

## **Welcome to the Department of History, Classics, and Religion**

This manual supplements and reiterates material that is available on the History, Classics, and Religion (HCR) website and contained in the University Calendar. In the event that there is a discrepancy between this manual and the Calendar, the University of Alberta Calendar is the final authority.

This manual is intended as a resource for graduate students, supervisors, members of supervisory and examining committees, and members of the department Graduate Committee. With some exceptions, links are not provided in this manual because of the frequency with which pages online are updated. Please direct corrections or updates to the Director of Graduate Programs. This version was last updated in August 2024.

Every graduate student is responsible for knowing all the requirements of their program and for knowing and observing all University and Faculty of Graduate and Postdoctoral Studies (GPS) regulations and procedures affecting their program and professional conduct. Thus, while this document provides essential information about the graduate programs offered by the Department of History, Classics, and Religion prospective and especially current students need also to consult the following:

- Relevant sections of the University of Alberta Calendar (<https://calendar.ualberta.ca>)
- The GPS Graduate Program Manual (<https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/index.html>). The online manual is updated 7 to 10 days after meetings of GPS Council and other policy-deciding bodies.

## **Table of Contents**

Abbreviations, Definitions, and Important Terms

Admission Requirements

Grades

Language Proficiency

MA programs

MA qualifying year

PhD programs

Academic Standing Requirements

Financial Assistance

Teaching & Research Assistantships

Student Teaching

Degrees in Classics

MA in Ancient Societies and Cultures (thesis-based)

MA in Classical Archaeology (course-based)

MA in Classical Languages (course-based)

PhD in Classical Archaeology

PhD in Classical Languages

Degrees in History

MA in History (course-based)

MA in History (thesis-based)

PhD in History

Degrees in Religious Studies

MA in Religious Studies (thesis-based)

PhD in Religious Studies

Individual Interdisciplinary Programs

MA and PhD Theses: Preparation and Examination

Preparing for the Oral Defense of a Master's Thesis

MA Final Oral Examination (Defense of the Thesis)

Preparing for the Oral Defense of a Doctoral Thesis

Doctoral Final Oral Examination (Defense of the Thesis)

Submission of the Final Thesis (Master's and Doctorate)

Appendix A – Departmental Language Requirements

Appendix B – Faculty of Graduate Studies Requirements  
Annual Progress Reports and Supervisor-Student Guidelines (all thesis-based students)  
Ethics and Academic Citizenship Requirement  
Professional Development Requirement

## **Abbreviations, Definitions, and Important Terms**

ABD – All But Dissertation (a doctoral student who has passed their comprehensive and candidacy examinations)

Director of Graduate Programs – Faculty member in the Department of History, Classics, and Religion responsible for the administration of all department graduate programs.

Doctoral candidate – A doctoral student who has passed their comprehensive and candidacy examinations.

Doctoral student – A pre-candidacy doctoral student.

ELP – English Language Proficiency

External Examiner – An external examiner is required for doctoral thesis examinations. The external examiner is a current or retired faculty member from outside the University of Alberta. Further information about required qualifications and exclusions are detailed on the GPS website.

GPA – Grade Point Average

Graduate Advisor – Administrative staff member in the Faculty of Arts responsible for advising Humanities graduate students.

GPS – Faculty of Graduate and Postdoctoral Studies

GSA – Graduate Students' Association (university-wide)

HCR – History, Classics, and Religion (Department of)

MA – Master of Arts

MA Candidate – A student who has been admitted into one of the department's MA programs (thesis or course-based)

PhD – Doctor of Philosophy

RA – Research Assistant

Specialized Knowledge Examiner – A specialized knowledge examiner is a person who has knowledge or professional expertise that is relevant to the thesis research (e.g. an Indigenous community member) and does not have a full-time academic appointment at a university that confers graduate degrees. A specialized knowledge examiner comes fresh to the examination and must not be a member of the supervisory committee, or have been

connected with the thesis research in any way, or have a close personal association with the student or the supervisor.

**Supervisor / Co-Supervisor** – Faculty member(s) assigned to each graduate student, directly responsible for the supervision of the student's program. Provides assistance in planning, advice about the program, stays informed about the student's research, organizes committee meetings and examinations, and reviews final thesis / research paper. In the Department of HCR, we refer to the 'supervisor' of both course-based and thesis-based graduate students, although GPS sometimes refers to the former as the 'academic advisor' rather than supervisor.

**TA – Teaching Assistant**

**University Examiner** – A university examiner is a member of the University of Alberta community (e.g. current or retired faculty) who is knowledgeable in the field and comes fresh to the examination. They must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in a significant way. The examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the student or supervisor(s).

## Admission Requirements

The Department welcomes applications from qualified individuals for admission to its programs of graduate study. The requirements for admission are specified below.

### *Grades*

The Department's minimum admission requirements are normally an admission GPA of at least 3.5 for History and Classics, and 3.3 for Religious Studies on the 4.0 scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. Prospective applicants should note that this is higher than the minimum admission GPA for GPS. The admission GPA will be calculated on the last ★60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework. Applicants with a lower GPA may be considered on a case-by-case basis as determined by the Director of Graduate Programs in consultation with the Graduate Committee.

### *Language proficiency*

Given that English is the primary language of instruction and communication at UAlberta, all applicants must be proficient in English prior to admission. Information on English Language Proficiency (ELP) can be found on the GPS web site.

Applicants with degrees/qualifications in a language other than English need to demonstrate English Language Proficiency by completing an approved English Language exam. The Department requires test scores that are higher than the GPS minimum requirement for History and Classics, namely a minimum TOEFL score of 95 (internet-based) with a minimum score of 20 on each of the individual skill areas, or equivalent. The required TOEFL score for Religious Studies is 92 (internet-based).

In addition, the various programs in Classical Languages, Classical Archaeology and Ancient Societies and Cultures all have proficiency requirements in Latin and/or Ancient Greek for admission: for these, see the pages for the relevant programs.

The History programs do not have a uniform admission requirement for any language other than English. However, if an applicant proposes an area of study for which knowledge of a given language is necessary or useful, then their proficiency in that language may be a factor in an admissions decision.

Applicants to the PhD in Religious Studies must be able to demonstrate reading competence in the language(s) relevant to their particular research topic. However, it is recognized that the acquisition of advanced language skills is an ongoing process which may continue throughout the PhD program.

Applicants should always indicate their level of proficiency in relevant languages, and may wish to consult their potential advisor and/or the Director of Graduate Programs. All our graduate programs do have language requirements for completion, including but not limited to the Departmental Language Requirement, and which are listed under the individual programs.

## ***MA programs***

### ***MA in Ancient Societies and Cultures***

In addition to general Departmental requirements, students must have a BA either in Classics or History or a suitable related field (e.g., Religious Studies, Philosophy, Anthropology)

Applicants to the MA in Ancient Societies and Cultures must demonstrate appropriate level of language proficiency to conduct research on the primary sources, as applicable to the student's program (e.g., suitable preparation in Ancient Greek, Hebrew, Latin and/or Sanskrit).

### ***MA in Classical Archaeology***

In addition to general Departmental requirements, applicants should have a BA in Classics or equivalent field. Students with a major in Archaeology, Anthropology, History, or Art History may also be accepted, provided that they have taken the equivalent of at least six courses (★18) in CLASS, LATIN or GREEK at the 200-level or above.

Applicants to the MA in Classical Archaeology must have completed the equivalent of at least ★6 of GREEK or LATIN

### ***MA in Classical Languages***

In addition to general Departmental requirements, students must have a BA with a major in Classics, and have completed the equivalent of GREEK 302 and LATIN 302 and a combined ★9 at the 400-level in GREEK and/or LATIN.

Students who have less preparation in the languages, but are otherwise well qualified for graduate study, may be considered for admission to other programs (including the MA in Ancient Societies and Cultures) and may transfer into the Classical Languages program if they achieve a level of preparation equivalent to the combined entrance and program requirements for that program.

### ***MA in History***

In addition to general Departmental requirements, applicants should have a BA in History. Applicants with degrees in other fields may be considered on a case-by-case basis as determined by the Director of Graduate Programs in consultation with the Graduate Committee, and may be asked to take a qualifying year.

### ***MA in Religious Studies***

In addition to general Department requirements, applicants must have a BA degree in Religious Studies from an accredited institution or the equivalent, namely 30 credits in Religious Studies courses at the senior level (at the University of Alberta, the 200-level or above).

Degrees in theology are not considered as equivalent to a degree in Religious Studies, although some courses taken as part of such degrees may be deemed by the Graduate Committee to count as Religious Studies courses. Similarly, courses with Religious Studies content, taken in other disciplines, will normally be considered as Religious Studies courses.

Students who do not meet the requirements may be asked to take a qualifying year.

### ***MA qualifying year***

In all MA programs, students with undergraduate degrees in fields other than History, Classics, or Religious Studies or who for other reasons require further coursework at the undergraduate level, may be admitted to an MA qualifying year. Qualifying graduate students must normally take eight to ten (★24 to ★30) courses, at least ★18 of them in HIST, CLASS, RELIG, LATIN GREEK or SANSK courses as appropriate to their intended program. The courses, usually senior undergraduate courses at the 300- or 400-level, will be chosen in consultation with the Director of Graduate Programs. Students should also plan to complete the departmental language requirement by the end of their qualifying year, or to make significant progress toward that goal. Admission to MA Candidate status may be delayed if such progress is not made.

### ***PhD programs***

Applicants are expected to hold an MA degree in History, Classics, Religious Studies (for these respective programs) or its equivalent. In exceptional cases, a student may be admitted directly into the PhD program without an MA, or, having been admitted as a candidate for the MA, be subsequently permitted to enter the PhD program without a master's thesis/project paper. In Religious Studies, students may be admitted as qualifying students.

## **Academic Standing Requirements**

The Department of History, Classics, and Religion requires a higher minimum cumulative grade point average than that acceptable to the Faculty of Graduate and Postdoctoral Studies. All students pursuing graduate degrees in History, Classics, or Religious Studies must maintain a minimum cumulative grade point average of 3.0 throughout the course of the program. Failure to maintain the required cumulative GPA will normally result in a recommendation by the Director of Graduate Programs to GPS that the student be placed on academic probation or required to withdraw.



## **Financial Assistance**

### ***Teaching and Research Assistantships***

HCR annually appoints a number of graduate Research and Teaching Assistantships at stipends from about \$4,000 to about \$17,000, for services requiring three to twelve hours per week for sixteen weeks in each of the Fall and Winter terms (essentially eight months of the year). This work usually consists of marking or doing research for a faculty member. Partial appointments on a pro-rated basis may also be made. At the time of application for admission, prospective graduate students should indicate whether they wish to be considered for an assistantship, but no appointment will be offered until the student is formally admitted to graduate studies.

The two primary criteria for allocating graduate assistantships are the needs of the Department and the merit of the individual student. Ranking of students by merit is generally done in conjunction with decisions on admission, and this ranking takes into consideration the applicant's statement of purpose, letters of recommendation, record of awards and publications, previous professional or volunteer experience and GPA (not necessarily in that order).

### **PhD students**

It is the policy of the Department to grant a full (twelve-hour) assistantship to all PhD students for each of the first four years of their program, provided that satisfactory progress is being made (as per the requirements and guidelines for the various programs) and the student does not have external funding in the form of a major award (e.g., SSHRC). Holders of major awards will not receive an assistantship during the period of the award. Students may decline an assistantship in part or in full if circumstances dictate. In that case, the student will not receive payment for the assistantship, but their fees will still be paid if they are within their funding window.

Continuing PhD students are required to apply for those external awards for which they are eligible (e.g., GPS General Awards, Alberta Graduate Excellence Scholarships, External Sources) before they can be considered for Departmental support, and their continued support may be jeopardized by failure to apply for awards for which they are eligible.

### **MA students**

The Department is not able to fund all MA students. MA students are eligible to be hired as TAs or RAs if the budget allows and depending on the needs of the department.

### **Project Funding from Supervisors or Other Faculty**

Faculty members in HCR and across campus may have RA funding available to hire graduate students (MA and PhD) for contracts of varying length. These opportunities arise at different points through the semester and are usually communicated through email or by word of mouth (in other words, there are no main websites that serve as clearinghouses for these kinds of opportunities, unfortunately). RAships can offer valuable research and professional opportunities, in addition to being a source of funding. Students should note that the terms of the Graduate Students' Association (GSA) Collective Agreement specify a cumulative 12-hour weekly maximum for assigned hours, whether within or outside of the Department. Students who have RA or other assignments outside of the Department but covered by the GSA Collective

Agreement may have to decline their Departmental support to comply with the work-hours limits provided in that agreement. The GSA Collective Agreement also specifies minimum monthly rates of pay for MA and PhD students across campus.

### ***Student Teaching***

The Department considers teaching experience part of doctoral training. Within budgetary constraints and taking into account Departmental needs, PhD students will be allowed the chance to teach at least one and possibly two single-term courses as Primary Instructor. Only one of the two courses may be at the 400 level. Normally, only one course can be taught in any particular calendar year. Normally, PhD students must have passed their candidacy to be considered for teaching, but in the Spring and Summer terms they may teach before their candidacy examinations, provided they are making satisfactory progress and have written permission from both their supervisor and the Director of Graduate Programs. The Graduate Teaching Coordinator will review course outlines, is available to give advice about classroom instruction, and evaluates at least one class to provide constructive feedback. The Graduate Teaching Coordinator also holds seminars for both first-time and experienced Teaching Assistants and graduate Primary Instructors.

The Department encourages graduate students to participate in GPS's Graduate Teaching and Learning Program with details available online.

## **Degrees in Classics**

### ***MA in Ancient Societies and Cultures (thesis-based)***

This degree is designed for students whose interests go beyond a particular region or period in the ancient world or who wish to develop a wider critical framework from which to study a subject, region, or period. Students in this program are particularly encouraged to incorporate inter- and cross-disciplinary approaches in their education and research. The scope of the program allows students to pursue, for instance, advanced comparative studies in Greek, Roman and other ancient historiography; cross-linguistic studies; ancient Mediterranean cross-cultural studies; research in contacts between ancient civilizations; and comparative studies in ancient religions, societies, polities, built spaces, and visual cultures.

Students will be able to develop their personal research interests and critical skills by taking advantage of the broad range of expertise in the Department of HCR with respect to the ancient world.

#### ***Entrance Requirements***

In addition to general Departmental requirements, students must have a BA either in Classics or History or a suitable related field (e.g., Religious Studies, Philosophy, Anthropology). Applicants to the MA in Ancient Societies and Cultures must demonstrate appropriate level of language proficiency to conduct research on the primary sources, as applicable to the student's program (e.g., suitable preparation in Ancient Greek, Hebrew, Latin and/or Sanskrit).

Students admitted to the MA in Ancient Societies and Cultures who later wish to modify their topic so that it falls under the rubric of Classical Archaeology, Classical Languages, or History may do so only with the approval of the Graduate Committee.

#### ***Residency***

The minimum period of residence is two four-month terms of full-time attendance at the University of Alberta. Time spent as a qualifying graduate student does not count towards the residence requirement.

#### ***Program Length and Time Limits***

The MA in Ancient Societies and Cultures is designed to be completed in three or four terms, depending on preparation and course selection.

University regulations set out the maximum period of time, calculated from the start of the first term in which the student registers, allowed for the completion of graduate degrees. A thesis-based MA degree must be completed within four years of the start of the student's program. Time spent as a qualifying graduate student or on an approved leave of absence is not counted in the time for completion.

## *Supervision*

From the time of entering the program, every candidate for the MA will have a supervisor. The student's thesis topic will be defined in consultation with the supervisor and the thesis will be written under the supervisor's direction. Supervisors (and co-supervisors where applicable) must be approved by the Faculty of Graduate and Postdoctoral Studies. Any change of supervisor or fields must be approved by the Director of Graduate Programs.

All students registered in a thesis-based program are required to meet with their supervisor as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due to GPS within 12 months from the student's program start date. For details on GPS's annual Progress Report see Appendix B.

NOTE: Qualifying students will be under the supervision of the Director of Graduate Programs until qualifications for entry are met.

## *Program Requirements*

Students are required to complete a minimum of ★19 in coursework and a thesis.

### *Students must:*

- Take and pass CLASS 501 (★1), graded pass/fail.
- Take and pass six ★3 graduate-level courses subject to approval of the Department, of which at least two of these courses must be related to the chosen area of concentration.
- Write a thesis, the text of which should normally be no more than 100 pages in length. This thesis must be original and consist of substantially new research. Register in 900-level THES.
- Fulfill the Departmental language requirement (see Appendix A) in a modern language with French, German, or Italian, or another language appropriate to the area of specialization.
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).

NOTE: Depending on the student's preparation and chosen area of specialization, an intermediate-level language examination in a second ancient language or ★6 at the senior undergraduate level with a minimum grade of B or equivalent in that language may be required.

## *Preparation and Defense of the MA ASC Thesis*

See the section below on **Thesis Examination Protocols** for information about preparing for the oral thesis defense, examination procedures, and final thesis submission.

### ***MA in Classical Archaeology (course-based)***

The MA in Classical Archaeology is one of two course-based MA degrees in Classics offered by the Department; the other is the MA in Classical Languages. The two programs have different entrance and program requirements.

Students admitted to the MA in Classical Archaeology who later wish to modify their topic so that it falls under the rubric of Classical Languages, History, or Ancient Societies and Cultures may do so only with the approval of the Graduate Committee.

Successful completion of an MA in Classical Archaeology does not guarantee admission to the PhD program. Students should consult their supervisor about planning a course of study that meets the PhD admission requirements.

#### ***Entrance Requirements***

In addition to general Departmental requirements, applicants should have a BA in Classics or equivalent field. Students with a major in Archaeology, Anthropology, History, or Art History may also be accepted, provided that they have taken the equivalent of at least six courses (★18) in CLASS, LATIN or GREEK at the 200-level or above.

Applicants to the MA in Classical Archaeology must have completed the equivalent of at least ★6 of GREEK or LATIN.

#### ***Residency***

The minimum period of residence is two four-month terms of full-time attendance at the University of Alberta. Time spent as a qualifying graduate student does not count towards the residence requirement.

#### ***Program Length and Time Limits***

The time required to complete the MA will vary according to the previous training of the applicant and the nature of the research undertaken; however, a minimum of 12 months is normally required.

The maximum time to complete the course-based MA program as set by the Faculty of Graduate and Postdoctoral Studies is six years.

#### ***Supervision***

From the time of entering the program, every candidate for the MA will have a supervisor. The student's research project topic will be defined in consultation with the supervisor and the research paper will be written under the supervisor's direction.

Course-based MA students and their supervisors are not required to complete annual Progress Reports.

NOTE: Qualifying students will be under the supervision of the Director of Graduate Programs until qualifications for entry are met.

### ***Program Requirements***

Students are required to complete a minimum of ★25 including both coursework and a Directed Research Project.

#### *Students must:*

- Take and pass CLASS 501 (★1), graded pass/fail.
- Take and pass at least three ★3 graduate-level courses in CLASS, LATIN or GREEK
- Take and pass a further three ★3 graduate-level courses. These courses may be in CLASS, LATIN or GREEK but may also be in another discipline (normally Anthropology, History or Art history) and in that event are subject to Department approval.
- Successfully complete two consecutive registrations of ★3 in CLASS 900, which **requires a research paper of 40-50 pages**. When the student has finished the research paper, it is to be submitted to the supervisor and a second reader. The second reader is normally another member of the Department, and is chosen by the supervisor in consultation with the student. Each reader then provides the Director of Graduate Programs with a short (normally half page) assessment of the paper outlining its purpose, scope, and result, and indicating whether it is a pass or fail.
- Fulfill the Departmental Language Requirement (see Appendix A) in a modern language other than English and relevant to their field of study.
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).

### ***Submission of the Completed Project***

In general, the completed research project should be formatted according to the instructions for theses on the Faculty of Graduate and Postdoctoral Studies website . However, instead of the title and examining committee pages provided there, the Department has its own title/signature page form that students are to use.

Unlike theses, research projects produced as part of the requirements for a course-based MA are not submitted to the Faculty of Graduate and Postdoctoral Studies. Nonetheless, students must provide the Department with a complete PDF copy of the final project, this should be emailed to the Director of Graduate Programs. This copy will be kept on the Department Intranet for access by faculty and students within our program and will not be shared on a publicly-accessible website.

### ***MA in Classical Languages (course-based)***

The MA in Classical Languages is one of two course-based MA degrees in Classics offered by the Department; the other is the MA in Classical Archaeology. The two programs have different entrance and program requirements.

Students admitted to the MA in Classical Languages who later wish to modify their topic so that it falls under the rubric of Classical Archaeology, History, or Ancient Societies and Cultures may do so only with the approval of the Graduate Committee.

Successful completion of an MA in Classical Languages does not guarantee admission to the PhD program. Students should consult their supervisor about planning a course of study that meets the PhD admission requirements.

#### ***Entrance Requirements***

In addition to general Departmental requirements, students must have a BA with a major in Classics, and have completed the equivalent of GREEK 302 and LATIN 302 and a combined ★9 at the 400-level in GREEK and/or LATIN.

Students who have less preparation in the languages, but are otherwise well qualified for graduate study, may be considered for admission to other programs (including the MA in Ancient Societies and Cultures) and may transfer into the Classical Languages program at a later time if they achieve a level of preparation equivalent to the combined entrance and program requirements for that program.

#### ***Residency***

The minimum period of residence is two four-month terms of full-time attendance at the University of Alberta. Time spent as a qualifying graduate student does not count towards the residence requirement.

#### ***Program Length and Time Limits***

The MA in Classical Languages usually requires a minimum of 15-18 months to be completed, depending on the student's preparation and course selection.

The maximum time to complete the course-based MA program as set by the Faculty of Graduate and Postdoctoral Studies is six years.

#### ***Supervision***

From the time of entering the program, every candidate for the MA will have a supervisor. The student's research project topic will be defined in consultation with the supervisor and the research paper will be written under the supervisor's direction.

Course-based MA students and their supervisors are not required to complete annual Progress Reports.

NOTE: Qualifying students will be under the supervision of the Director of Graduate Programs until qualifications for entry are met.

### ***Program Requirements***

Students are required to complete a minimum of ★28 including both coursework and a Directed Research Project.

#### *Students must:*

- Take and pass CLASS 501 (★1), graded pass/fail.
- Take and pass at least five ★3 graduate-level courses in GREEK or LATIN.
  - Three courses must be in one of GREEK or LATIN; two courses must be in the other.
- Two additional ★3 graduate-level courses in CLASS, GREEK, and/or LATIN
  - A graduate-level course from outside Classics may be substituted for one of these, subject to approval of the Department.
- Successfully complete two consecutive registrations of ★3 in CLASS 900, which **requires a research paper of 40-50 pages**. When the student has finished the research paper, it is to be submitted to the supervisor and a second reader. The second reader is normally another member of the Department, and is chosen by the supervisor in consultation with the student. Each reader then provides the Director of Graduate Programs with a short (normally half page) assessment of the paper outlining its purpose, scope, and result, and indicating whether it is a pass or fail.
- Fulfill the Departmental Language Requirement (see Appendix A) in a modern language other than English and relevant to their field of study.
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).

### ***Submission of the Completed Project***

In general, the completed research project should be formatted according to the instructions for theses on the Faculty of Graduate and Postdoctoral Studies website. However, instead of the title and examining committee pages provided there, the Department has its own title/signature page form that students are to use.

Unlike theses, research projects produced as part of the requirements for a course-based MA are not submitted to the Faculty of Graduate and Postdoctoral Studies. Nonetheless, students must provide the Department with a complete PDF copy of the final project, this should be emailed to the Director of Graduate Programs. This copy will be kept on the Department Intranet for access by faculty and students within our program and will not be shared on a publicly-accessible website.



## *PhD in Classical Archaeology*

The Department offers two PhDs in Classics, one in Classical Archaeology and the other in Classical Languages. In each route, the specific courses that need to be taken and the length of the program depend to some extent on the student's previous training and on the particular requirements for the chosen area of specialization.

### ***Entrance Requirements***

In addition to general Departmental requirements, students must have an MA in Classics or the equivalent.

### ***Residency***

The minimum period of residence is two academic years of full-time attendance at the University of Alberta.

### ***Program Length and Time Limits***

The maximum time to complete the PhD program as set by the Faculty of Graduate and Postdoctoral Studies is six years.

The following schedule gives a general sense of the expected course of progress in a PhD program in Classics. Individual programs may deviate from this outline. The time needed to complete the PhD in Classical Archaeology is four to six years, depending on previous preparation. Course work can normally be completed in one year, but for students requiring additional language preparation may extend it into a second year.

Note that funding for continuing students is contingent upon satisfactory progress. Students are very strongly urged to adhere to this schedule in order to complete their programs within the period of time mandated by GPS.

Year 1	Course work, GPS ethics training, IDP requirement
Year 2	Written and oral comprehensive examinations, Dept language requirement, complete professional development
Year 3	Candidacy, thesis research
Year 4	Thesis research and writing
Year 5	Final draft of the thesis, final oral examination

### ***Supervision***

#### **Supervisor**

From the time of entering the PhD program, every student will have a supervisor, who is directly responsible for the supervision of the student's program. In this capacity, the supervisor assists the student in planning a program of studies; ensures that the student is aware of all program requirements, degree regulations, and general regulations of the Department and the Faculty of Graduate and Postdoctoral Studies; provides counsel on all aspects of the program; and stays informed about the student's research activities and progress. The student's fields and thesis topic will be defined in consultation with the supervisor, and the fields will be prepared and the thesis written under the supervisor's direction. The supervisor is also charged with ensuring that

students conduct their research in a manner that is as effective, safe, and productive as is possible. The supervisor arranges for and attends all supervisory committee meetings and examinations; ensures that these are scheduled and held in accordance with GPS regulations; and reviews the thesis both in draft and in final form.

All students registered in a thesis-based program are required to meet with their supervisor to complete the Supervisor-Student Guidelines as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due in GPS within 12 months from the student's program start date.

### **Supervisory Committee**

The student's whole program will be under the direction of a supervisory committee, chaired by the supervisor. This committee will consist of at least three faculty members, not all of whom need be from the Department of History, Classics, and Religion. The committee should be in place by the end of the student's first year, if not earlier. The committee advises the student on their program of studies, arranges for all necessary examinations (comprehensives, candidacy, adjudication of the thesis), provides guidance in the research and writing of the thesis, and participates in the final oral examination of the thesis. GPS regulations stipulate that the supervisory committee must meet formally with the student at least once a year.

### ***Program Requirements***

Before proceeding to the researching and writing of the thesis, a student must:

- Take and pass CLASS 501 (★1), graded pass/fail (if not previously passed)
- Take and pass six (★18) courses at the graduate level. These must include a minimum of ★9 from the Department of History, Classics, and Religion at the 500 or 600-level
  - including at least ★6 from 500-level GREEK or LATIN (as appropriate to the field of study)
- Demonstrate competence in two modern languages other than English and relevant to their field of study according to the procedures specified in the Departmental Language Requirement
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).
- Pass **three written comprehensive examinations**: one on the major ancient literary and archaeological sources relevant to the study of Classical or Hellenistic Greek art, monuments and topography; one on the major ancient literary and archaeological sources relevant to the study of Roman Republican or Imperial art, monuments and topography; and one relevant to the general principles and practice of archaeological research.
  - After the written examinations have been taken, there is an oral examination that covers all fields.
- Pass **an oral candidacy examination** on the student's thesis proposal designed to assess whether the student has (1) an adequate knowledge of the discipline and of the

subject matter relevant to the thesis, and (2) the ability to pursue and complete original research at an advanced level.

After passing the candidacy examination, the student must:

- Research and write a thesis that represents the result of original research, makes a genuine contribution to knowledge, and meets the standards laid down by the Faculty of Graduate and Postdoctoral Studies. The text of the thesis should normally be between 200 and 300 pages in length.
- Successfully defend the thesis in a final oral examination

## ***Comprehensive Examinations***

### *Written Comprehensive Examinations*

#### **Timelines**

It is expected that students will take the comprehensive examinations by the middle of their second year. The examinations may be taken over a period not to exceed four weeks.

#### **Fields**

A PhD student in Classical Archaeology must pass three written examinations on the major ancient literary and archaeological sources relevant to art, monuments, and topography. There will be one examination in each of the following periods (where there are options, the student will determine which options to pick in consultation with their supervisory committee and as early as possible in the program):

- The Classical or the Hellenistic Greek art, monuments and topography.
- The major ancient literary and archaeological sources relevant to the study of Roman Republican or Imperial art, monuments and topography.
- Relevant to the general principles and practice of archaeological research.

#### **Examiners**

The written examination in each field is set and assessed by at least two members of the Classics division (except in cases when it is necessary to draw upon someone in the History or Religion divisions or from another department). Those who set and assess the written comprehensive examinations are usually members of the supervisory committee, to which other faculty members are added when appropriate. Each exam may not exceed three hours.

#### **Assessment**

The written answers will be given by the student to the Graduate Advisor, who will distribute copies to all members of the supervisory committee. The committee members must return their assessments in writing within one week of receiving each examination. The examinations will be given one of the following assessments: (1) pass, (2) reserve judgement to the oral examination, or (3) fail.

#### **Process in case of failure**

If two assessments of failure are given in either examination, the oral comprehensive examination is cancelled. In this event, the examining committee will either require the student

to withdraw from the program or permit a second attempt. If a second attempt is permitted, the normal procedure is that after an interval of at least five months the student will write a second examination containing new questions in the failed field(s). If both assessors of a given field fail the examination a second time, the candidate will be required to withdraw from the program.

### *Oral Comprehensive Examination*

#### **Format**

The oral comprehensive examination, held after the completion of all three written comprehensives, consists of an examination of approximately two hours with the members of the supervisory committee. The Director of Graduate Programs will preside or appoint a member of the Department to act as their delegate; neither has a vote. On occasion, extra committee members may be added. The order of questioning may be determined on the basis of the various fields or of the committee members (who are often involved with more than one field). Normally, there are two rounds of questioning, with each member being allotted twenty minutes in the first round and ten in the second.

#### **Focus and assessment**

The questioning may relate to both the questions that the student answered in the written comprehensive examinations and the questions that he/she chose not to answer, and the purpose is to determine the candidate's command of the material in an oral format. In addition, aspects of the written answers that were deemed to be deficient or at least worthy of further discussion may be brought up, and it is at this stage that an assessor who reserved judgment about the written examination in a given field will be able to see if the candidate should be failed in that field or does have sufficient knowledge of the field to warrant a passing assessment.

#### **Process in case of failure**

In the event of a failure, the determination of the examining committee will normally be that:

1. the oral examination alone is to be repeated,
2. the written examination(s) must also be retaken, or
3. the student is required to withdraw from the program.

Any re-examination will normally begin three months later. In the event of a second failure of the oral examination, the student will be required to withdraw from the program.

### *Candidacy Examination*

The candidacy is an oral examination on the student's thesis proposal designed to assess whether the student has (1) an adequate knowledge of the discipline and of the subject matter relevant to the thesis, and (2) the ability to pursue and complete original research at an advanced level.

#### **Timelines**

According to GPS regulations, the oral candidacy examination must be held by the end of the third year. The candidacy is normally held within four months of the oral comprehensive examination (and may be held directly after it). The candidacy must be passed no less than six months prior to taking the final oral examination of the thesis.

Notice of the examination must be received by the Faculty of Graduate and Postdoctoral Studies at least two weeks in advance of the scheduled date. However, the supervisor should contact the Director of Graduate Programs regarding the timing of the examination and composition of the committee at least four weeks in advance of the examination date. The thesis proposal should be circulated by the student to the examining committee no less than three weeks in advance of the examination date.

NOTE: Students sometimes decide to change the thesis topic substantially after passing the candidacy. Such a decision necessitates a repetition of the candidacy examination, since the previous pass was given on the basis of the original topic. Furthermore, the new topic may also require one or more comprehensive examinations. Hence, this serious step may be taken only after close consultation with the supervisor and the Director of Graduate Programs, whose permission is required.

### **Thesis proposal**

The purpose of the candidacy is to determine that the student is ready to proceed to write the doctoral thesis. To this end, the student will prepare a thesis proposal of ten to twenty double-spaced pages (including bibliography) outlining the topic to be researched and the primary and secondary sources to be used, that will be the focus of the candidacy. Members of the examining committee, and the chair, must receive a copy of the thesis proposal well in advance of the examination. It is recommended that supervisory committee members comment on the draft before it goes to the full examining committee.

### **Format**

The examining committee will consist of the supervisory committee plus one additional examiner who comes new to the examination and who is either a university examiner or a specialized knowledge examiner. The exam is chaired by the Director of Graduate Programs or their delegate appointed from within the Department; the chair does not vote. All members must attend the examination, either in person or via teleconferencing. The examination will normally last for approximately two hours and may not exceed three.

The student has the option to give a presentation to open the examination. This presentation should not exceed 10 minutes. If the student intends to use PowerPoint or other format slides in this presentation it should be noted that this is not a normal requirement and the student should coordinate with the chair of the examination in advance to ensure the technology available in the room is compatible and fully operational. The presentation should discuss how the student came to the topic, what scholarly questions it allows them to address, and the potential contribution of the research.

The student should bring the proposal to the exam, as well as pen and paper so they can make notes and take down questions and advice that comes up in the discussion.

The exam consists of a main round of questions, during which each of the examiners has 10-15 minutes with the candidate. After a break, there is an optional second round, where examiners can take up to 5 minutes to ask a follow-up question.

### **Criteria for evaluation**

The student must demonstrate the following to the examining committee:

1. an adequate knowledge of the discipline and of the subject matter relevant to the thesis,
2. the ability to pursue and conduct original research at an advanced level, and
3. the appropriateness and viability of the chosen topic and methodology.

This evaluation will be based on the quality of both the written thesis proposal and the student's oral responses to questions in the examination.

### **Decision of the Candidacy Committee**

The candidacy examination may result in one of the following outcomes:

- **Adjourned**
- **Pass**
- **Conditional pass**
- **Fail and repeat the candidacy**
- **Fail with a recommendation to terminate the doctoral program or for a change of category to a master's program.**

If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, GPS, who will determine an appropriate course of action.

When the decision is Conditional Pass or Fail, chairs may refer to the decision process flowchart found on the GPS website.

**Adjourned:** A majority of examiners must agree to an outcome of Adjourned. The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination or possible offences under the Code of Student Behaviour after the examination has started.

**Pass:** All or all but one of the examiners must agree to an outcome of Pass. If the student passes the candidacy examination, the department should complete the Report of Completion of Candidacy Examination form and submit it to the GPS.

**Conditional Pass:** A Conditional Pass is appropriate when the student has satisfied the committee in all but a very discrete area of deficiency that can be addressed through a reasonable requirement (e.g., coursework, literature review, upgrading of writing skills). Reworking of the entire candidacy proposal is not an acceptable condition and the examiners should consider the options available for a student that has failed the examination.

A majority of examiners must agree to an outcome of Conditional Pass. If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining committee will provide in writing within five working days to the Dean, GPS, the graduate coordinator and the student:

- the reasons for this recommendation,
- the details of the conditions,
- the timeframe for the student to meet the conditions, but which should be no less than six weeks and no more than six months.

- the approval mechanism for meeting the conditions (e.g., approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee), and
  - the supervision and assistance the student can expect to receive from committee members
- Conditions are subject to final approval by the Dean, GPS. At the deadline specified for meeting the conditions, two outcomes are possible:
- All the conditions have been met. In this case, the department will complete the Report of Completion of Candidacy Examination form and submit it to the GPS; or
  - If the conditions are not met by the deadline, the outcome of the examination is a fail and the committee must be reconvened to make the recommendation as described in the following section.

**Fail:** All or all but one of the examiners must agree to an outcome of Fail.

The options available to the examining committee when the outcome of a student's candidacy exam is "Fail" are

- Repeat the Candidacy: Repeating the Candidacy is not an option after a second failed examination. A majority of examiners must agree to an outcome of Fail and Repeat the Candidacy. If the student's first candidacy exam performance was inadequate but the student's performance and work completed to date indicate that the student has the potential to perform at the doctoral level, the examining committee should consider the possibility of recommending that the student be given an opportunity to repeat the candidacy exam. Normally, the composition of the examining committee does not change for the repeat candidacy exam.
- If the recommendation of a repeat candidacy is formulated by the examining committee and approved by the GPS, the student and graduate coordinator are to be notified in writing of the student's exam deficiencies by the chair of the examining committee. The second candidacy exam is to be scheduled no later than six months from the date of the first candidacy. In the event that the student fails the second candidacy, the examining committee shall recommend one of the following two options to the department:
  - Change of Category to a Master's Program: All or all but one of the examiners must agree to an outcome of Fail and Change of Category to a Master's Program. This outcome should be considered if the student's candidacy examination performance was inadequate and the student's performance and work completed to date indicates that the student has the potential to complete a master's, but not a doctoral, program; or
  - Termination of the Doctoral Program: All or all but one of the examiners must agree to an outcome of Fail and Terminate the Doctoral Program. If the student's performance was inadequate, and the work completed during the program is considered inadequate, then the examining committee should recommend termination of the student's program.

### ***Preparation and Defense of the PhD Thesis***

See the section below on **Thesis Examination Protocols** for information about preparing for the oral thesis defense, examination procedures, and final thesis submission.

### ***PhD in Classical Languages***

The Department offers two PhDs in Classics, one in Classical Languages and the other in Classical Archaeology. In each route, the specific courses that need to be taken and the length of the program depend to some extent on the student's previous training and on the particular requirements for the chosen area of specialization.

The PhD in Classical Languages is a broad-based program leading to a general qualification in Classics. Students are encouraged to explore all aspects of the ancient Greek and Roman cultures in courses, preparation for qualifying exams, and the thesis.

### ***Entrance Requirements***

In addition to general Departmental requirements, students must have an MA in Classics or the equivalent.

### ***Residency***

The minimum period of residence is two academic years of full-time attendance at the University of Alberta.

### ***Program Length and Time Limits***

The maximum time to complete the PhD program as set by the Faculty of Graduate and Postdoctoral Studies is six years.

The following schedule gives a general sense of the expected course of progress in a PhD program in Classics. Individual programs may deviate from this outline. The time needed to complete the PhD in Classical Languages is four to six years, depending on previous preparation. Course work can normally be completed in three semesters. Note that funding for continuing students is contingent upon satisfactory progress. Students are very strongly urged to adhere to this schedule in order to complete their programs within the period of time mandated by GPS.

Year 1	Course work, GPS ethics training and IDP requirement
Year 2	Course work completed, Dept language requirement, GPS professional development
Year 3	Comprehensive and candidacy examinations
Year 4	Thesis research and writing
Year 5	Final draft of the thesis, final oral examination

### ***Supervision***

#### **Supervisor**

From the time of entering the PhD program, every student will have a supervisor, who is directly responsible for the supervision of the student's program. In this capacity, the supervisor assists the student in planning a program of studies; ensures that the student is aware of all program requirements, degree regulations, and general regulations of the Department and the Faculty of Graduate and Postdoctoral Studies; provides counsel on all aspects of the program; and stays informed about the student's research activities and progress. The student's fields and thesis topic will be defined in consultation with the supervisor, and the fields will be prepared and the thesis



written under the supervisor's direction. The supervisor is also charged with ensuring that students conduct their research in a manner that is as effective, safe, and productive as is possible. The supervisor arranges for and attends all supervisory committee meetings and examinations; ensures that these are scheduled and held in accordance with GPS regulations; and reviews the thesis both in draft and in final form.

All students registered in a thesis-based program are required to meet with their supervisor to complete the Supervisor-Student Guidelines as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due to GPS within 12 months from the student's program start date.

### **Supervisory Committee**

The student's whole program will be under the direction of a supervisory committee, chaired by the supervisor. This committee will consist of at least three faculty members, not all of whom need be from the Department of History, Classics, and Religion. The committee should be in place by the end of the student's first year, if not earlier. The committee advises the student on their program of studies, arranges for all necessary examinations (comprehensives, candidacy, adjudication of the thesis), provides guidance in the research and writing of the thesis, and participates in the final oral examination of the thesis. GPS regulations stipulate that the supervisory committee must meet formally with the student at least once a year.

### ***Program Requirements***

Course requirements depend to some extent on the student's previous training and the student's anticipated needs for the chosen area of concentration.

Course requirements should normally be completed by the end of the fall semester in the student's second year in the program

Before proceeding to the researching and writing of the thesis, a student must:

- Take and pass CLASS 501 (★1), graded pass/fail (if not previously passed)
- Take and pass nine (★27) courses at the graduate level including at least three courses (★9) in GREEK, at least three courses (★9) in LATIN, and at least two courses (★6) in CLASS
  - One course may be directed study (GREEK, LATIN or CLASS 599) in the proposed area of research
  - One course may be taken outside of CLASS, GREEK or LATIN, with approval of Department
- Demonstrate competence in two modern languages other than English and relevant to their field of study according to the procedures specified in the Departmental Language Requirement
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).
- Pass three written comprehensive examinations: one in Greek language and literature; one in Latin language and literature; and one in a special field of the student's

choosing that is not directly related to the general field of research. The language and literature examinations are based on the Departmental reading list: and each consists of two parts, one testing translation skills and the other testing general knowledge of the development of the corresponding literature. The third written examination is based on a reading list drawn up by the student and assessors, and consists of one to three broad questions.

- After the written examinations have been taken, there is an oral examination that covers all fields.
- Pass an oral candidacy examination on the student's thesis proposal designed to assess whether the student has (1) an adequate knowledge of the discipline and of the subject matter relevant to the thesis, and (2) the ability to pursue and complete original research at an advanced level.

After passing the candidacy examination, the student must:

- Research and write a thesis that represents the result of original research, makes a genuine contribution to knowledge, and meets the standards laid down by the Faculty of Graduate and Postdoctoral Studies. The text of the thesis should normally be between 200 and 300 pages in length.
- Successfully defend the thesis in a final oral examination

## ***Comprehensive Examinations***

### *Written Comprehensive Examinations*

#### **Timelines**

It is expected that students will take the comprehensive examinations by the middle of their third year. Both written and oral portions must be completed at least six months before the final oral examination of the thesis. The examinations may be taken over a period not to exceed four weeks.

#### **Fields**

A PhD student in Classical Languages must pass three written examinations:

- Greek language and literature.
- Latin language and literature.
- A special field of the student's choosing that is not directly related to the general field of research.

The language and literature examinations are based on the Departmental reading list: and each consists of two parts, one testing translation skills and the other testing general knowledge of the development of the corresponding literature. The third written examination is based on a reading list drawn up by the student and assessors, and consists of one to three broad questions.

#### **Examiners**

The written examination in each field is set and assessed by at least two members of the Classics division (except in cases when it is necessary to draw upon someone in the History or Religion divisions or from another department). Those who set and assess the written comprehensive

examinations are usually members of the supervisory committee, to which other faculty members are added when appropriate.

### **Format (language/literature)**

The examination in each of the two language/literature fields consists of two sections. The sections in each examination are to be taken separately on consecutive days (that is, two days for Greek and two days for Latin, with an interval permissible between the two fields). Each section may not exceed two hours.

1. The first section tests the student's ability to translate several passages. The student is to be given three pages of prose and three of poetry (each passage should consist of approximately one-half page of printed text), and two of each group must be translated. Use of a dictionary is not permitted.
2. The second section tests the student's general knowledge of the development of literature, in particular (but not exclusively) with reference to specific authors and/or genres. The student will answer two questions chosen from a list of at least ten. No external aids are permitted.

### **Format (special topic)**

In this examination, which is not to exceed three hours, the student will answer from one to three broad questions from a list that must contain at least one more question than the number to be answered.

### **Assessment**

The written answers will be given by the student to the Graduate Advisor, who will distribute copies to all members of the supervisory committee. The committee members must return their assessments in writing within one week of receiving each examination. The translation sections will be assessed as either (1) pass or (2) fail. The non-translation section of the language/literature examinations and the special topic examination will be given one of three assessments: (1) pass, (2) reserve judgement to the oral examination, or (3) fail.

### **Process in case of failure**

If two assessments of failure are given in the special topic examination or in any of the two sections of the language/literature examinations, the oral comprehensive examination is cancelled. In this event, the examining committee will either require the student to withdraw from the program or permit a second attempt. If a second attempt is permitted, the normal procedure is that after an interval of at least five months the student will write a second examination containing new questions in the failed field(s). If both assessors of a given field fail the examination a second time, the candidate will be required to withdraw from the program.

### *Oral Comprehensive Examination*

#### **Format**

The oral comprehensive examination, held after the completion of all three written comprehensives, consists of an examination of approximately two hours with the members of the

supervisory committee. The Director of Graduate Programs will preside or appoint a member of the Department to act as their delegate; neither has a vote. On occasion, extra committee members may be added. The order of questioning may be determined on the basis of the various fields or of the committee members (who are often involved with more than one field). Normally, there are two rounds of questioning, with each member being allotted twenty minutes in the first round and ten in the second.

### **Focus and assessment**

The questioning may relate to both the questions that the student answered in the written comprehensive examinations and the questions that he/she chose not to answer, and the purpose is to determine the candidate's command of the material in an oral format. In addition, aspects of the written answers that were deemed to be deficient or at least worthy of further discussion may be brought up, and it is at this stage that an assessor who reserved judgment about the written examination in a given field will be able to see if the candidate should be failed in that field or does have sufficient knowledge of the field to warrant a passing assessment.

### **Process in case of failure**

In the event of a failure, the determination of the examining committee will normally be that:

1. the oral examination alone is to be repeated,
2. the written examination(s) must also be retaken, or
3. the student is required to withdraw from the program.

Any re-examination will normally begin three months later. In the event of a second failure of the oral examination, the student will be required to withdraw from the program.

### ***Candidacy Examination***

The candidacy is an oral examination on the student's thesis proposal designed to assess whether the student has (1) an adequate knowledge of the discipline and of the subject matter relevant to the thesis, and (2) the ability to pursue and complete original research at an advanced level.

### **Timelines**

According to GPS regulations, the oral candidacy examination must be held by the end of the third year. The candidacy is normally held within four months of the oral comprehensive examination (and may be held directly after it). The candidacy must be passed no less than six months prior to taking the final oral examination of the thesis.

Notice of the examination must be received by the Faculty of Graduate and Postdoctoral Studies at least two weeks in advance of the scheduled date. However, the supervisor should contact the Director of Graduate Programs regarding the timing of the examination and composition of the committee at least four weeks in advance of the examination date. The thesis proposal should be circulated by the student to the examining committee no less than three weeks in advance of the examination date.

NOTE: Students sometimes decide to change the thesis topic substantially after passing the candidacy. Such a decision necessitates a repetition of the candidacy examination, since the

previous pass was given on the basis of the original topic. Furthermore, the new topic may also require one or more comprehensive examinations. Hence, this serious step may be taken only after close consultation with the supervisor and the Director of Graduate Programs, whose permission is required.

### **Thesis proposal**

The purpose of the candidacy is to determine that the student is ready to proceed to write the doctoral thesis. To this end, the student will prepare a thesis proposal of ten to twenty double-spaced pages (including bibliography) outlining the topic to be researched and the primary and secondary sources to be used, that will be the focus of the candidacy. Members of the examining committee, and the chair, must receive a copy of the thesis proposal well in advance of the examination. It is recommended that supervisory committee members comment on the draft before it goes to the full examining committee.

### **Format**

The examining committee will consist of the supervisory committee plus one additional university examiner who comes new to the examination and who is either a university examiner or a specialized knowledge examiner. The exam is chaired by the Director of Graduate Programs or their delegate appointed from within the Department; the chair does not vote. All members must attend the examination, either in person or via teleconferencing. The examination will normally last for approximately two hours and may not exceed three.

The student has the option to give a presentation to open the examination. This presentation should not exceed 10 minutes. If the student intends to use PowerPoint or other format slides in this presentation it should be noted that this is not a normal requirement and the student should coordinate with the chair of the examination in advance to ensure the technology available in the room is compatible and fully operational. The presentation should discuss how the student came to the topic, what scholarly questions it allows them to address, and the potential contribution of the research.

The student should bring the proposal to the exam, as well as pen and paper so they can make notes and take down questions and advice that comes up in the discussion.

The exam consists of a main round of questions, during which each of the examiners has 10-15 minutes with the candidate. After a break, there is an optional second round, where examiners can take up to 5 minutes to ask a follow-up question.

### **Criteria for evaluation**

The student must demonstrate the following to the examining committee:

1. an adequate knowledge of the discipline and of the subject matter relevant to the thesis,
2. the ability to pursue and conduct original research at an advanced level, and
3. the appropriateness and viability of the chosen topic and methodology.

This evaluation will be based on the quality of both the written thesis proposal and the student's oral responses to questions in the examination.

## **Decision of the Candidacy Committee**

The candidacy examination may result in one of the following outcomes:

- **Adjourned**
- **Pass**
- **Conditional pass**
- **Fail and repeat the candidacy**
- **Fail with a recommendation to terminate the doctoral program or for a change of category to a master's program.**

If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, GPS, who will determine an appropriate course of action.

When the decision is Conditional Pass or Fail, chairs may refer to the decision process flowchart found on the GPS website.

**Adjourned:** A majority of examiners must agree to an outcome of Adjourned. The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination or possible offences under the Code of Student Behaviour after the examination has started.

**Pass:** All or all but one of the examiners must agree to an outcome of Pass. If the student passes the candidacy examination, the department should complete the Report of Completion of Candidacy Examination form and submit it to the GPS.

**Conditional Pass:** A Conditional Pass is appropriate when the student has satisfied the committee in all but a very discrete area of deficiency that can be addressed through a reasonable requirement (e.g., coursework, literature review, upgrading of writing skills). Reworking of the entire candidacy proposal is not an acceptable condition and the examiners should consider the options available for a student that has failed the examination.

A majority of examiners must agree to an outcome of Conditional Pass. If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining committee will provide in writing within five working days to the Dean, GPS, the graduate coordinator and the student:

- the reasons for this recommendation,
- the details of the conditions,
- the timeframe for the student to meet the conditions, but which should be no less than six weeks and no more than six months.
- the approval mechanism for meeting the conditions (e.g., approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee), and
- the supervision and assistance the student can expect to receive from committee members

Conditions are subject to final approval by the Dean, GPS. At the deadline specified for meeting the conditions, two outcomes are possible:

- All the conditions have been met. In this case, the department will complete the Report of Completion of Candidacy Examination form and submit it to the GPS; or

- If the conditions are not met by the deadline, the outcome of the examination is a fail and the committee must be reconvened to make the recommendation as described in the following section.

**Fail:** All or all but one of the examiners must agree to an outcome of Fail.

The options available to the examining committee when the outcome of a student's candidacy exam is "Fail" are

- Repeat the Candidacy: Repeating the Candidacy is not an option after a second failed examination. A majority of examiners must agree to an outcome of Fail and Repeat the Candidacy. If the student's first candidacy exam performance was inadequate but the student's performance and work completed to date indicate that the student has the potential to perform at the doctoral level, the examining committee should consider the possibility of recommending that the student be given an opportunity to repeat the candidacy exam. Normally, the composition of the examining committee does not change for the repeat candidacy exam.
- If the recommendation of a repeat candidacy is formulated by the examining committee and approved by the GPS, the student and graduate coordinator are to be notified in writing of the student's exam deficiencies by the chair of the examining committee. The second candidacy exam is to be scheduled no later than six months from the date of the first candidacy. In the event that the student fails the second candidacy, the examining committee shall recommend one of the following two options to the department:
  - Change of Category to a Master's Program: All or all but one of the examiners must agree to an outcome of Fail and Change of Category to a Master's Program. This outcome should be considered if the student's candidacy examination performance was inadequate and the student's performance and work completed to date indicates that the student has the potential to complete a master's, but not a doctoral, program; or
  - Termination of the Doctoral Program: All or all but one of the examiners must agree to an outcome of Fail and Terminate the Doctoral Program. If the student's performance was inadequate, and the work completed during the program is considered inadequate, then the examining committee should recommend termination of the student's program.

### ***Preparation and Defense of the PhD Thesis***

See the section below on **Thesis Examination Protocols** for information about preparing for the oral thesis defense, examination procedures, and final thesis submission.

## **Degrees in History**

### ***MA in History (course-based)***

The MA in History can be taken as a thesis-based or a course-based program. Both may be subsequently used as a qualification for application to the PhD program. Students must declare at the beginning of their graduate studies which program they intend to follow. Students wishing to change their program category must seek the approval of the Department.

Successful completion of the MA program does not guarantee admission to the doctoral program. Students wishing to go on to a PhD must make a formal application according to standard procedures.

Students admitted to the MA in Ancient Societies and Cultures, Classical Archaeology or Classical Languages who later wish to modify their topic so that it falls under the rubric of History may do so only with the approval of the Graduate Committee.

### ***Entrance Requirements***

In addition to general Departmental requirements, applicants should have a BA in History. Applicants with degrees in other fields may be considered on a case-by-case basis as determined by the Director of Graduate Programs in consultation with the Graduate Committee, and may be asked to take a qualifying year.

### ***Residency***

The minimum period of residence for both the course-based and thesis-based programs is two four-month terms of full-time attendance at the University of Alberta.

### ***Program Length and Time Limits***

The time required to complete the MA will vary according to the previous training of the applicant and the nature of the research undertaken; however, a minimum of 12 months is normally required. The course-based MA in History is designed to be completed in two to three terms (at least three courses per term for full-time status, with the research project equivalent to two courses).

The maximum time to complete the course-based MA program as set by the Faculty of Graduate and Postdoctoral Studies is six years.

### ***Supervision***

From the time of entering the program, every candidate for the MA will have a supervisor. The student's research project topic will be defined in consultation with the supervisor and the research paper will be written under the supervisor's direction.

Course-based MA students and their supervisors are not required to complete annual Progress Reports.



NOTE: Qualifying students will be under the supervision of the Director of Graduate Programs until qualifications for entry are met.

### ***Program Requirements***

*Students must:*

- Take and pass HIST 602 (★1), graded pass/fail.
- Take and pass HIST 700 (★3), a research-intensive course in which students prepare and defend an article-length primary-source-based research paper. Normally offered in winter semester.
- Take and pass any one historiography course: HIST 603 (★3), HIST 604 (★3), HIST 605 (★3), HIST 606 (★3). Not all of these courses will necessarily be offered in a given year. NOTE: If the student already has credit in an equivalent course or courses acceptable to the Department, the Department may request the Faculty of Graduate and Postdoctoral Studies to allow the student credit for one \*3 course.
- Take and pass an additional four ★3 graduate courses. Up to two of these may be graduate classes other than HIST, with approval of Department. No more than two of these may be HIST 699 except with approval of Department.
- Successfully complete two consecutive registrations of ★3 in HIST 900, a pass/fail course consisting of a research project conducted under an assigned supervisor for which the student writes a single paper that should normally be no more than 50 pages in length and make significant use of primary materials and research. The finished paper is submitted to and evaluated by the supervisor and a second reader (normally another member of the Department, and chosen by the supervisor in consultation with the student). Each reader provides the Director of Graduate Programs with a short, normally half-page, assessment of the paper outlining its purpose, scope, and results, and indicating whether it is a pass or fail.
- Demonstrate competence in a language other than English by fulfilling the Departmental Language Requirement (see Appendix A).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).

### ***Submission of the Completed Project***

In general, the completed research project should be formatted according to the instructions for theses on the Faculty of Graduate and Postdoctoral Studies website. However, instead of the title and examining committee pages provided there, the Department has its own title/signature page form that students are to use.

Unlike theses, research projects produced as part of the requirements for a course-based MA are not submitted to the Faculty of Graduate and Postdoctoral Studies. Nonetheless, students must provide the Department with a complete PDF copy of the final project, this should be emailed to the Director of Graduate Programs. This copy will be kept on the Department Intranet for access

by faculty and students within our program and will not be shared on a publicly-accessible website.

### ***MA in History (thesis-based)***

The MA in History can be taken as a thesis-based or a course-based program. Both may be subsequently used as a qualification for application to the PhD program. Students must declare at the beginning of their graduate studies which program they intend to follow. Students wishing to change their program category must seek the approval of the Department.

Successful completion of the MA program does not guarantee admission to the doctoral program. Students wishing to go on to a PhD must make a formal application according to standard procedures.

Students admitted to the MA in Ancient Societies and Cultures, Classical Archaeology or Classical Languages who later wish to modify their topic so that it falls under the rubric of History may do so only with the approval of the Graduate Committee.

#### ***Entrance Requirements***

In addition to general Departmental requirements, applicants should have a BA in History. Applicants with degrees in other fields may be considered on a case-by-case basis as determined by the Director of Graduate Programs in consultation with the Graduate Committee, and may be asked to take a qualifying year.

#### ***Residency***

The minimum period of residence for both the course-based and thesis-based programs is two four-month terms of full-time attendance at the University of Alberta.

#### ***Program Length and Time Limits***

The time required to complete the MA will vary according to the previous training of the applicant and the nature of the research undertaken; however, a minimum of 12 months is normally required. The thesis-based MA in History is designed to be completed in two to four terms.

The maximum time to complete the thesis-based MA program as set by the Faculty of Graduate and Postdoctoral Studies is four years.

#### ***Supervision***

From the time of entering the program, every candidate for the MA will have a supervisor. The student's thesis topic will be defined in consultation with the supervisor and the thesis will be written under the supervisor's direction. Supervisors (and co-supervisors where applicable) must be approved by the Faculty of Graduate and Postdoctoral Studies. Any change of supervisor or fields must be approved by the Graduate Committee.

All students registered in a thesis-based program are required to meet with their supervisor as soon as possible after registration in the first academic term but no later than the submission of

the first Progress Report, which is due to GPS within 12 months from the student's program start date. For details on GPS's annual Progress Report see Appendix B.

NOTE: Qualifying students will be under the supervision of the Director of Graduate Programs until qualifications for entry are met.

### ***Program Requirements***

*Students must:*

- Take and pass HIST 602 (★1), graded pass/fail.
- Take and pass HIST 609 (★3), a directed study course with the supervisor(s) designed to prepare students for their MA thesis, graded pass/fail.
- Take and pass HIST 700 (★3), a research-intensive course in which students prepare and defend an article-length primary-source-based research paper. Normally offered in winter semester. HIST 700 can only be taken once in the program.
- Take and pass any one historiography course: HIST 603 (★3), HIST 604 (★3), HIST 605 (★3), HIST 606 (★3). Not all of these courses will necessarily be offered in a given year. NOTE: If the student already has credit in an equivalent course or courses acceptable to the Department, the Department may request the Faculty of Graduate and Postdoctoral Studies to allow the student credit for one ★3 course.
- Take and pass an additional three (★3) graduate-level courses. Up to two of these may be graduate classes other than HIST, with approval of Department. No more than one of these may be HIST 699 except with approval of Department.
- Write and orally defend a thesis, the text of which should normally be no more than 100 pages in length. This thesis must be original and consist of substantially new research. NOTE: Students who have finished the course requirements for their program without satisfying the overall requirement of ★24 course weight normally take the balance in the form of THES 900, a pass/fail course for students working on their thesis
- Fulfill the Departmental Language Requirement (see Appendix A).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).

### ***Preparation and Defense of the MA History Thesis***

See the section below on **Thesis Examination Protocols** for information about preparing for the oral thesis defense, examination procedures, and final thesis submission.

## *PhD in History*

### ***Entrance Requirements***

In addition to general Departmental requirements, students must have an MA in History or the equivalent.

### ***Residency***

The minimum period of residence is two academic years of full-time attendance at the University of Alberta. The academic year is defined as the eight-month period from September through April.

Students may find it necessary, especially if they accept a Teaching or Research Assistantship, to spend more than the minimum time in residence while working towards the degree. Also, although some students may find it useful to take courses in the Spring or Summer Session, all the required graduate courses are offered only during the Fall and Winter sessions.

### ***Program Length and Time Limits***

The time required to complete the program will vary according to the previous training of the student and the nature of the research undertaken; however, four to six years are normally required. The maximum time to complete the PhD program as set by the Faculty of Graduate and Postdoctoral Studies is six years.

The following schedule gives a general sense of the expected course of progress in a PhD program in History. A detailed timeline is laid out further on in the section on coursework and examinations. Individual programs may deviate from this outline. Note that funding for continuing students is contingent upon satisfactory progress. Students are very strongly urged to adhere to this schedule in order to complete their programs within the period of time mandated by GPS.

Year 1	Course work, GPS requirements (Ethics, IDP)
Year 2	Course requirements complete, Comprehensive and Candidacy examinations, Dept. language requirement, GPS Professional Development
Year 3-4	Thesis research and writing
Year 5	Final draft of the thesis, final oral examination

### ***Supervision***

#### **Supervisor**

From the time of entering the PhD program, every student will have a supervisor, who is directly responsible for the supervision of the student's program. In this capacity, the supervisor assists the student in planning a program of studies; ensures that the student is aware of all program requirements, degree regulations, and general regulations of the Department and the Faculty of Graduate and Postdoctoral Studies; provides counsel on all aspects of the program; and stays informed about the student's research activities and progress. The student's fields and thesis topic

will be defined in consultation with the supervisor, and the fields will be prepared and the thesis written under the supervisor's direction. The supervisor is also charged with ensuring that students conduct their research in a manner that is as effective, safe, and productive as is possible. The supervisor arranges for and attends all supervisory committee meetings and examinations; ensures that these are scheduled and held in accordance with GPS regulations; and reviews the thesis both in draft and in final form.

All students registered in a thesis-based program are required to meet with their supervisor to complete the Supervisor-Student Guidelines as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due to GPS within 12 months from the student's program start date.

### **Supervisory Committee**

The student's whole program will be under the direction of a supervisory committee, chaired by the supervisor. This committee will consist of at least three faculty members, not all of whom need be from the Department of History, Classics, and Religion. The committee should be in place by the end of the student's first year, if not earlier. The committee advises the student on their program of studies, participates in the candidacy examination and final thesis defense. Only those supervisory committee members who are also field examiners participate in the oral comprehensive examination that precedes the candidacy. GPS regulations stipulate that the supervisory committee must meet formally with the student at least once a year.

### ***Program Requirements***

Before proceeding to the researching and writing of the thesis, a student must:

- Take and pass HIST 602 (★1), graded pass/fail (if not previously passed)
- Take and pass any one historiography course: HIST 603 (★3), HIST 604 (★3), HIST 605 (★3) if the student does not hold credit in equivalent courses acceptable to the Department. Not all of these courses will necessarily be offered in a given year.
- Take and pass HIST 606 (★3), HIST 700 (★3)
- Take and pass HIST 701 (★3), graded pass/fail.
- Take and pass one additional ★3 600-level HIST course or other graduate course with Department approval.
- Demonstrate competence in a language other than English and relevant to their field of study according to the procedures specified in the Departmental Language Requirement. The specific language requirement(s) will be determined in consultation with the student's supervisor. In addition, the student may be required to pass a second language examination, but the Department never requires any student in this program to pass examinations in more than two languages other than English.
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).

- Pass an oral comprehensive examination in their major and minor fields. If the candidate passes the comprehensive examination, they will then be permitted to proceed to the candidacy examination.
- Pass an oral candidacy examination based on a written thesis proposal.

After passing the candidacy examination, the student must:

- Research and write a thesis that represents the result of original historical research, makes a genuine contribution to knowledge, and meets the standards laid down by the Faculty of Graduate and Postdoctoral Studies. The text of the thesis should normally be between 250 and 400 pages in length.
- Successfully defend the thesis in a final oral examination

### ***Timeline and Description of Coursework***

The PhD coursework is designed to prepare students in their chosen fields of study, to familiarize them with important historiographical ideas and debates, to develop their research and writing skills, and to assist them in preparing to sit their oral comprehensive and candidacy examinations.

Students must enroll in ★3 credits / term to maintain full-time status.

Year 1 ~ Fall Semester

#### ***Recommended course enrollments:***

HIST 606: Comprehensive Topics Course - Supervisor and student identify chosen fields of study and prospective examiners.

Reading lists for comprehensive examination fields should be set by mid-December and sent to the Director of Graduate Programs.

HIST 602: Research Methods and Resources in History

~ Winter Semester

Student begins reading in comprehensive examination fields.

Recommended course enrollments:

HIST 700: Graduate Research and Writing

~ Either Fall and/or Winter semesters:

#### ***Recommended course enrollments:***

HIST 603, 604, or 605 (or equivalent, with Departmental approval)

One other ★3 graduate level course

Language course if necessary to fulfill Dept. Language Requirement

Up to two (★6) registrations in THES 900 (during which students read for their comprehensive examinations)

~ Spring and Summer semesters:

Student reads field lists and conducts preliminary thesis research

Year 2 ~ Fall Semester

Student completes reading of field lists, works on candidacy proposal, completes comprehensives portfolio.

***Recommended course enrollments:***

HIST 701: Comprehensives and Candidacy Colloquium

THES 900 (★6)

Year 2 ~ Winter Semester / Spring Semester

Student takes oral comprehensive examination and candidacy examination

### ***Comprehensive Examination***

#### *Doctoral Fields of Study*

To better guide students through the doctoral program in history, there are set geographic and thematic fields of study. In conversation with their supervisor, students will declare their fields in the first term of their program. Fields for doctoral study are listed on the department website, including the provision for a specialized field designed in consultation with faculty members with permission of the department. Students can select one major and two minor fields, or two major fields. The major field can be geographic or thematic but, in combination, the doctoral fields must include both geographic and thematic fields.

Students may take one of two options:

Option 1: 2 major fields (each equivalent to 60 books), one thematic and one geographical

Option 2: 1 major field (equivalent to 60 books) and 2 minor fields (each equivalent to 30 books) each. Among the fields, at least one must be geographical and at least one must be thematic.

*Thematic fields* may be more closely tailored to the student's theoretical, methodological, and research interests, but will include broader comparative materials with a view to teaching and wider field expertise.

*Geographical fields* will not be narrowly tailored to the student's thesis topic but rather aim to prepare the student to teach in this area (and to see their own research in broader perspective thematically and chronologically).

#### *Field Examiners*

There will be a first and second reader for each field drawn from the History faculty. The first reader should be an expert in the field. The second reader should have some familiarity with the general issues of the field but need not be an expert. Faculty can serve as first reader on one field and second reader on another, as appropriate.

All fields and examiners will be selected in consultation with the supervisor. Field examiners can be the same faculty members as the members of the supervisory committee, although such overlap is not required.

In all cases, the supervisor should be an examiner in the major field, or in one of the major fields if there are two.

Field examiners who are not also members of the supervisory committee should recognize that their responsibilities will include the assessment of portfolio material produced in HIST 701 (year 2), and the oral comprehensive examination.

### *Establishment of Lists*

Reading lists are established in HIST 606. Examiners will prepare lists in conversation with the student and supervisor. For some fields, there are standardized lists in circulation that can be used as a foundation that is then tailored to the individual student program. Students' lists should be finalized by mid-December of the first semester in the program.

### *HIST 701*

In the fall semester of their second year, students should enroll in HIST 701, as well as ★6 of THES 900. While enrolled in HIST 701, students will complete the reading of their lists and produce their portfolios of written material associated with their fields.

The class will be graded on a pass/fail basis.

Field examiners are expected to be available for consultation throughout the term, to generate questions for the take-home essays, and to evaluate students' work in a timely manner.

The HIST 701 instructor is a course coordinator, but examiners are responsible for setting and supervising content.

### *Portfolio Requirements*

#### **Option 1 — 2 major fields (equivalent of 60 books each)**

The portfolio consists of:

- One essay-format take-home exam in each of the two fields (a total of two). Students will be given a choice of questions that require them to synthesize materials on their reading list. Examiners may require that students respond to one or two questions. The maximum length of all written work will be no more than 30 pages in each field, including footnotes and bibliography (one essay of 25 to 30 pages or two essays 12 to 15 pages each).
- One set of teaching materials for a survey course drawing on the list (course outline, sample lecture, justification) for one of the two fields; the student selects the field.

#### **Option 2 — 1 major field (equivalent of 60 books) and 2 minor fields (equivalent of 30 books each)**

- One essay-format take-home exam in the major field. Students will be given a choice of questions that require them to synthesize materials on their reading list. Examiners may require that students respond to one or two questions. The maximum length of all written



work will be no more than 30 pages in each field, including footnotes and bibliography (one essay of 25 to 30 pages or two essays 12 to 15 pages each).

- *one minor field*: One set of teaching materials for a survey course drawing on the list (annotated course outline with description of topics, concepts, and themes to be covered each week, analysis of assigned readings, and justification of assignments, as well as a full sample lecture (10 pages double-spaced Times New Roman). The goal is to reveal mastery of the minor field.
- *other minor field*: Student may choose **either**:
  - One essay-format take-home exam. Students will be given a choice of questions that require them to synthesize materials on their reading list. Examiners may require that students respond to one or two questions. The maximum length of all written work will be no more than 20 pages, including footnotes and bibliography (one essay 18-20 pages or two essays of 9-10 pages each).
  - **Or** One set of teaching materials for a survey course drawing on the list (course outline, sample lecture, justification).

### *Criteria for Evaluation*

A portfolio submission passes if it demonstrates a broad and deep knowledge of the scholarly literature for which the student is responsible. Such knowledge is made evident by a comprehensive understanding of the literature's major developments and an in-depth command of studies crucial to the specific question/s that the student is addressing. Submissions that do not robustly convey both a breadth and depth of knowledge will be returned to the student for revisions of the unsatisfactory elements (as specified below), and may receive an F if the work remains unsatisfactory. On the whole, the portfolio must unambiguously show that the student has established a strong foundation of knowledge. In short, the designation of a pass indicates that the submission meets the standards of advanced research in the area/s concerned.

Each component of the portfolio will be evaluated by the first and second readers for each field who individually report their decisions to the instructor of HIST 701 on the Portfolio Approval Form. If all agree on a pass, the HIST 701 instructor and the student's supervisor sign off on the form, the student passes, and proceeds to the oral exam. If all do not agree on a pass, the student receives an "incomplete" and continues to work on materials. If the two examiners of a single field are unable to agree, the HIST 701 instructor may ask the Director of Graduate Programs to appoint a third reader. If examiners agree that a student is consistently not making progress toward being ready for an oral, they may fail the student's work, at which point the student receives an F for the course and may be asked to leave the program.

### *Examinable Content for the Oral Comprehensive Examination*

A single oral exam will cover all fields. It is to be based on the reading lists the students have completed for HIST 701, and on the written work they have generated in that course, or in previous relevant coursework. Questioning will focus primarily (though not exclusively) on the students' written work from HIST 701, including on the questions they were given but chose not to answer. Examiners will ask questions about the books on students' lists as necessary to establish the student's familiarity with the assigned material.

### *Format of Examination*

The examining committee will consist of the first and second readers for each of the student's fields. In all cases the committee includes the supervisor. An exam date will be set at least three weeks in advance. Normally all examining committee members will be present, unless exceptional circumstances require participation by teleconference. At the time the exam date is set, the student's portfolio developed in HIST 701 will be circulated to the examining committee. Questioning will take place in a format analogous to existing department examinations: it will occur in a set sequence, in two rounds, one of fifteen minutes per examiner, the second of five minutes per examiner.

### *Criteria for Evaluating the Oral Exam and Possible Outcomes*

The oral exam is meant to test the student's ability to engage in an informed discussion of the various studies pertaining to the fields. An answer's validity comes from the knowledge it shows of the relevant scholarly literature and a student's ability to engage critically with that literature. Responses that do not draw explicitly on the content of the required readings indicate insufficient knowledge. And if an examiner determines that a student cannot adequately address fundamental questions grounded in the relevant studies--including those studies not treated in the student's written work but included in a bibliographical field list for which the student is responsible--that examiner has grounds to fail the oral exam.

In the event of failure, there are three possible outcomes:

- (i) the student may be asked to repeat the oral on all fields;
- (ii) the student may be asked to repeat the oral on one or more specific fields;
- (iii) the department may recommend that the student be asked to leave the program.

### *Candidacy Examination*

The candidacy is an oral examination on the student's thesis proposal designed to assess whether the student has (1) an adequate knowledge of the discipline and of the subject matter relevant to the thesis, and (2) the ability to pursue and complete original research at an advanced level.

### **Timelines**

According to GPS regulations, the oral candidacy examination must be held by the end of the third year. The candidacy is normally held within four months of the oral comprehensive examination (and may be held directly after it). For students in the History program, the examination is normally held in May of the second year. The candidacy must be passed no less than six months prior to taking the final oral examination of the thesis.

Notice of the examination must be received by the Faculty of Graduate and Postdoctoral Studies at least two weeks in advance of the scheduled date. However, the supervisor should contact the Director of Graduate Programs regarding the timing of the examination and composition of the committee at least four weeks in advance of the examination date.

NOTE: Students sometimes decide to change the thesis topic substantially after passing the candidacy. Such a decision necessitates a repetition of the candidacy examination, since the previous pass was given on the basis of the original topic. Furthermore, the new topic may also

require one or more comprehensive examinations. Hence, this serious step may be taken only after close consultation with the supervisor and the Director of Graduate Programs, whose permission is required.

### **Thesis Proposal**

No later than three weeks before the candidacy examination, the student will circulate a proposal of a maximum of 20 pages (double-spaced, Times New Roman), including a bibliography listing primary and secondary source materials to the candidacy examining committee (supervisory committee plus one additional examiner, see below).

The proposal should include: the research question, a review of the relevant literature, the methodology, the sources to be examined, and a working bibliography of key secondary works and primary sources. It is recommended that supervisory committee members comment on the draft before it goes to the full examining committee.

### **Format**

The examining committee will consist of the supervisory committee plus one additional examiner who comes new to the examination. This examiner can be either a university or specialized knowledge examiner. The exam is chaired by the Director of Graduate Programs or their delegate appointed from within the Department; the chair does not vote. All members must attend the examination, either in person or via teleconferencing. The examination will normally last for approximately two hours and may not exceed three.

The student has the option to give a presentation to open the examination. This presentation should not exceed 10 minutes. If the student intends to use PowerPoint or other format slides in this presentation it should be noted that this is not a normal requirement and the student should coordinate with the chair of the examination in advance to ensure the technology available in the room is compatible and fully operational. The presentation should discuss how the student came to the topic, what scholarly questions it allows them to address, and the potential contribution of the research.

The student should bring the proposal to the exam, as well as pen and paper so they can make notes and take down questions and advice that comes up in the discussion.

The exam consists of a main round of questions, during which each of the examiners has 10-15 minutes with the candidate. After a break, there is an optional second round, where examiners can take up to 5 minutes to ask a follow-up question.

### **Criteria for evaluation**

The student must demonstrate the following to the examining committee:

1. an adequate knowledge of the discipline and of the subject matter relevant to the thesis,
2. the ability to pursue and conduct original research at an advanced level, and
3. the appropriateness and viability of the chosen topic and methodology.

This evaluation will be based on the quality of both the written thesis proposal and the student's oral responses to questions in the examination.

### **Decision of the Candidacy Committee**

The candidacy examination may result in one of the following outcomes:

- **Adjourned**
- **Pass**
- **Conditional pass**
- **Fail and repeat the candidacy**
- **Fail with a recommendation to terminate the doctoral program or for a change of category to a master's program.**

If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, GPS, who will determine an appropriate course of action.

When the decision is Conditional Pass or Fail, chairs may refer to the decision process flowchart found on the GPS website.

**Adjourned:** A majority of examiners must agree to an outcome of Adjourned. The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination or possible offences under the Code of Student Behaviour after the examination has started.

**Pass:** All or all but one of the examiners must agree to an outcome of Pass. If the student passes the candidacy examination, the department should complete the Report of Completion of Candidacy Examination form and submit it to the GPS.

**Conditional Pass:** A Conditional Pass is appropriate when the student has satisfied the committee in all but a very discrete area of deficiency that can be addressed through a reasonable requirement (e.g., coursework, literature review, upgrading of writing skills). Reworking of the entire candidacy proposal is not an acceptable condition and the examiners should consider the options available for a student that has failed the examination.

A majority of examiners must agree to an outcome of Conditional Pass. If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining committee will provide in writing within five working days to the Dean, GPS, the graduate coordinator and the student:

- the reasons for this recommendation,
- the details of the conditions,
- the timeframe for the student to meet the conditions, but which should be no less than six weeks and no more than six months.
- the approval mechanism for meeting the conditions (e.g., approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee), and
- the supervision and assistance the student can expect to receive from committee members

Conditions are subject to final approval by the Dean, GPS. At the deadline specified for meeting the conditions, two outcomes are possible:

- All the conditions have been met. In this case, the department will complete the Report of Completion of Candidacy Examination form and submit it to the GPS; or
- If the conditions are not met by the deadline, the outcome of the examination is a fail and the committee must be reconvened to make the recommendation as described in the following section.

**Fail:** All or all but one of the examiners must agree to an outcome of Fail.

The options available to the examining committee when the outcome of a student's candidacy exam is "Fail" are

- Repeat the Candidacy: Repeating the Candidacy is not an option after a second failed examination. A majority of examiners must agree to an outcome of Fail and Repeat the Candidacy. If the student's first candidacy exam performance was inadequate but the student's performance and work completed to date indicate that the student has the potential to perform at the doctoral level, the examining committee should consider the possibility of recommending that the student be given an opportunity to repeat the candidacy exam. Normally, the composition of the examining committee does not change for the repeat candidacy exam.
- If the recommendation of a repeat candidacy is formulated by the examining committee and approved by the GPS, the student and graduate coordinator are to be notified in writing of the student's exam deficiencies by the chair of the examining committee. The second candidacy exam is to be scheduled no later than six months from the date of the first candidacy. In the event that the student fails the second candidacy, the examining committee shall recommend one of the following two options to the department:
- Change of Category to a Master's Program: All or all but one of the examiners must agree to an outcome of Fail and Change of Category to a Master's Program. This outcome should be considered if the student's candidacy examination performance was inadequate and the student's performance and work completed to date indicates that the student has the potential to complete a master's, but not a doctoral, program; or
- Termination of the Doctoral Program: All or all but one of the examiners must agree to an outcome of Fail and Terminate the Doctoral Program. If the student's performance was inadequate, and the work completed during the program is considered inadequate, then the examining committee should recommend termination of the student's program.

### ***Preparation and Defense of the PhD Thesis***

See the section below on **Thesis Examination Protocols** for information about preparing for the oral thesis defense, examination procedures, and final thesis submission.

## **Degrees in Religious Studies**

The Program in Religious Studies and related faculty members currently have research strength to supervise graduate-level study in many topics. Please do not apply to the program unless, in communication with the Director of Graduate Programs and Religion Division Director, you have identified a potential supervisor.

### ***MA in Religious Studies (thesis-based)***

#### ***Entrance Requirements***

For the MA program, the minimum admission requirements are an undergraduate degree in Religious Studies or a related area with an admission GPA of at least 3.3 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last 60 units of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.

Applicants whose degree is not in Religious Studies must have at least 30 units in Religious Studies courses at the senior level, or the equivalent. Degrees in theology are not considered as equivalent to a degree in Religious Studies, although some courses taken as part of such degrees may be deemed by the Graduate Committee to count as Religious Studies courses. Similarly, courses with Religious Studies content, taken in other disciplines, will normally be considered as Religious Studies courses.

Applicants may be admitted as qualifying graduate students. A qualifying student is one who is required to take courses in Religious Studies before entering the MA program. The number of courses and subject areas will be determined by the Director of Graduate Programs. Qualifying students are not eligible for consideration of funding until they have cleared their qualifying status.

#### ***Residency***

The minimum period of residence is one academic year of full-time attendance at the University of Alberta.

#### ***Program Length and Time Limits***

The normal time for completion of course work is one year, with a further year for completion of the thesis.

The maximum time to complete the thesis-based MA program as set by the Faculty of Graduate and Postdoctoral Studies is four years.

#### ***Supervision***

From the time of entering the program, every candidate for the MA will have a supervisor. The student's thesis topic will be defined in consultation with the supervisor and the thesis will be written under the supervisor's direction. Supervisors (and co-supervisors where applicable) must be approved by the Faculty of Graduate and Postdoctoral Studies. Any change of supervisor must be approved by the Director of Graduate Programs.

All students registered in a thesis-based program are required to meet with their supervisor as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due to GPS within 12 months from the student's program start date. For details on GPS's annual Progress Report see Appendix B.

### ***Program Requirements***

*Students must:*

- Take and pass RELIG 575 (★3).
- Take and pass (★15) in graduate level courses to be determined in consultation with the supervisor.
  - Courses may include Religious Studies (RELIG) courses, courses offered by other departments and programs with Religious Studies content, or courses offered by other departments and programs with a theoretical or intellectual bearing on the student's particular area of research
- Write and orally defend a thesis in the area of Religious Studies, the text of which should normally be no more than 100 pages in length. NOTE: Students who have finished the course requirements for their program without satisfying the overall requirement of ★24 course weight normally take the balance in the form of THES 900, a pass/fail course for students working on their thesis.
- Fulfill the Departmental Language Requirement (see Appendix A).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies' Professional Development Requirement (see Appendix B).

Attendance at the doctoral seminar, RELIG 675, is expected of MA students in residence.

### ***Preparation and Defense of the MA Religious Studies Thesis***

See the section below on **Thesis Examination Protocols** for information about preparing for the oral thesis defense, examination procedures, and final thesis submission.

## *PhD in Religious Studies*

### ***Entrance Requirements***

To enter the program, applicants must have an MA in Religious Studies or the equivalent. Applicants may be admissible if they have completed an MA in a field other than Religious Studies if their thesis and/or course work had Religious Studies content relevant to their proposed thesis topic and if they have earned substantial Religious Studies credits at the BA level. Students may be admitted as qualifying students.

Before beginning an application, applicants **MUST** contact the Religious Studies Director, or a potential doctoral supervisor, for the purpose of determining if the applicant's research goals appropriately match the Program's profile and supervisory resources.

### ***Residency***

The minimum period of residence is two academic years of full-time attendance at the University of Alberta. The academic year is defined as the eight-month period from September through April.

### ***Program Length and Time Limits***

The time required to complete the PhD will vary according to the candidate's background and progress; however a minimum of four years should be expected. The maximum time to complete the PhD program as set by the Faculty of Graduate and Postdoctoral Studies is six years.

The following schedule gives a general sense of the expected course of progress in a PhD program in Religious Studies. Individual programs may deviate from this outline. The time needed to complete the PhD in Religious Studies is four to six years, depending on previous preparation. Course work can normally be completed in one year, but for students requiring additional language preparation may extend it into a second year.

Note that funding for continuing students is contingent upon satisfactory progress. Students are very strongly urged to adhere to this schedule in order to complete their programs within the period of time mandated by GPS.

Year 1	Course work, GPS ethics training, and IDP requirement
Year 2	“path to candidacy” (to be determined by the supervisory committee in consultation with the student), Dept language requirement, GPS professional development requirement
Year 3	Candidacy, thesis research
Year 4	Thesis research and writing
Year 5	Final draft of the thesis, final oral examination

### ***Supervision***

#### **Supervisor**

From the time of entering the PhD program, every student will have a supervisor assigned in consultation with the student, who is directly responsible for the supervision of the student's



program. In this capacity, the supervisor assists the student in planning a program of studies; ensures that the student is aware of all program requirements, degree regulations, and general regulations of the Department and the Faculty of Graduate and Postdoctoral Studies; provides counsel on all aspects of the program; and stays informed about the student's research activities and progress. The supervisor is also charged with ensuring that students conduct their research in a manner that is as effective, safe, and productive as is possible. The supervisor arranges for and attends all supervisory committee meetings and examinations; ensures that these are scheduled and held in accordance with GPS regulations; and reviews the thesis both in draft and in final form.

All students registered in a thesis-based program are required to meet with their supervisor to complete the Supervisor-Student Guidelines as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due to GPS within 12 months from the student's program start date.

### **Supervisory Committee**

The student's whole program will be under the direction of a supervisory committee, chaired by the supervisor. This committee will consist of at least three faculty members, not all of whom need be from the Department of History, Classics, and Religion. The committee should be in place by the end of the student's first year, if not earlier. The committee will advise the candidate on all aspects of his or her academic progress, including the preparation of the thesis. GPS regulations stipulate that the supervisory committee must meet formally with the student at least once a year.

### ***Program Requirements***

Before proceeding to the researching and writing of the thesis, a student must:

- Take and pass RELIG 575 (★3) – Contemporary Theories of Religion
- Take and pass one (★3) graduate course in the student's area of specialization as determined by the supervisory committee.
- Recommended: Enroll in RELIG 500.
- Enroll in RELIG 675 (★1) Graduate Seminar.
  - Each PhD student will present a research paper in this seminar one time prior to candidacy, usually during the second year in the program.
  - All PhD students in residency are expected to attend it on an ongoing basis. The Seminar's aim is to provide a regular opportunity for graduate students to submit their research to peer review and discussion.
- Take and pass additional courses (up to a maximum of ★15 in addition to the required courses above) that will be determined by the supervisory committee in consultation with the student.
  - Courses may include Religious Studies (RELIG) courses, courses offered by other departments and programs with Religious Studies content, or courses offered by other departments and programs with a theoretical or intellectual bearing on the student's particular area of research.
- Demonstrate competence in a language other than English and relevant to their field of study according to the procedures specified in the Departmental Language

Requirement (see Appendix A). The specific language requirement(s) will be determined in consultation with the student's supervisor.

- Fulfill the Faculty of Graduate and Postdoctoral Studies Ethics Training Requirement (see Appendix B).
- Fulfill the Faculty of Graduate and Postdoctoral Studies Professional Development Requirement (see Appendix B).
- Due to the interdisciplinary nature of the program, the path to candidacy may take different forms. It may include, for example, written examinations on different aspects of the discipline, a series of position papers, or a long thesis proposal.
- Pass an oral candidacy examination based on a written thesis proposal of not more than thirty pages plus bibliography. The student must demonstrate appropriate mastery of the scholarly fields and research skills relevant to the preparation of the dissertation.

After passing the candidacy examination, the student must:

- Prepare a thesis of high calibre on an approved topic that meets the standards laid down by the Faculty of Graduate and Postdoctoral Studies.
- Successfully defend the thesis in a final oral examination

### ***Coursework Requirements***

The number of graduate courses required is deliberately flexible, to be determined by the supervisory committee in consultation with the student. The minimum number of required courses is three (★7), including RELIG 575 (Contemporary Theories of Religion) and RELIG 675. Students may also be required to take language courses or courses on research skills related to their particular research. All candidates must develop reading competency in the languages that are relevant to their specialized research; this includes at least one relevant modern language of scholarship. This competency may be achieved by taking a requisite number of courses in a particular language or demonstrated by sitting for a successful examination. In the case of some modern languages, such as French and German, courses in academic reading for graduate students are offered through the Department of Modern Languages and Cultural Studies (MLCS). Please access their website for further details.

All candidates are required to register for the Doctoral Seminar (RELIG 675) once during their term of residency and are expected to attend it on an ongoing basis. The Seminar's aim is to provide regular opportunities for graduate students to submit their research to peer review and discussion.

On the completion of course work, the candidate will prepare for the candidacy examination.

### ***Candidacy Requirements***

Due to the interdisciplinary nature of the program, the path to candidacy may take different forms. It may include, for example, written examinations on different aspects of the discipline, a series of position papers, or a long thesis proposal.

The candidacy examination will be scheduled once the qualifying requirements are complete, usually before or during the third year of registration in the degree program. The examination

will be based on a thesis proposal of not more than thirty pages plus bibliography. The student must demonstrate appropriate mastery of the scholarly fields and research skills relevant to the preparation of the dissertation.

A provisional path to the candidacy examination is to be determined by the supervisory committee in consultation with the student, and submitted to the Director of Graduate Programs for review and approval before April 30 of the first year of registration.

### **Timelines**

According to GPS regulations, the oral candidacy examination must be held by the end of the third year. The candidacy must be passed no less than six months prior to taking the final oral examination of the thesis.

Notice of the examination must be received by the Faculty of Graduate and Postdoctoral Studies at least two weeks in advance of the scheduled date. However, the supervisor should contact the Director of Graduate Programs regarding the timing of the examination and composition of the committee at least four weeks in advance of the examination date.

NOTE: Students sometimes decide to change the thesis topic substantially after passing the candidacy. Such a decision may necessitate a repetition of the candidacy examination, since the previous pass was given on the basis of the original topic. Furthermore, the new topic may also require one or more comprehensive examinations. Hence, this serious step may be taken only after close consultation with the supervisor and the Director of Graduate Programs, whose permission is required.

### **Format**

The examining committee will consist of the supervisory committee plus one additional examiner who comes new to the examination. This examiner can be either a university or specialized knowledge examiner. The exam is chaired by the Director of Graduate Programs or their delegate appointed from within the Department; the chair does not vote. All members must attend the examination, either in person or via teleconferencing. The examination will normally last for approximately two hours and may not exceed three.

The student has the option to give a presentation to open the examination. This presentation should not exceed 10 minutes. If the student intends to use PowerPoint or other format slides in this presentation it should be noted that this is not a normal requirement and the student should coordinate with the chair of the examination in advance to ensure the technology available in the room is compatible and fully operational. The presentation should discuss how the student came to the topic, what scholarly questions it allows them to address, and the potential contribution of the research.

The student should bring the proposal to the exam, as well as pen and paper so they can make notes and take down questions and advice that come up in the discussion.

The exam consists of a main round of questions, during which each of the examiners has 10-15 minutes with the candidate. After a break, there is an optional second round, where examiners can take up to 5 minutes to ask a follow-up question.

### **Criteria for evaluation**

The student must demonstrate the following to the examining committee:

1. an adequate knowledge of the discipline and of the subject matter relevant to the thesis,
2. the ability to pursue and conduct original research at an advanced level, and
3. the appropriateness and viability of the chosen topic and methodology.

This evaluation will be based on the quality of both the written thesis proposal and the student's oral responses to questions in the examination.

### **Decision of the Candidacy Committee**

The candidacy examination may result in one of the following outcomes:

- **Adjourned**
- **Pass**
- **Conditional pass**
- **Fail and repeat the candidacy**
- **Fail with a recommendation to terminate the doctoral program or for a change of category to a master's program.**

If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, GPS, who will determine an appropriate course of action.

When the decision is Conditional Pass or Fail, chairs may refer to the decision process flowchart found on the GPS website.

**Adjourned:** A majority of examiners must agree to an outcome of Adjourned. The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination or possible offences under the Code of Student Behaviour after the examination has started.

**Pass:** All or all but one of the examiners must agree to an outcome of Pass. If the student passes the candidacy examination, the department should complete the Report of Completion of Candidacy Examination form and submit it to the GPS.

**Conditional Pass:** A Conditional Pass is appropriate when the student has satisfied the committee in all but a very discrete area of deficiency that can be addressed through a reasonable requirement (e.g., coursework, literature review, upgrading of writing skills). Reworking of the entire candidacy proposal is not an acceptable condition and the examiners should consider the options available for a student that has failed the examination.

A majority of examiners must agree to an outcome of Conditional Pass. If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining

committee will provide in writing within five working days to the Dean, GPS, the graduate coordinator and the student:

- the reasons for this recommendation,
- the details of the conditions,
- the timeframe for the student to meet the conditions, but which should be no less than six weeks and no more than six months.
- the approval mechanism for meeting the conditions (e.g., approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee), and
- the supervision and assistance the student can expect to receive from committee members

Conditions are subject to final approval by the Dean, GPS. At the deadline specified for meeting the conditions, two outcomes are possible:

- All the conditions have been met. In this case, the department will complete the Report of Completion of Candidacy Examination form and submit it to the GPS; or
- If the conditions are not met by the deadline, the outcome of the examination is a fail and the committee must be reconvened to make the recommendation as described in the following section.

**Fail:** All or all but one of the examiners must agree to an outcome of Fail.

The options available to the examining committee when the outcome of a student's candidacy exam is "Fail" are

- Repeat the Candidacy: Repeating the Candidacy is not an option after a second failed examination. A majority of examiners must agree to an outcome of Fail and Repeat the Candidacy. If the student's first candidacy exam performance was inadequate but the student's performance and work completed to date indicate that the student has the potential to perform at the doctoral level, the examining committee should consider the possibility of recommending that the student be given an opportunity to repeat the candidacy exam. Normally, the composition of the examining committee does not change for the repeat candidacy exam.
- If the recommendation of a repeat candidacy is formulated by the examining committee and approved by the GPS, the student and graduate coordinator are to be notified in writing of the student's exam deficiencies by the chair of the examining committee. The second candidacy exam is to be scheduled no later than six months from the date of the first candidacy. In the event that the student fails the second candidacy, the examining committee shall recommend one of the following two options to the department:
- Change of Category to a Master's Program: All or all but one of the examiners must agree to an outcome of Fail and Change of Category to a Master's Program. This outcome should be considered if the student's candidacy examination performance was inadequate and the student's performance and work completed to date indicates that the student has the potential to complete a master's, but not a doctoral, program; or
- Termination of the Doctoral Program: All or all but one of the examiners must agree to an outcome of Fail and Terminate the Doctoral Program. If the student's performance was inadequate, and the work completed during the program is considered inadequate, then the examining committee should recommend termination of the student's program.

*Preparation and Defense of the PhD Religious Studies Thesis*

See the section below on **Thesis Examination Protocols** for information about preparing for the oral thesis defense, examination procedures, and final thesis submission.

## **Individual Interdisciplinary Programs**

When a student's knowledge base crosses over two or more disciplines and cannot be accommodated by an existing University of Alberta graduate program, an Individual Interdisciplinary Program may be proposed at either the MA or the PhD level. Individual Interdisciplinary Programs require extensive involvement from both home and conjoint departments as well as the Faculty of Graduate and Postdoctoral Studies.

Students considering an individualized program involving graduate work in History, Classics, Religious Studies, or Ancient Societies and Cultures and another discipline should consult the GPS website.

## **MA and PhD Theses: Preparation and Examination**

These instructions apply to the final thesis examinations in the Department of History, Classics, and Religion at the masters or doctoral level. For information about comprehensive and candidacy examinations, please consult the respective sections of the Degree descriptions (e.g. for the History comprehensive examinations, go to the PhD in History section of this manual).

Teleconferencing (distance participation by video, telephone, or otherwise) may be used for any member of an examination committee, the chair, and the student. Examiners participating in examinations by this means are considered to be in attendance. Participants who intend to participate by teleconference must inform the supervisor and/or chair of the examination (normally the Director of Graduate Programs or their delegate) in advance. The chair will ensure that the technology needed is set up and fully functional in advance of the examination.

### ***Preparing for the Oral Defense of a Master's Thesis***

The completed thesis must be defended in an oral examination conducted by a committee consisting of the supervisor and two examiners. The two examiners are normally university examiners, namely a member of the University of Alberta community (e.g. current or retired faculty) who is knowledgeable in the field and comes fresh to the examination without previous significant involvement in the thesis. When appropriate, one of the two examiners may be a specialized knowledge examiner, namely a person who has knowledge or professional expertise that is relevant to the thesis research (e.g. an Indigenous community member). For Religious Studies, one of the two examiners is normally from outside of the Religious Studies program.

For more information about categories of examiners consult the GPS section of the University Calendar, under "Supervision and Examinations".

The exam is chaired by the Director of Graduate Programs or their delegate appointed from within the Department.

For the date for the defense to be set, the supervisor must assure the Director of Graduate Programs in writing that they have seen and approved the full final draft of the thesis and inform the Director of the composition of the examining committee. The student will provide the Director of Graduate Programs with a copy of the final draft of the thesis for the Director to circulate to the examining committee. For a Master's thesis, examiners should normally have the thesis three weeks in advance of the defense date (although this should be considered a minimum not a maximum). Examiners are normally provided with a digital copy of the thesis, namely a Word document or PDF. The notice of final approval must be sent by the Department to GPS at least two weeks in advance of the defense date.

The Faculty of Graduate and Postdoctoral Studies instructions for formatting the thesis are available online (see links on webpage on "Thesis Preparation, Requirements & Deadlines"). This site also contains the "Thesis Approval/Program Completion" form; students are to bring a



printed copy of this form, with Part I completed, to the oral thesis defense in case of acceptance of the thesis.

### ***MA Final Oral Examination (Defense of the Thesis)***

The purpose of the oral examination is to test the candidate's knowledge of the thesis subject and of related fields. It normally lasts ninety minutes to two hours and the questioning portion of the exam may not exceed two hours.

The student has the option to give a presentation to open the examination. This presentation should not exceed 10 minutes. If the student intends to use PowerPoint or other format slides in this presentation, they should coordinate with the chair of the examination in advance to ensure the technology available in the room is compatible and fully operational.

This presentation is not public. Permission from the Chair of GPS is required to attend as a guest.

There are two rounds of questioning, in each of which the examiners including the supervisor are allotted fifteen minutes. There is the opportunity for a short break between the two rounds as needed. The chair does not normally participate in questioning. Following the two rounds of questioning, the candidate will be asked to leave the room while the Examining Committee deliberates. The candidate will be called back to the room to hear the committee's decision.

The decision of the Examining Committee will be based both on the content of the thesis and on the candidate's ability to defend it. If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, GPS, who will determine an appropriate course of action.

The final examination may result in one of the following outcomes:

- **Adjourned**
- **Pass**
- **Pass subject to revisions**
- **Fail**

There is no provision for a final examination to be "passed subject to major revisions".

**Adjourned:** An adjourned examination is one that has been abandoned officially. A majority of examiners must agree to an outcome of Adjourned. The final examination should be adjourned in the following situations:

- The revisions to the thesis are sufficiently substantial that it will require further research or experimentation or major reworking of sections, or if the committee is so dissatisfied with the general presentation of the thesis that it will require a reconvening of the examining committee. In such circumstances the committee cannot pass the student, and must adjourn the examination.
- The committee is dissatisfied with the student's oral presentation and defence of the thesis, even if the thesis itself is acceptable with or without minor revisions.

- Compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination.
- Discovery of possible offences under the Code of Student Behaviour after the examination has started.

If the examination is adjourned, the committee should:

- Specify in writing to the student, with as much precision as possible, the nature of the deficiencies and, in the case of revisions to the thesis, the extent of the revisions required. Where the oral defence is unsatisfactory, it may be necessary to arrange some discussion periods with the student prior to reconvening the examination.
- Decide upon a date to reconvene. If the date of the reconvened examination depends upon the completion of a research task or a series of discussions, it should be made clear which committee members will decide on the appropriate date to reconvene. This new examination must be held within six months of the initial examination.
- Make it clear to the student what will be required by way of approval before the examination is reconvened (e.g., approval of the committee chair or supervisor, approval of the entire committee, or of select members of the committee).
- Specify the supervision and assistance the student may expect from the committee members in meeting the necessary revisions.
- Advise the Dean, GPS, in writing of the adjournment and the conditions.
- When the date is set for the adjourned final examination, the department will notify the GPS. Normally a Pro Dean attends the examination. The Pro Dean should be included on all correspondence for the rescheduling of the examination.

**Pass:** Pass is the decision given when the only revisions required are typographical or minor editorial changes. All or all but one of the examiners must agree to an outcome of Pass. If the student passes the examination, the department should submit a completed Thesis Approval/Program Completion form to the GPS. If one of the examiners fails the student, that examiner does not have to sign this form.

**Pass subject to revisions:** All or all but one of the examiners must agree to an outcome of Pass subject to revisions. The student has satisfactorily defended the thesis but the revisions to the thesis will not require a reconvening of the examining committee.

If the examining committee agrees to a “Pass subject to revisions” for the student, the chair of the examining committee must provide in writing, within five working days of the examination, to the student, the graduate coordinator, and GPS:

- the reasons for this outcome,
- the details of the required revisions,
- the approval mechanism for meeting the requirement for revisions (e.g., approval of the examining committee chair or supervisor, or approval of the entire examining committee, or select members of the committee), and
- the supervision and assistance the student can expect to receive from committee members.

The student must make the revisions within six months of the date of the final examination. Once the required revisions have been made and approved, the department shall submit a completed

Thesis Approval/Program Completion form to the GPS indicating the committee decision was “pass subject to revisions”. If one of the examiners fails the student that examiner does not have to sign the form. If the required revisions have not been made and approved by the end of the six months deadline, the student will be required to withdraw.

**Fail:** All or all but one of the examiners must agree to an outcome of Fail. If the examination result is a Fail, no member of the examining committee signs the Thesis Approval/Completion form.

When the outcome is a Fail, the committee chair will provide the reasons for this decision to the department. The department will then provide this report, together with its recommendation for the student’s program, to the Dean, GPS, and to the student.

An Associate Dean, GPS will normally arrange to meet with the student, the Director of Graduate Programs, and others if needed, before acting upon any departmental recommendation that affects the student’s academic standing.

## ***Preparing for the Oral Defense of a Doctoral Thesis***

### ***Timelines***

Because of the sequence of steps involved in the preliminary acceptance of the thesis, inviting the external examiner, and obtaining their report, students need to plan to have the final draft of the thesis in the hands of their supervisor and supervisory committee at least twelve weeks before the desired date of the final oral examination (thesis defense). This time frame is especially important if the student hopes or needs to defend by a particular convocation deadline. Students must also ensure that they are registered in Thesis in their last registration prior to convocation.

### ***Preliminary acceptance of the thesis***

The first step is for supervisory committee members to declare in writing to the supervisor either that the thesis is of adequate substance (and quality) to warrant that the student proceed to the final oral examination or that the thesis is unsatisfactory and the student should not be allowed to proceed to the final oral examination. Committee members should expect to be given at least three weeks to read and evaluate the thesis.

### ***Choosing and inviting the external examiner***

The external (known as the “external/external”) is a faculty member from another university whose function is to guarantee both the quality of the thesis and the academic integrity of the examination process. Accordingly, the external must be both a recognized authority in the special field of research of the thesis and an experienced supervisor of doctoral students. He/she/they must be in a position to review the thesis objectively and to provide a critical analysis of the work and the presentation, and therefore may not have a current or previous association with the student, the supervisor, or the Department that would hinder this type of objective analysis.

It is the responsibility of the department to recommend an external examiner and to submit the name to the Dean of the department’s Faculty for approval. The supervisor may contact potential examiners to ascertain their availability and willingness to participate, but must have no further contact with the external examiner after the thesis has been distributed to the examining committee. Any messages received after distribution of the thesis should be referred to the Director of Graduate Programs.

The Director of Graduate Programs is to nominate the external to the Faculty of Arts at least two months in advance of the examination date (and the external must provide a CV before the invitation is issued).

### ***Report of the external examiner***

The external examiner must receive the thesis at least four weeks before the final oral examination, and the thesis may not be sent before it receives preliminary acceptance from the supervisory committee or before the official invitation is issued by the Department of History, Classics, and Religion. The external should not contact the supervisor directly regarding the thesis.

In the letter of invitation, the external examiner is requested to prepare and send to the Director of Graduate Programs, at least one week in advance of the examination, an evaluation of the thesis placing it in one of the following categories:

- the thesis is acceptable with minor or no revisions,
- the external examiner wishes to reserve judgment until after the examination, or
- the thesis is unacceptable without major revisions.

In all cases, the external examiner is asked to provide a written commentary (approximately two to three pages) on the structure, methodology, quality, significance and findings of the thesis for the reference of both the student and supervisor.

If the thesis is acceptable with minor or no revisions or if the external examiner wishes to reserve judgment, then the examination will proceed. The external examiner's evaluation must be shared with the student and the supervisor, but only after the examination.

If the external examiner finds the thesis unacceptable without major revisions, then the external examiner is asked to contact the Dean of the GPS immediately. The examination will normally be postponed, but it may proceed at the discretion of the Dean of the GPS. If the examination is postponed, then the external examiner's commentary will be shared with the student and the supervisor. The thesis may be resubmitted exactly once, within six months. In this case, the external examiner who wrote the initial report on the thesis will participate in the examination, but a second report will not be required. The thesis examination will be scheduled upon preliminary acceptance of the revised thesis by the supervisor and supervisory committee members.

Although it is expected that the external examiner will attend the examination either in person or via videoconference, this requirement may be waived in extraordinary circumstances in which medical, technological, or geographical circumstances make attendance impossible. Such cases are subject to approval through the normal process for establishing committee membership. In such cases, the external examiner will be considered to be in attendance at the examination. Supervisors should consult the GPS website for more information about the procedure in these extraordinary circumstances.

### ***Specific student instructions***

The Faculty of Graduate and Postdoctoral Studies instructions for formatting the thesis are available online ("Thesis Preparation, Requirements & Deadlines"). This site also contains the "Thesis Approval/Program Completion" form students are to bring a printed copy of this form, with Part I completed, to the oral thesis defense in case of acceptance of the thesis.

### ***Doctoral Final Oral Examination (Defense of the Thesis)***

#### ***Examining Committee***

The completed thesis will be examined by a committee normally consisting of the supervisor, supervisory committee, one university examiner or specialized knowledge examiner, and the external examiner. For Religious Studies, at least one University of Alberta examiner will not be

a member of the Religious Studies program. The supervisor is responsible for ensuring that all examiners receive the thesis in a timely way. All examiners for a doctoral final examination must receive a copy of the thesis at least four weeks before the examination. The examination is chaired by the Director of Graduate Programs or their delegate appointed from within the Department; the chair does not vote but may participate in the discussion. The notice of final approval must be received by the GPS at least two weeks in advance of the examination.

### ***Attendance***

In the absence of unforeseen circumstances, it is essential that all examiners attend the entire examination. Attendance means participation in the examination either in person or via Teleconferencing. The only exception allowed is an external examiner whose attendance has been waived under extraordinary circumstances.

Faculty members of the student's home department as well as members of GPS Council (or their alternates) have the right to attend doctoral examinations but should notify the chair of the examining committee. Other persons may attend the examination only with special permission of the Dean of the department's Faculty, the Dean, GPS, or the chair of the examining committee.

Except for a Dean or a Pro Dean who may participate fully in the examination, persons who are not members of the examining committee:

- may participate in the questioning only by permission of the chair of the committee, but
- are not permitted to participate in the discussion of the student's performance and must withdraw before such discussion commences

### ***Format***

The examination normally lasts approximately two hours. Before it starts, the candidate will be asked to leave the room while procedures are determined and explained. When the candidate returns they are asked to give a brief (five to ten minutes) introduction to the thesis. The committee members then ask questions one at a time in the agreed-upon order. Fifteen minutes are to be allotted to all members apart from the supervisor, who receives less time, and the university / specialized knowledge examiner and the external examiner, who receive twenty minutes each. Generally speaking, it is best if no one else asks questions during another committee member's allotted time, although brief interventions are at times beneficial. The roster of members will be gone through twice (that is, each member will receive two opportunities to pose questions). All questions should pertain to the thesis, its methodology, and any other subjects pertinent to the defense of the thesis. Upon the end of the second round of questioning, the candidate is asked if they wish to make any final comments. After this, the candidate withdraws to allow the committee to deliberate.

Faculty members of the student's home department as well as members of FGSR Council (or their alternates) have the right to attend doctoral examinations but should notify the chair of the examining committee. Other persons may attend the examination only with special permission of the Dean of the department's Faculty, the Dean, GPS, or the chair of the examining committee.

### ***Criteria for evaluation***

Each examiner will give an opinion, first on the acceptability of the thesis and then on the acceptability of the defense. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it.

### ***Decision***

The final examination may result in one of the following outcomes:

- **Adjourned**
- **Pass**
- **Pass subject to revisions**
- **Fail**

There is no provision for a final examination to be "passed subject to major revisions".

If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, GPS, who will determine an appropriate course of action.

**Adjourned:** An adjourned examination is one that has been abandoned officially. A majority of examiners must agree to an outcome of Adjourned. The final examination should be adjourned in the following situations:

- The revisions to the thesis are sufficiently substantial that it will require further research or experimentation or major reworking of sections, or if the committee is so dissatisfied with the general presentation of the thesis that it will require a reconvening of the examining committee. In such circumstances the committee cannot pass the student, and must adjourn the examination.
- The committee is dissatisfied with the student's oral presentation and defence of the thesis, even if the thesis itself is acceptable with or without minor revisions.
- Compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination.
- Discovery of possible offences under the Code of Student Behaviour after the examination has started.

If the examination is adjourned, the committee should:

- Specify in writing to the student, with as much precision as possible, the nature of the deficiencies and, in the case of revisions to the thesis, the extent of the revisions required. Where the oral defence is unsatisfactory, it may be necessary to arrange some discussion periods with the student prior to reconvening the examination.
- Decide upon a date to reconvene. If the date of the reconvened examination depends upon the completion of a research task or a series of discussions, it should be made clear which committee members will decide on the appropriate date to reconvene. The final date set for reconvening shall be no later than six months from the date of the examination. This new examination must be held within six months of the initial examination.
- Make it clear to the student what will be required by way of approval before the examination is reconvened (e.g., approval of the committee chair or supervisor, approval of the entire committee, or of select members of the committee).

- Specify the supervision and assistance the student may expect from the committee members in meeting the necessary revisions.
- Advise the Dean of the department's Faculty following the procedures established for this purpose.
- Advise the GPS in writing of the adjournment and the conditions.
- When the date is set for the adjourned final examination, the department will notify the Dean of the department's Faculty and the GPS. Normally a Pro Dean attends the examination.

**Pass:** Pass is the decision given when the only revisions required are typographical or minor editorial changes. All or all but one of the examiners must agree to an outcome of Pass. If the student passes the examination, the department should submit a completed Thesis Approval/Program Completion form to the GPS. If one of the examiners fails the student, that examiner does not have to sign this form.

**Pass Subject to Revisions:** All or all but one of the examiners must agree to an outcome of Pass Subject to Revisions. The student has satisfactorily defended the thesis but the revisions to the thesis will not require a reconvening of the examining committee. If the examining committee agrees to a "Pass subject to revisions" for the student, the chair of the examining committee must provide in writing, within five working days of the examination, to the student, the graduate coordinator, and GPS:

- the reasons for this outcome,
- the details of the required revisions,
- the approval mechanism for meeting the requirement for revisions (e.g., approval of the examining committee chair or supervisor, or approval of the entire examining committee, or select members of the committee), and
- the supervision and assistance the student can expect to receive from committee members.
- A date for the revisions to be resubmitted, as negotiated with the student, but which should be no less than six weeks and no more than six months.

The student must make the revisions within six months of the date of the final examination. Once the required revisions have been made and approved, the department shall submit a completed Thesis Approval/Program Completion form to the GPS indicating the committee decision was "pass subject to revisions". If one of the examiners fails the student that examiner does not have to sign the form. If the required revisions have not been made and approved by the end of the six months deadline, the student will be required to withdraw.

**Fail:** All or all but one of the examiners must agree to an outcome of Fail. If the examination result is a Fail, no member of the examining committee signs the Thesis Approval/Completion form.

When the outcome is a Fail, the committee chair will provide the reasons for this decision to the graduate coordinator. The department will then provide this report, together with its recommendation for the student's program, to the Dean of the department's Faculty, the GPS, and to the student.



An Associate Dean, GPS will normally arrange to meet with the student and with the graduate coordinator before acting upon any department recommendation that affects the student's academic standing.

### ***Submission of the Final Thesis (Master's and Doctorate)***

Following completion of the final oral examination at which the thesis is passed or passed subject to revisions, the student shall make the appropriate revisions where necessary and submit the approved thesis to the Faculty of Graduate and Postdoctoral Studies within six months of the date of the final oral examination. If the final oral examination is adjourned, the six-month time limit will take effect from the date of completion of the examination where the thesis was passed with or without revisions. There are also submission deadlines for each convocation period and registration requirements when submitting the thesis. GPS recommends that students submit their thesis a minimum of 3-5 working days before any deadline, as corrections may be required.

Your thesis must be in a software application that can be converted to PDF/A (Archive), e.g. MicrosoftWord, WordPerfect, etc. You will need to convert your thesis to a single PDF/A file and submit it to Thesis Deposit. The complete Faculty of Graduate and Postdoctoral Studies instructions for submitting the thesis are available online on the GPS website under “Thesis Preparation, Requirements & Deadlines”.

At the same time as the thesis is submitted to GPS, a complete final PDF/A copy of the thesis must also be submitted to the Department's Director of Graduate Programs by email. This copy will be kept on the Department Intranet for access by faculty and students within our program and will not be shared on a publicly-accessible website. As such, this copy must be shared even if the student intends to restrict access to their thesis for an embargo period.

*NOTE: Restricting Access to a Thesis:* Students who want to restrict access to their theses for a temporary period of time must submit a written request (Request to Restrict Access to a Thesis form found in the GPS Forms Cabinet) with supporting documentation to their department. If approved by the department, the form request must be submitted to the GPS for processing at the time of submission of the thesis to GPS.

## **Appendix A: Departmental Language Requirement**

All MA and PhD students must demonstrate competence in reading a language or languages other than English. The Department expects every candidate for an advanced degree to be proficient in the language or languages necessary for carrying out thesis or project research and for accessing the literature in their field. The requirements differ for each of Ancient Societies and Cultures, Classics, History, and Religious Studies.

### ***Ancient Societies and Cultures***

For all students, one modern language, either German, French, or Italian, or another language appropriate to the student's area of specialization. Ancient language requirements vary according to a student's topic. Requirements should be agreed by each student, their supervisor and the Associate Chair (Graduate) at the time the student enters the program.

### ***Classics***

In Classics, requirements for Greek and Latin are described separately under each program's description and are not subject to the procedures laid out on this page.

### **Modern language requirements are as follows:**

MA in Classical Archaeology - Any modern language relevant to student's field of study.

MA in Classical Languages - one of German, French, or Italian.

PhD in Classical Archaeology - two modern languages relevant to the student's field of study,

PhD in Classical Languages - German plus either French or Italian.

### ***History***

The specific language requirement will be determined in consultation with the student's supervisor.

### ***Religious Studies***

The specific language requirement(s) will be determined in consultation with the student's supervisor.

### ***Options for Satisfying the Language Requirement***

Students may satisfy the language requirement in their programs in one of two ways. They are urged to discuss the most appropriate path with their supervisor, since some areas of research may require additional study of a language.

Option 1 - The student may take and pass, with a minimum grade of B+, \*6 of second-year (or higher) undergraduate course work in the requisite language.

Option 2 - The student may take and pass a language translation examination administered by the Department. The Departmental language examination is held three times a year (September, December, and April).

NOTE: This provision supersedes the Faculty of Graduate and Postdoctoral Studies regulation about fulfilling the language requirement with “documentation from an appropriate language department.” External attestation of proficiency by another department in the University does NOT satisfy the Departmental language requirement(s) in History, Classics, and Religion.

Students choosing Option 1 are urged to take the language courses as early as possible, whether at the start of their graduate program or before if feasible.

Students choosing Option 2 must make at least one attempt at the Departmental translation examination in the first year of their program. The Departmental examination may be taken a total of three times. Only under exceptional circumstances--and only with a supporting letter from the student’s supervisor--will any further attempts be allowed; the decision will be made by the Associate Chair (Graduate).

The Departmental language requirement must be fulfilled by the end of the second year of a student’s program. In the case of PhD students in History, it must also be fulfilled before scheduling the Candidacy examination.

### ***Departmental Language Examination***

Students planning to sit either the September, the December, or the April examination must register with the Graduate Program Advisor no later than 10 days prior to the examination itself. The Graduate Program Advisor will post the date and time of the examination both in hard copy outside the Department main office and online on the Departmental graduate webpage, and email students with the information, at least two weeks before the deadline for registering.

The Departmental translation examination is two hours long. Students will be given a choice of two passages, both in standard scholarly prose (or ancient-language texts of appropriate type), relevant to their discipline. Use of a printed dictionary is permitted. All examinations are read by two members of the Department, both of whom must consent to the final grade of pass or fail. If they fail to agree, a third Department member may be asked to adjudicate, or the exam may be repeated. In instances where there are insufficient Department members proficient in the required language, the Department will locate appropriate examiners from elsewhere in the University or community.

Since the purpose of the examination is to demonstrate a reading knowledge of the language, a pass depends on both the quality and quantity of translation. The assessment will rely upon the examiners’ judgment, not any strictly mathematical calculation. Individual errors may not

necessarily lead to failure, and the main criterion is the ability to give a clear and accurate translation of the passage as a whole without any significant misunderstanding of the text's argument. The examination will consist of at least two pages of a modern European language, or its equivalent in other languages.

Students are urged to consult both their supervisor and the examiners before undertaking the examination.

### ***Exemptions***

Students may be exempted from the language requirement for a given language if:

They have already fulfilled the requirement in that language as part of an earlier graduate program in our department (typically this applies to PhD students who also did their MA here).

or

They have obtained a degree from a post-secondary institution where that language is the primary language of instruction.

Note that this only applies if the language in question is in fact the relevant language required for the student's program of study, as determined by the above procedures. A student's being proficient in a language other than English does not automatically guarantee that that language will be considered relevant.

A student who has passed a comparable language examination in an appropriate language in the History, Classics, or Religion department of another university may petition in writing to have this considered fulfillment of requirement for that language. In such cases, the Director of Graduate Programs will reach a decision in consultation with the student's supervisor.

The Department may also, at its discretion, exempt a student from the requirement for a particular language on the grounds that they have undisputed native proficiency in that language, even in the absence of relevant post-secondary degrees. In such cases, the Director of Graduate Programs will reach a decision in consultation with the student's supervisor.

## **Appendix B: Faculty of Graduate and Postdoctoral Studies Requirements**

### ***Annual Progress Reports and Supervisor-Student Guidelines***

*Applicable to all thesis-based students. Course-based graduate students and their supervisors are not required to complete annual progress reports for GPS.*

All students registered in a thesis-based program are required to meet with their supervisor to complete the Supervisor-Student Guidelines as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due in GPS within 12 months from the student's program start date. Completion of these guidelines is required.

If there is a change in supervisor at any point in a student's program of study, new guidelines will have to be prepared.

If changes to the content of the Supervisor-Student Guidelines are made or required, these changes will be recorded on the student's Progress Report indicating both parties have discussed and mutually agreed to them.

Student progress in thesis-based programs will be reported at least once annually to the Faculty of Graduate and Postdoctoral Studies using the standardized Progress Report form (submitted online). Progress reports are due in GPS at minimum once every 12 months of the student's original program start date. Master's thesis-based students also require at least one progress report completed within a full academic year. Progress Reports are normally due to GPS by September 30.

Completion of the progress report is required and if the progress report is not submitted, GPS may restrict student registration in subsequent terms. Both the student and supervisor(s) will receive reminders to complete the progress report in advance of any deadlines, allowing for inquiries to assist or to set out an alternate completion deadline if needed.

A student who receives two (2) consecutive evaluations of "in need of improvement" or one (1) "unsatisfactory" rating will normally be required to withdraw from their program and GPS on the recommendation of the Director of Graduate Programs and/or the Department Chair to the Dean of GPS.

### ***Ethics and Academic Citizenship Requirement***

(Please note, as of Fall 2022 this requirement replaces the previous Academic Integrity and Ethics Training Requirement).

As members of the University of Alberta community, graduate students are expected to uphold the highest degree of ethical practice in the conduct of their education, research, workplace

behaviour, and professional activities. To ensure that you understand your rights, responsibilities, and obligations, all graduate students complete an ethics requirement.

The Ethics and Academic Citizenship Requirement consists of two zero-credit, self-paced online courses: INT D 710: Ethics and Academic Citizenship (for both master's and doctoral students) and INT D 720: Advanced Ethics and Academic Citizenship (for doctoral students). There are no instructional fees associated with these courses.

The courses cover principles in Academic Citizenship, including topics such as academic integrity, research and workplace ethics, Indigenizing and decolonizing the academy, equity, diversity, and inclusivity, health and academic productivity, and ethical principles in university teaching.

MA Students must complete INT D 710, a 6-hour, self-paced online course by the end of their first semester in the program.

Doctoral Students must complete INT D 710 and INT D 720, self-paced online courses, by the end of their first semester in the program.

### ***Professional Development Requirement***

All incoming graduate students are required to complete the professional development requirement, which includes the Individual Development Plan (IDP) and 8 hours of professional development activities. More information about this requirement can be found on the GPS website.

#### **What is it?**

The Individual Development Plan (IDP) is a tool to assist students' career planning. In addition to the knowledge and expertise they gain in their specific program or postdoctoral fellowship, the University of Alberta hopes that students develop general skills throughout their program that will help them with their life post-university. The IDP is integrated with 8 hours of Professional Development Activities. The Individual Development Workbook and tip-sheets can be found [here](#).

#### **How to fulfill the PD Requirement**

For students in the Department of History, Classics, and Religion enrollment in certain graduate courses counts towards the PD requirement. Specifically, when taken as part of their MA or Doctoral program students fulfill four hours through enrollment in:

HIST 602  
CLASS 501  
RELIG 500

There are various ways in which to satisfy the requirement and your workbook will guide you through this process. You will need to start with a self-assessment and define areas in which you

wish to develop your skills. Unless noted, students will receive no more than four hours of credit from any single category of PD options listed below.

1. *Professional Practice*: This includes topics such as time management, project management, intercultural communication, being an effective team member, receiving feedback and criticism, using strategic thinking skills, promoting creative thinking skills, and so forth. Sources for these topics are hosted by GPS, MyGradSkills, Human Resources, and various on and off campus units.
2. *Career Development*: This includes topics related to life as a first year academic, teaching and researching at post-secondary institutions, resume writing, career forums, mentoring, preparing for a job interview and so forth. Sources for these topics are hosted by the Career Centre, GPS, MyGradSkills, and various on and off campus units.
3. *Entrepreneurship*: This includes topics related to starting up a business, self-employment, and entrepreneur training campus. Sources for these topics are hosted by the ABCampus, TEC Edmonton, Career Centre, GPS, Mitacs, and various on and off campus units.
4. *Teaching*: This includes topics related to teaching and can also be sessions considered for the Graduate Teaching and Learning program. Sources for these topics are hosted by the GPS, MyGradSkills, Centre for Teaching and Learning, and various on and off campus units.
5. *Skills Training*: This includes training for safety sessions, learning additional software tools, attending workshops for skills outside the domain of their research.
6. *Mentorship*: Only formal mentorship programs that assist the student with career development can apply, such as programs offered by Career Centre, UAlberta Venture Mentoring, and Mentor-Up.
7. *Internships*: Students can meet the 8 hour requirement by participating in a registered internship program and identifying skills and attributes gained during this experience. Available programs include Mitacs Accelerate, Sustainability Scholars and the Graduate Student Internship Program.

**What is NOT considered part of the PD Requirement?**

- Sessions also used towards ethics
- Attending a conference or society meeting
- Presenting a talk or poster; Giving a performance/concert
- Information sessions about resources or programs
- Sessions required for a student to conduct their research
- Industry mixers, networking sessions

Upon completion and prior to convocation all graduate students must submit the Individual Development Plan & Professional Development Completion Form to Graduate Advisor to be added to your file.