure to defend the dissertation successfully will result in redefending in subsequent dates provided the four-year limit is not expired.

The committee chair will preside over the dissertation defense. Typically, it will include at least 20 minutes but no more than 25 minutes of presenting the main argument, the research design and methodology, the major finding, the limitations of the work, and future plans. Following the presentation, the committee chair will coordinate another maximum of 40 minutes of a question and answering session. After the session, the chair will ask the candidate and the other participants to leave the room. The committee will deliberate and decide on a pass or fail verdict. The chair will then invite the candidate back into the room and announce the committee's judgment.

When the process of approving the defense is followed by the letter, the dissertation defense should be a conference rather than a defense. No candidate should proceed to defend without the unqualified support of the committee and the program director. The candidate's responsibility is to be sure the dissertation is final before proceeding to defense.

With the help of the Office Coordinator in the Graduate and Professional Studies office, the student will be responsible for collecting the appropriate signatures and submitting Form D (Approval of Final Defense) to the Office of the Registrar and the Director of Library Services.

Approval of Final Defense is the form that contains the signatures of all committee members to show that the student has successfully passed the defense and has gained their Ph.D. **It is a very important document and should be brought to the defense for signing. It can be found at the back of this handbook.** This form, once completed, should be submitted to the Office Coordinator in the Office of Graduate and Professional Studies (gradoffice@salve.edu) for final signatures and submission to the Library and Registrar.

Publishing the Dissertation in ProQuest UMI/ETD

Shortly after a successful defense, the student should refer to the [Graduate Student's Guide to McKillop Library: Dissertation Formatting & Deposit](#) for guidance in submitting the final draft to ProQuest. Dissertations will be submitted electronically through the ProQuest UMI Electronic Theses and Dissertations website at <http://www.etdadmin.com/salve> You do not need to print a hard copy of your dissertation. ProQuest will send the library and Archives bound copies; these will appear on your final invoice, but you will not be charged for them.

- ProQuest UMI ETD provides a series of guides on publication and copyright considerations for dissertation publishing. Students are encouraged to review these guidelines before submitting

their dissertation.

- If media (video, audio, computer programs, and/or a significant number of images) need to be included with the dissertation, please be sure to pay attention to the requirements for supplemental files.

IMPORTANT LINKS and RESOURCES

LINKS

[Graduate and Professional Studies Catalog](#)

[Graduate Financial Information](#)

[Graduate Academic Policies](#)

[Course Catalog](#)

[Graduate International Relations Portal Page](#)

[Graduate Students Connect Portal Page \(with Info on How to](#)

[Register\) Handbook Acknowledgment](#)

RESOURCES

- Comprehensive Exam FAQs
- Comprehensive Bibliography
- Approval of Final Defense Form



Planning for the exam:

- Do I need to register to take the exam? **Yes.** With the approval of the Program Director, INR students who have completed their coursework and language exam are eligible to register for [INR-670 Comprehensive Exam](#).
- When is the Comprehensive Exam offered? [INR-670, the Comprehensive Exam](#), is offered 3 times a year during Summer I, Summer II and Winter terms. Specific dates will be listed annually in the [course catalog](#).
- What does “areas of study” mean? “Areas of study” are taken from the comprehensive [reading list](#) that is available on the website or can be provided by the office of graduate studies. Once students have registered for the course, they should indicate their areas of study in the Announcement section of the course Canvas.
- How many questions will there be? You are asked to select and answer 2 of the 3 questions on each topic (area of study). You will answer questions for the first topic on day one, and the other on day two.
- Am I allowed to use any resources during the exam? **No.** This is a closed-book exam. Use of notes, texts, or the computer is prohibited. You may use a scratch pad to outline your thoughts before you start typing.
- Is there an expected dress code for virtual proctoring of the exam? [Students should be in casual classroom attire for the exam.](#)
- How much time are we given each day? I am not a typist, so time concerns me. [You will have 4 hours each day. It should not take the entire time to answer and type your questions. The course Canvas will lock after 4 hours, so students should build in time to edit and upload document accordingly.](#)
- Is there an expected format for our response? [The format is the same as that required for assignments and final exams. Any essay should have a thesis, a supporting analysis, and a conclusion.](#)
- What technology is needed for the exam? [Ensure that you have stable wi-fi and web camera capabilities. Your exam will not count if you are not visible for the duration of the exam and will count as a failed exam, which means that there will only be one chance to take it again.](#)

During the Exam

- Are we to cite references as we did with other papers during the course work? *Since it is a closed book exam, no citation is necessary, but you are welcome to reference sources from memory if you like, without specifics.*
- **What is an appropriate length for a good response?** *No page length is expected, but the answer should be a well-constructed essay. The length is appropriate when you feel you have fully answered the question.*
- May I take a break during the exam? *Brief breaks to use the restroom, get refreshments, or stretch will be permitted, but should not be excessive.*
- What if I have questions or technical difficulties during the exam? *So as not to disturb the other students, communication with the proctor should take place either through the chat feature or by calling the Graduate Studies Office phone at 401-341-2338.*
- How do I submit my responses? *You will type your answer into a word document and upload the document into Canvas for the appropriate assignment as you do with final exams.*

Following the Exam

- How are questions assessed? *Exams are review by several faculty members in the department and are graded according to the grading policy graduate student catalog.*
- When will I be notified of the results? *Following the exam, a results letter will be emailed to you within three weeks.*
- Am I charged a fee for the Comprehensive Exam? *Yes. There is an exam fee of \$250 charged to your account the semester you are enrolled to take the exam.*
- What happens if I do not pass the exam? *Each student is allowed two attempts at the comprehensive exam. Logging in to the assignment in Canvas will count as an attempt, even if nothing is submitted.*



Africa Bibliography

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entitled:

was submitted to the Doctoral Programs at Salve Regina University in partial fulfillment of the requirements for the degree of:

Doctor of Nursing Practice

Doctor of Philosophy in Humanities

Doctor of Philosophy in International Relations

Doctor of Philosophy in Behavior Analysis

The work has been read and is:

not approved

approved

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