



# UNIVERSITY OF SASKATCHEWAN



## THE GRADUATE PROGRAM in the DEPARTMENT OF HISTORY

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### POLICY AND PROCEDURES HANDBOOK

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For most up to date program information and requirements, go to  
<http://artsandscience.usask.ca/history/graduates/welcome.php>  
and view the relevant webpages

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## POLICY AND PROCEDURES HANDBOOK

### THE GRADUATE PROGRAM IN THE DEPARTMENT OF HISTORY

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The Department of History of the University of Saskatchewan offers graduate programs leading to the degrees of Master of Arts and Doctor of Philosophy. This document summarizes the practices and regulations of the department of history, the College of Graduate and Postdoctoral Studies (CGPS), and of the university, related to those programs.

#### 1. Graduate Degrees: Purpose Statement

**Graduate degrees in History are research degrees.** Their purpose is not only the further broadening and deepening of students' knowledge and skills, but also to enable students to make active contributions, through their own original research, to historical knowledge and understanding. Because of this latter purpose, graduate degrees in History at the University of Saskatchewan are exclusively thesis-based. The M.A. thesis or Ph.D. dissertation is the focal point of the program and the culmination of the student's efforts to develop and contribute to historical scholarship.

The **Doctor of Philosophy or Ph.D.** is the department's premiere degree, the highest qualification for a practicing historian in North America, and a mark of excellence for the recipient. Completion of a doctoral program signifies the achievement of profound knowledge of the discipline of History, and highly developed expertise in specialized areas; the areas of specialization usually being reflected in the fields chosen for the comprehensive examinations. The focal point of a Ph.D. program is the doctoral thesis, a book-length contribution to scholarship that uses definitive, original research with primary sources, together with advanced thought and theory, to extend the boundaries of human knowledge and understanding in a specific area. Usually a Ph.D. is a professional degree, qualifying the recipient for university teaching and research; or adding to the recipient's standing in professional occupations related to History including employment in archives, museums, research agencies, or heritage organizations. More rarely, a Ph.D. is taken for personal development only.

The **Master of Arts or M.A.** provides advanced training in approaches to history and in research skills beyond those developed in undergraduate history. The M.A. requires the student to engage primary sources and apply original thought in preparing the M.A. thesis. An M.A. is an intermediate degree for students contemplating an academic career, but is more often a culminating degree for those who plan to find employment outside academia. Often an M.A. thesis is carried out for the satisfaction of conducting thorough scholarship on a topic of personal or community interest. The U of S M.A. in history has prepared students for careers in fields such as archival, museum, and library work as well as high-school teaching and administration. Graduates have also found their historical training useful in a wide variety of fields ranging from university administration, the law, and civil service to business and beyond to audiovisual production and literature.

By their nature, the Ph.D. and the M.A. programs require strong development of students' skills in method, theory, historiography, research, analysis, writing, and verbal communication. *The purpose of Ph.D. and M.A. research is to contribute to a body of scholarship.* This means that students must know the scholarship in their area, must engage the prevalent theories in their field, and must

effectively communicate their findings so that others could use them. Students should expect that every course will stress historiography and critical analysis of method; every assignment will demand the highest writing skills.

Besides the thesis, other components of the program — courses, proficiency in a second language, participation in research colloquia — complement and support research by broadening students' knowledge of subject areas, deepening their understanding of method, and developing their tools of research and communication. Together the components of the Ph.D. or M.A. program work together to produce well-rounded, skilled, knowledgeable and articulate historians.

**Specializations:** The Department of History has thesis-based MA and PhD programs. We specialize in eight signature research areas, but can accommodate a wide range of topics.

- Indigenous History
- Environmental History
- Prairies and the North American West
- Health, Medicine, Science, and Occultism
- History and Politics of Memory
- Gender and Sexuality
- Colonial and Post-Colonial Histories
- Twentieth-Century Politics, Culture, and Foreign Relations

## 2. Admission

- 2.1 The department encourages and welcomes applications from qualified students at all Canadian, American or international universities.
- 2.2 Applications for admission can be completed on-line <http://grad.usask.ca/admissions/how-to-apply.php#Applying>. If offered admission, official admission comes from CGPS upon the department's recommendation.
- 2.3 Requirements for fully-qualified admission
  - Master of Arts*
    - A four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study
    - A cumulative weighted average of at least 70% (U of S grade system equivalent) in the last two years of study (e.g. 60 credit units)
    - At least 75% GPA of History courses
    - **Proof of English language proficiency** may be required for international applicants and for applicants whose first language is not English
  - Doctor of Philosophy*
    - A Master's degree, or equivalent, from a recognized university in a relevant discipline
    - A cumulative weighted average of at least 80% (U of S grade system equivalent) in the last two years of study (e.g. coursework required in Master's program)
    - **Proof of English language proficiency** may be required for international applicants and for applicants whose first language is not English
- 2.4 No one will be admitted to the graduate program unless a faculty member has formally agreed beforehand to be his or her supervisor. This means there must be a faculty member competent, available, and willing to supervise the proposed topic. Please see <http://artsandscience.usask.ca/history/people/> for a listing of faculty members.

<http://grad.usask.ca/programs/history.php#Researchsupervisors>

2.5 **Funding.** A variety of scholarships, fellowships, and research funds are available to assist students to pursue graduate studies in history. These are outlined in Appendix 1 to this document.

2.6 **Deadlines.**

Applications for September admission normally will be accepted until April 1st. Applications received before January 15th have a stronger chance of securing funding. Please note that the College of Graduate and Postdoctoral Studies (CGPS) accepts departmental nominations for Dean's Scholarships in early December and early February.

2.8 **Contact**

Graduate Admissions  
Department of History  
9 Campus Drive - Room 518 Arts  
University of Saskatchewan  
Saskatoon, SK S7N 5A5  
Email: [asg.graduateprograms@usask.ca](mailto:asg.graduateprograms@usask.ca)  
<http://artsandscience.usask.ca/history/graduates/welcome.php>

3. **Student Funding**

3.1 The Department of History awards competitive funding to students with superior academic performance. At the same time it strives to ensure that all students receive adequate funding.

3.2 The department undertakes to make it clear at the time of admission how much funding is available. Students are responsible to ensure that the costs of their programmes are covered, and should not accept admission unless they are able to finance their studies.

3.3 **Major awards and service requirements**

Internal department awards for MA students normally total \$20,000 per year for two years. Internal department awards for PhD students normally total \$24,000 per year for at least four years. Funded students are expected to support the department's teaching and research aims. Students who receive internal funding are expected to lead two seminars per term, unless other arrangements have been made by the supervisor in consultation with the Graduate Studies Committee. Prospective students are encouraged to apply for SSHRC scholarships and the department provides a workshop to assist in this process. Continuing graduate students in receipt of internal funding must apply to SSHRC as long as they are eligible to do so.

3.4 **Eligibility.** Only those students who satisfy all of the following requirements for the entire period of the award are eligible for major funding:

- demonstrate sustained academic excellence, usually on the basis of a minimum average in course work of 80% or greater
- are full-time, fully qualified students registered at the University of Saskatchewan
- are in the first two years of an M.A. programme or the first three of a Ph.D
- make satisfactory progress in all aspects of the graduate programme
- provide the required teaching or service to the department
- do not hold any other major award; Students must immediately inform the department of the receipt of any such major award.
- Failure to meet any of the above conditions will result in immediate termination of the award and repayment of any part for which the student is ineligible.

- 3.5 In considering eligibility for major funding, "full-time" means forty hours of study per week, including completing a full load of at least nine (9) credit-units of courses (M.A.) and twelve (12) credit-units of courses (Ph.D) over the first two regular terms, and thereafter the equivalent in thesis research or preparation. Exceptions may be made only with prior approval of the graduate studies director, and only due to either (a) unavailability of required classes until a later term or (b) considerations of education equity. Additionally, the department and the CGPS expect that students will not spend more than 20 hours per week working outside their program requirements. Seminar leading and research assistantships are not considered program requirements.
- 3.6 **Application.** It is not necessary for students to apply for major funding from the department. All eligible students will be considered. However, it is students' duty to inform the graduate studies committee or graduate studies director of any factor affecting their eligibility.
- 3.7 **Selection.** The graduate studies committee allocates internal funding based on its assessment of each student's academic track record, financial need, and in some cases personal circumstances. The graduate studies committee recognizes a particular responsibility to provide for doctoral students, incoming (first-year) students, and renewal of current scholarships of students who have maintained excellent performance.
- 3.8 **Renewal.** Renewal of scholarships or fellowships (up to the two- or three-year limit of eligibility) is not automatic. The graduate committee will consider possible renewal based on the eligibility and selection criteria described above (3.4, 3.5, and 3.7). This renewal policy reflects the practice, and policy, approved by the Department of History.
- 3.9 **External Funding.** The department encourages applicants to the graduate program to apply for major external funding (such as a SSHRC fellowship). A student already in the program will not be considered for internal scholarship support unless the candidate has applied for major outside funding and has submitted a copy of the application to the graduate committee.
- 3.10 In certain cases, the department will offer seminar leading, research assistantships and/or teaching junior-level course offerings to students. Demonstrated teaching ability and the department's teaching needs play a role in determining departmental service. All offers of teaching are made by the department head or the graduate studies director.
- 3.11 A variety of minor awards are also available, including scholarships of smaller value as well as awards to defray costs of thesis research including travel. Many graduate students take advantage of these awards. Details are provided in Appendix 1.
- 3.12 In implementing these policies, the graduate committee takes into account considerations of education equity, particularly the university's stated goal to address the needs of Indigenous people, persons with disabilities, visible minorities, and women. Nonetheless, academic excellence remains the principal criterion for scholarship awards.
- 4. The Director of Graduate Studies and the Graduate Committee**
- 4.1 The graduate studies director and the graduate studies committee are to support and advise a student through her or his program of study and research — consisting of courses, thesis topic, supervisor, advisory committees, language examination etc.
- 4.2 Within the program that is approved, the student deals primarily with her or his supervisor and advisory committee, but may still bring questions and concerns to the graduate director and graduate committee. The director will attempt to help graduate students with any problems they may encounter in the course of their studies

### **Requirements of M.A. and Ph.D. Programs**

M.A. and Ph.D. programs share certain basic requirements: theses, courses, language requirement, and presentation of research. Graduate students are responsible for ensuring that these requirements are met for the successful completion of their degrees. This section outlines common general requirements of all graduate students. Subsequent sections deal with regulations and procedures peculiar to the M.A. and the Ph.D.

#### **5. Theses**

All graduate degrees in History stress the preparation of a thesis as an integral component of students' education. The thesis demonstrates the skills of research, analysis, and communication central to advanced study in the discipline of history.

- 5.1 **Supervision.** Research for the thesis and its preparation are supervised by a member of the history department appointed by the graduate committee.
- 5.2 A change in research supervisor may be made only after consultation and on the basis of strong reasons which either the student or other members of the advisory committee will provide. A request for a change in supervisor should normally be sent to the graduate studies director, accompanied by the reasons, in writing, for the proposed change. Department recommendations for a change of supervisor are sent to the College of Graduate and Postdoctoral Studies and Research.
- 5.3 **Advisory committee.** An advisory committee is appointed to assist the student and supervisor. The advisory committee is responsible for periodic review of the candidate's progress toward the degree and must meet with the candidate at least once in each twelve-month period. Minutes should be kept of these meetings, with copies of the minutes provided to the student. The committee should also meet candidates at any time problems arise and should take prompt, appropriate action subsequent to such a meeting.
- 5.4 **Thesis proposal.** M.A. students normally should defend a thesis proposal to their advisory committees by the end of February of their first year in the program. PhD students should do so by the end of term two of the second year in the program. MA thesis proposals should not be longer than 12 pages; PhD dissertation proposals should not be longer than 15 pages. The advisory committee will provide comments and suggestions. Students whose research involves interviews must submit an Application for Ethics Approval to the University Advisory Committee on Ethics in Behavioural Science Research. Please consult your supervisor.
- 5.5 **Progress reports.** Continuing M.A. and Ph.D. students must submit annual progress report on their research. It is the responsibility of graduate student supervisors to schedule annual progress meetings and to submit a Progress Report (GSR 210) to the Graduate Studies Secretary. Normally these meetings involve the supervisor, the student and the members of the thesis advisory committee. Annual progress meetings for Year Two and above MA students should happen by the end of the December exam period. Annual progress meetings for ABD doctoral students should happen by the end of the April exam period.

If a Year Two MA (and above) student's annual progress meeting is not scheduled by December 1<sup>st</sup>, the Graduate Secretary and the Graduate Director will schedule the student's annual progress meeting. If an ABD doctoral student's annual progress meeting is not scheduled by April 1<sup>st</sup>, the Graduate Secretary and the Graduate Director will schedule the student's the annual progress meeting.

5.6 **Preparation of thesis.** Graduate students are expected to be familiar with the regulations regarding the preparation, submission, and examination of M.A. and Ph.D. theses published. Guidelines for the Preparation of a Thesis can be found at <https://students.usask.ca/graduate/thesis-preparation.php>

5.7 **Completion of thesis.** Thesis preparation involves a long-term commitment through the stages of preparing a research proposal, completing a literature review, developing methodology, carrying out research, and developing and revising a coherent, well-argued manuscript. Throughout this process the student will retain contact with the supervisor as well as the advisory committee.

Every thesis must go to oral defence. When, in the opinion of the student and the supervisor, the work is virtually complete and ready for defence, the supervisor will then submit a draft of the thesis to the advisory committee. It is the student's responsibility to prepare and assemble all materials in all copies of the thesis, and to make available the number of copies needed by the advisory committee.

Please note that once the thesis is approved for examination, the student must make enough copies of the thesis for all members of the examination committee (see 5.13 below), including the chairperson as well as the external examiner.

5.8 **Permission to submit thesis for examination.** It is expected that the student will follow the advice of the supervisor and the advisory committee in establishing when the thesis is ready for examination. When the advisory committee agrees that this is the case, the department will so advise the graduate college in writing. At this point an external examiner is nominated and is sent a copy of the thesis.

5.9 The advisory committee will be allowed a reasonable interval (normally the time required will be 3 weeks for an MA thesis and 4 weeks for a PhD thesis) to reply as to whether the thesis is examinable. Committee members who are unable to return a judgement on a draft thesis within the normal turnaround interval (e.g. because of holidays or research trips) should communicate this to the supervisor and graduate director as soon as possible after receiving the thesis.

5.10 In cases when a student and the majority of the thesis committee disagree over whether or not a thesis is ready to proceed to defence, the student may petition the Dean of the College of Graduate and Postdoctoral studies that the dean arrange for an examination of the thesis. The rules for such an examination are determined by the dean in consultation with the department head, the director and graduate studies, the supervisor, and the student (See CGPS Policy 13.1 Permission to submit the thesis for defence). <http://www.usask.ca/cgps/policy-and-procedure/defence.php>

5.11 **Scheduling the examination.** The thesis defence will be scheduled only after the department has advised the CGPS that the thesis is ready for defence and has recommended at least one person (M.A.) or at least three persons (Ph.D.) to serve as external examiner. It is the student's and the department's shared responsibility to ensure that the student's file contains all necessary documentation and the university deadlines are respected in view of any particular convocation. The defence should be scheduled at a time when all examiners are known to be available.

5.12 Following approval of the thesis for examination, the CGPS needs the following notice of defence: 3 weeks for an M.A. and 4 weeks for a Ph.D. As the CGPS cannot send any documentation to the External Examiner until the defence date is set, the notice required above is from the day the defence date is confirmed with the CGPS. *For minimum time required to plan the defence of a thesis, please refer to Appendix 3: Countdown to Thesis Defence.*

5.13 **The examining committee.** The adequacy of the thesis is decided by an examining committee consisting of the supervisor, other members of the advisory committee, and the external examiner. M.A. examinations are chaired by the director of graduate studies. Ph.D. examinations are chaired by the dean of the College of Graduate and Postdoctoral Studies, or designate; in the case of Ph.D.

examinations, the director of graduate studies may chair that portion of the meeting dedicated to the questioning of the candidate. The research supervisor may not under any circumstances serve as chair of the oral examination.

- 5.14 **The external examiner.** The external examiner represents and is appointed by the dean of the CGPS, and provides the dean with a written report following the conclusion of the examination. The department is not permitted to choose the external examiner, although preliminary contact to establish the person's availability and suitability is encouraged.

For a fuller description of the procedures and guidelines see CGPS Policy 13.2

<http://www.usask.ca/cgps/policy-and-procedure/defence.php>

- 5.15 **Conduct of thesis defences.** The examination usually begins with a brief (10-20 minute) introduction by the candidate, who summarizes the major themes and findings of the thesis. The candidate's presentation is followed by questions from the examining committee, beginning with the external examiner. The candidate is expected to defend the work and to answer general questions in a clear, direct, and knowledgeable fashion. In general, examination questions are limited to work done by the candidate for the thesis and knowledge of matters related to it. The external examiner and other members of the examining committee shall be given a second opportunity to ask questions. Both the chair and the supervisor may ask questions.
- 5.16 Thesis orals shall be conducted with due respect for the dignity of the subject, the faculty members, and the student. Only members of the College of Graduate and Postdoctoral Studies, including graduate students, are permitted to attend oral defences.
- 5.18 It is the responsibility of the student who may have any disability that could interfere with his/her conduct or ability to complete the program to register as soon as possible with Access and Equity Services (formerly DSS). It is very important that a student registered with AES inform the supervisor, all instructors and the graduate director. The department and the CGPS will work with the student and AES to provide appropriate accommodations, including making arrangements for the oral defence. The advisory committee should also be notified of any accommodations and/or extenuating circumstances at least three days prior to the oral defence.
- 5.19 At the conclusion of the examination, the candidate is required to withdraw while the examining committee attempts to achieve a consensus as to whether the thesis as submitted and the candidate's oral defence of it meet the requirements for the degree. The decision will be one of the following: (a) pass as submitted with only minor revisions; (b) some parts of these needs to be resubmitted within 6 weeks; (c) oral defence needs to be re-taken; (d) thesis fails but may be revised and re-submitted and defence re-scheduled; or (e) thesis fails with no possibility of re-submission. When the committee's decision is not unanimous, the majority view will prevail provided that the external examiner shares the majority view. Where the external examiner does not share the majority view, the dean will review the situation and in this event makes the final decision on the result of the examination. Unless the examination is adjourned for such a reason, the decision of the examining committee is final.
- 5.20 **Revisions.** It is normal for the examining committee to require at the time of the examination that revisions be made to the thesis. The examining committee will establish procedures and name the person(s) responsible for ensuring that the revisions are carried out completely. Candidates are expected to make the revisions promptly. Failure to do so could jeopardize successful completion of the degree.
- 5.21 **Copyright.** The author of a thesis claims copyright on the title page. For fuller details concerning copyright and submission of the completed thesis, see [https://students.usask.ca/graduate/thesis-  
etd.php](https://students.usask.ca/graduate/thesis-etd.php)

*For minimum time required to plan the defence of a thesis, please refer to Appendix 3: Countdown to Thesis Defence.*

## 6. Courses

- 6.1 **Course requirements.** Students in the **M.A. program** are required to take **nine (9)** credit units of graduate (800-level) seminars; students in the **Ph.D. program** are required to take **twelve (12)** credit units of graduate (800-level) reading classes; at least nine (9) credit units of which must be in history. Additional work may be required in cases where there has been insufficient preparation or where the nature of the thesis topic makes it necessary.
- 6.2 **Purpose of graduate courses.** The History Department intends graduate (800-level) courses to introduce students to the ways in which historians have interpreted and addressed major themes, issues, and topics in a particular field. The purpose of graduate seminars is to broaden students' historical training and, at the same time, complement their thesis work. Courses are not meant to match the thesis topic or the geographical or chronological limits into which a thesis topic would traditionally fit. At the PhD level, graduate course work will normally consist of reading courses linked to comprehensive fields. A variety of seminars is offered (different topics and formats, 6 credit units or 3) to expose students to a variety of approaches to history, and provide opportunities for faculty members to teach at the graduate level in their own areas of expertise.
- 6.3 At the MA level, graduate courses are conducted as seminars, emphasizing student reading, discussion, and writing assignments. Hist 860.6 is conducted as an ethnohistorical fieldschool.
- 6.4 All MA students are required to take 9 credit units of courses: HIST 881.3 (T1): Historiography; HIST 883.3 (T1): Historical Research Methods; and HIST 884.3 (T2): Historical Writing. Also, if recommended by the student's advisory committee, students may take HIST 860.6: Ethnohistory Fieldschool (as a substitute for Hist 883.3). MA students must also register for HIST 994 Research (Thesis) and maintain registrations in this course until your program is completed. This means registering in Term 1 (Sept-Dec), Term 2 (Jan-Apr) and spring/summer Term (May-Aug).
- 6.5 All MA students must register for the HIST 990 Colloquium in Term 1 and Term 2 until they have completed the colloquium requirement and receive a CR (Completed Requirement). MA students do not need to register for HIST 990 in spring/summer terms. In addition, students are required to take the on-line Ethics course(s). GSR 960\_Intro Ethics and Integrity is required by all students as part of the program requirements, to be taken within the first term. GSR 961\_Ethics and Integrity in Human Research is required by students who are conducting research that will involve human subjects.
- 6.6 At the PhD level, course work is delivered through three 800-level reading courses in the student's comprehensive fields: a 6 credit unit course for a student's major field and two 3 credit unit courses in the student's minor fields. The field courses are chosen based on consultations with the supervisor and the Director of Graduate Studies.
- 6.7 The major field is usually most closely aligned with the student's dissertation research and is typically administered by the thesis supervisor. The major field and two minor fields are designed to give the student a teaching competency in three different areas of history. Fields require the preparation of 100 books (or equivalent) for the major field and 50 books (or equivalent) for each of the minor fields. Typically, the student will be required to meet with the field supervisors every two weeks to discuss 4-6 books on the readings list. Students will write analyses of these books and send them to the field supervisors in advance of each meeting. Supervisors are required submit grades for these field courses in April, prior to the completion of the field preparations. These grades are usually based on a student's written assessments of the readings, the student's contributions to the discussions, and any "preparatory" comprehensive exams taken up to that point.

6.8 The formal comprehensive examinations are held in October of the second year of the student's program. They consist of a 4-hour written examination in each of the fields, held on Monday, Wednesday, and Friday of a single week. The oral examination is a 3-hour examination of all of the fields and is typically held the week following the written comprehensives.

6.9 For the purposes of the University Course Catalogue and registration, major comprehensive field courses begin with the title *Themes in*; minor comprehensive field courses begin with the *title Studies in*. Themes courses have six (6) units; Studies courses have three (3) credit units. The numbers and short titles available for both MA seminars, the Field School, and the comprehensive field courses are listed below. The MA seminars are offered each year. The particular comprehensive field courses offered varies from year to year depending on the research and teaching foci of first-year doctoral students.

HIST	801.3	Studies in Ancient and Medieval History
	811.3	Studies in the History of Colonialism
	812.3	Studies in the History of Violence
	820.6	Themes in Early Modern European History
	821.3	Studies in Early Modern European History
	830.6	Themes in Modern European History
	831.3	Studies in Modern European History
	840.6	Themes in British and Imperial History
	841.3	Studies in British and Imperial History
	848.6	Themes in Asian History
	849.3	Studies in Asian History
	850.6	Themes in Canadian History
	859.3	Studies in Canadian History
	860.6	Themes in Western Canadian History
	860.3	Ethnohistory Field School
	861.3	Studies in Western Canadian History
	870.6	Themes in the History of the Americas
	871.3	Studies in the History of the Americas
	880.3	History of History
	881.3	Historiography – MA seminar
	883.3	Methods in Historical Research – MA seminar
	884.3	Writing History – MA Seminar
	888.0	Reading French for History
	892.3	Applied History
	898.3	Special Topics
	899.6	Special Topics

6.10 PhD students must also register for Hist. 996 Research (Thesis) and maintain registrations in this course until your program is completed. This means registering in Term 1 (Sept-Dec), Term 2 (Jan-Apr) and spring/summer Term (May-Aug). You must also register for Hist 990 Colloquium in Term 1 and Term 2 until you complete the colloquium requirement and receive a CR (Completed Requirement). Students do not need to register for HIST 990 in spring/summer terms. In addition, students are required to take the on-line Ethics course(s). GSR 960\_Intro Ethics and Integrity is required by all students as part of the student's program requirements, to be taken within the first term. GPS 961\_Ethics and Integrity in Human Research is required by students who are conducting research that will involve human subjects. If you completed these requirements as an MA student at the University of Saskatchewan then the student has met the requirement.

### **Specific Regulations and Procedures for M.A. Students**

(The following requirements and procedures are **in addition to** those outlined above applying to both M.A. and Ph.D. students.)

#### **7. Sequence of M.A. Program**

The requirements of the M.A. program can be satisfied in various sequences, but to help students form expectations for their programs, the following is a normal sequence for how they might proceed.

**Time Line:**

Year One: September: Course work begins.  
Year One: Early December: language examination  
Year One: December: thesis proposal submitted to Committee.  
Year One: January/February: thesis proposal approved  
Year One: April: Course work completed

Year Two: February: MA Colloquium presentation  
Year Two: By May or June: thesis submitted for defence.

**Completion is 2 years.**

This is a normal sequence only. It is possible to complete an M.A. in one year, but it is rare that students do so.

It is very important to note that (1) students are eligible for scholarships, other major funding and employment as teaching assistants only for the first two years of M.A. study; and (2) the absolute time limit in the M.A. program is five years, counting from the first work credited toward the program.

#### **8. M.A. Advisory Committees**

- 8.1 Normal practice in the history department is for each M.A. advisory committee to include the supervisor and two other faculty members. Committee members are chosen for knowledge of the content area, for familiarity with relevant methodology and approaches, or as generalist academic readers. The supervisor normally convenes committee meetings once per year and reports the results to the director of graduate studies and the graduate secretary.
- 8.2 Normally during their first year, M.A. students will meet with their advisory committee in January or February to seek approval of the thesis topic.

#### **9. M.A. Theses**

- 9.1. A Master's thesis for the Department of History will embody research and demonstrate some degree of originality. The thesis needs to demonstrate an ability to marshal evidence to construct a plausible and defensible argument and to carry that argument through multiple chapters in a convincing and coherent manner. A Master's thesis should provide evidence that the student has familiarity with the major works in the area of thesis research and that the student has engaged in sufficient research to

support the argument. Theses must conform to the requirements of Chicago Manual of Style and be presented with specifications given by the College of Graduate and Postdoctoral Studies and Research in the Guidelines for the Preparation of a Thesis.

<https://students.usask.ca/graduate/thesis-preparation.php#Beforebeginning>

- 9.2 **Length.** The length of the M.A. thesis should normally be no less than 20,000 words (80 pages) and no more than approximately 25,000 words (100 pages), excluding bibliography, notes and appendices.
- 9.3 Quotations in languages other than English should be translated. The footnote references for quotations from primary sources found by the thesis writer in secondary sources are to include a complete citation of the primary source as well as the secondary source. e.g. Erasmus, Paraphrase on Romans, 4:2 (1518), as quoted by R.M. Bainton, *Erasmus of Christendom* (New York, 1969) p. 241.
- 9.4 All theses are to have a bibliography.

## 10. M.A. Thesis Defences

*For minimum time required to plan the defence of a thesis, please refer to Appendix 3: Countdown to Thesis Defence. See also relevant sections 23.1, 23.2 and 23.6.*

- 10.1 **External examiner.** For an M.A. thesis, the external examiner is normally from another department of the University of Saskatchewan. The external examiner may not be an adjunct or associate member of the history department or a previous advisory committee member.  
<http://www.usask.ca/cgps/policy-and-procedure/defence.php#2-2>
- 10.2 **Thesis revisions.** Where an examining committee directs that there be revisions to a thesis, students are expected to make the required revisions within the time period determined by the department.
- 10.3 **Bound Copies.** Two bound copies of the thesis in final form must be supplied by the candidate to the department (one for the department and one for the supervisor). A bound copy is not required by either the Graduate Studies office or the University Library. Please note that the College of Graduate and Postdoctoral Studies will make no exceptions to the final dates specified for oral defences or for submission of documentation. For electronic submission information, go to <https://students.usask.ca/graduate/thesis-etd.php>

## 11. M.A. Course Work

- 11.1 A student is expected to obtain a grade of at least 70% in each course required specifically for the degree. Any grade below 70% in a course included in the program of study is considered to be unsatisfactory, and the matter shall be reviewed by the graduate committee.
- 11.2 **Transfer credits.** Graduate work of high quality done in a recognized graduate school elsewhere and coming within the five-year time limit may be accepted. Such credits will be transferred only after the student has established a satisfactory record in residence here for at least one-half of a regular academic session, and then only if the department recommends to the dean for approval of the transfer of such credits. Normally a student should expect to complete at least 60% of the program requirements at this university. Work already applied toward another degree cannot be accepted. Transferred credit will not reduce the residence requirement at this university.  
<http://www.usask.ca/cgps/policy-and-procedure/course-work.php#5>

### Specific Regulations and Procedures for Ph.D. Students

(The following requirements and procedures are **in addition to** those outlined previously applying to both M.A. and Ph.D. students.)

#### 12. Sequence of Ph.D. Program

The requirements of the Ph.D. program can be satisfied in various sequences, but to help students form expectations for their programs, the following is a normal sequence for how they might proceed.

**Time Line:**

Year One: September: Preparation of comprehensive fields and reading courses begin

Year Two: By end of September: comprehensive reading fields completed

Year Two: October: Comprehensive examinations

Year Two: Early December: language examination

Year Two: Prior to the end of April: thesis proposal approved

**Completion in 4-5 years**

#### 13. Ph.D. General

13.1 A student who receives the Ph.D. degree must have demonstrated proficiency in some broad subject of learning and ability to initiate and evaluate work in this field. Furthermore, the student must have shown the ability to work independently in the chosen field and must have made an original contribution of significance to the advancement of knowledge.

13.2 **Fields of specialization.** Students may do doctoral work at the University of Saskatchewan in any aspect of the history for which the department can provide adequate supervision. The Department of History at the University of Saskatchewan has identified eight signature research areas: Indigenous History, Environmental History, Prairies and the North American West, Health, Medicine, Science, and Occultism, History and Politics of Memory, Gender and Sexuality, Colonial and Post-Colonial Histories, Twentieth-Century Politics, Culture, and Foreign Relations.

#### **COMPREHENSIVE FIELDS:**

Normally, prior to registration, fields will be determined through consultation between incoming doctoral students, their supervisor(s) and the Graduate Studies Director. The fields will be selected with a view to taking the fullest possible advantages of the various interests and expertise of the faculty. **Fields may be defined according to criteria of time, place, theme, and other approaches that the supervisor and graduate studies director think will benefit the student.**

#### **Major Field:**

##### **Definition:**

A major field should encompass, but not be restricted to, the subject of dissertation research. A major field should be an area of history that contains sufficient historical, chronological, thematic, and geographic depth to warrant extensive study. **Major fields will be broadly conceived; overly specialized fields will not be approved.** Major field preparation should be the base upon which

the broader interpretation of dissertation research is carried out.

**Minor Fields:**

**Definition:**

As a general guideline, the scope of a Minor Field will be similar to an area of history that could be taught in a fairly broad second year (200 level) course. Overly specialized fields will be discouraged. At least one of the two Minor Fields will be outside the student's thesis area.

**14. Admittance, Qualifying Examinations and Course Work**

- 14.1 Generally, a Masters degree in History from a recognized university is required for admittance to the Ph.D. program. Occasionally, a Master's degree in a closely associated discipline is acceptable.
- 14.2 Qualifying examination. The successful completion of an MA in History will constitute the qualifying examination for incoming PhD students.
- 14.3 **Courses.** The program of study prescribed by the department includes twelve (12) credit units of graduate reading courses. Students who have not previously taken historiography courses at the graduate level may be required to make this up in addition to their required reading courses.
- 14.4 PhD students are expected to complete with distinction all work in the courses included in their program of studies. Any grade below 80% is unsatisfactory, and the matter shall be reviewed by the graduate committee of the department.

**15. Field Preparation and Comprehensive Examination**

- 15.1 **Major field.** The major field is normally the one in which the dissertation is written. Candidates are expected to show familiarity with central primary sources and the relevant scholarly literature.
- 15.2 **Minor fields.** Minor fields will be determined for each student by the graduate director in consultation with the student and the supervisor. The minor fields will be designed to complement thesis preparation and to provide appropriate breadth for the student's program. These fields may be chronological or thematic in nature and may be supervised by any member of the faculty in his or her field of expertise. One of the minor fields may be outside of the Department of History. In minor fields students are expected to show familiarity with the major scholarly literature to the level necessary to teach a 200-level survey course in the field.
- 15.3 Candidates will prepare approximately fifty books or their equivalent for their minor fields and approximately one hundred books or their equivalent for their major field. Preparation of fields will be assisted through regular (usually fort-nightly) discussions of the literature with the supervisor of each field.
- 15.4 **The comprehensive exam.** The comprehensive examination is used to judge whether the individual has a mature and substantive grasp of the discipline as a whole. A comprehensive knowledge of history will help validate the PhD student as an expert, and will complement research activity in the specific area under investigation. Normally this examination is scheduled in October of the second year of study.

Only upon successful completion of the comprehensive examination at an appropriate time during the program is a student permitted to continue scholarly activity towards the PhD degree. The comprehensive may be repeated once with the permission of the dean. A second failure will result

in the student being required to withdraw from the program.

- 15.5 The purposes of the comprehensive examination are (a) to prepare candidates to teach at the undergraduate level in their major field and minor fields; and (b) to familiarize candidates to the most important literature in their fields.
- 15.6 The comprehensive examination must be taken in October of the second year of doctoral study. There will be exceptions only in the case of serious illness or approved leaves of absence.
- 15.7 Comprehensive examinations require written examinations in each field and an oral examination. Each field course supervisor must participate in the setting and marking of the written comprehensive field examinations. The examining committee for each candidate's oral comprehensive exam shall consist of the field course supervisors, plus whoever presides over the examination, usually the graduate studies director.
- 15.8 **Written examination.** If the candidate fails one written examination in a field the examination on that field will be repeated. If a candidate fails more than one written examination all the examinations will be rewritten.
- 15.9 **Oral examination.** On the recommendation of the examining committee, the candidate will proceed to an oral examination on all fields, chaired by the department head or his designate. The oral examination will not take place until the student has passed all written exams. The oral exam may last for three hours. If a candidate fails a component of the oral exam (one field), the candidate must retake the oral exam of that field within thirty days. Failure of more than one component (e.g. two fields, either minor or major) means the exam is a fail and the whole oral exam must be repeated within sixty days.

## 16. PhD Supervision and Advisory Committee

- 16.1 **Supervision.** The research for the thesis and its preparation are supervised by a member of the department. Both student and supervisor are responsible for ensuring that all CGPS and departmental regulations and requirements are observed and met. In practice, in the Department of History, the supervisor is usually chosen at the time of admittance to the program.
- 16.2 **Advisory committee.** The work of each student is co-ordinated by a thesis advisory committee. This committee consists of at least five members, including the student's supervisor, who acts as chair, and three or four additional members from the principal department and related departments selected because of their knowledge of the proposed research field. One member, the cognate member, must be from a department other than history. If the student's work for the program is cross-disciplinary, the advisory committee should have representatives from each of the departments involved. In consultation with the graduate dean, persons from other universities or may be invited to serve on the committee because of their specialized knowledge of the research field. Such persons must be adjunct professors or have received formal approval from the dean. The dean is an *ex officio* member of the committee.
- 16.3 The advisory committee serves to support and advise the student, and regularly to evaluate progress being made in preparing the thesis proposal, developing appropriate methodology, carrying out research, and writing the thesis. The committee receives the student's written progress reports, at least one every twelve months; the supervisor is responsible for distributing a copy of this report to each member of the advisory committee. Annual progress meetings for Year Two and above MA students normally occur in December. Annual progress meetings for ABD PhD students normally occur in April. At the progress meeting, the advisory committee may require the student to give an oral progress report to explain further and describe the research in progress. The committee may recommend changes and additions to the student's program and changes to the research project.

- 16.4 It is the responsibility of graduate student supervisors to schedule annual progress meetings and to submit a Progress Report (GSR 210) to the Graduate Studies Secretary. Normally these meetings involve the supervisor, the student and the members of the thesis advisory committee. A report indicating unsatisfactory progress will result in further action being taken by the CGPS.
- 16.5 Normally, PhD students will defend their thesis proposals for their advisory committee by the beginning of April of Year Two.

## 17. The PhD Dissertation

- 17.1 The thesis, based upon original investigation, must demonstrate mature scholarship and critical judgement on the part of the candidate, as well as familiarity with tools and methods of research in the candidate's chosen research field. To be acceptable, it must be a worthwhile and original contribution to knowledge, involving substantial archival work, (and/or oral history research) and warrant publication in whole or in part. Each thesis is expected to include material acceptable for publication in scholarly journals of the field in which the candidate has done the research. It must comply with specifications described in the *Guidelines and requirements* for a thesis <https://students.usask.ca/graduate/thesis-preparation.php#Formatting>
- 17.2 The minimum length of a doctoral thesis is 62,000 words (250 pages), excluding notes and bibliography; the maximum length of the thesis shall be 90,000 words (350 pages), excluding notes and bibliography.
- 17.3 **Examination copies of thesis.** Normally, e-copies of the thesis are sent by the college to the external examiner, and one copy is provided for the chair of the examining committee; additional copies are circulated to the other members of the examining committee and such other members of the department as time permits.
- 17.4 **Bound copies of thesis.** Following a successful defence and any revisions, the candidate must supply the graduate college with one unbound copy of the thesis. Two bound copies are required; one for the research supervisor, and one for the department. A bound copy is not required by either the Graduate Studies office or the University Library. For fuller details see <https://students.usask.ca/graduate/thesis-etd.php>

## 18. The PhD Defence

*For planning ahead toward the defence of a thesis, please refer to Appendix 3: Countdown to Thesis Defence*

- 18.1 For PhD defences, initial arrangements for the thesis examination are made by the History Graduate Programs Secretary, who forwards the thesis and any necessary documentation to the CGPS and the external examiner.
- 18.2 **Examining committee.** The examining committee for a PhD thesis consists of at least six persons: the external examiner, the supervisor, three members of the advisory committee (at least one of whom is from another academic unit), and the director of graduate studies, who will chair that part of the defence devoted to questioning the candidate. The Dean or designate chairs the Examining Committee.
- 18.3 **Appointment of the external examiner.** The graduate studies director through the graduate programs secretary recommends to the dean of the College of Graduate and Postdoctoral Studies a minimum of at least three suitable persons, from whom the dean may select an external examiner.

The dean invites the external examiner.

- 18.4 The external examiner is normally an internationally recognized scholar from another university who has expertise in the subject matter of the PhD thesis.
- 18.5 A brief evaluation of the PhD thesis must be submitted by the external examiner to the dean of the College of Graduate and Postdoctoral Studies indicating that the thesis examination should take place as scheduled.
- 18.6 **Scheduling of defence.** The PhD thesis defence is usually scheduled at least four weeks after the thesis has been submitted to the external examiner.
- 18.7 **Dissertation summary.** A dissertation summary is distributed to the examining committee at the time of the examination. It is the responsibility of the candidate in consultation with the research supervisor to prepare the dissertation summary and related material and to submit it to the dean seven working days prior to the oral. Students are advised to consult with the graduate college office on this matter at least one month prior to the exam.
- 18.8 **Thesis defence.** The purpose of the examination is to permit the examining committee to satisfy itself that recognized academic standards have been met. The questions should reflect this purpose. Inadequate questioning denies the candidate the right to demonstrate mastery of the subject, but extensive questioning is unnecessary once the committee believes it has enough evidence to reach a decision. Questions should be based mainly on the content of the thesis, but the committee should satisfy itself that the candidate has the appropriate background for a specialist in the discipline defined by the thesis. The external examiner shall comment on this background when reporting to the Dean.
- 18.9 Following the defence the external examiner will submit a full, written report. In most cases this report may be made available to candidates and departments, upon request.

## 19. PhD Time Limits and Residence Requirements

- 19.1 While PhD candidates are expected to complete their work with reasonable continuity over a period not exceeding six years (see 9.6), students are strongly encouraged to complete their degrees in less than the maximum time. In particular, PhD students are required to complete their comprehensive reading fields in their first year and their comprehensive examinations and language examination in their second year.
- 19.2 To meet the minimum residence requirements, a candidate for the PhD who holds a recognized M.A. degree in a suitable field must be registered as a full-time student for two regular academic sessions, or the equivalent, while actively engaged in academic work as prescribed by the department. Additionally, PhD students are required to make Saskatoon or its environs the centre of their life for the first sixteen months of their program.
- 19.3 All interpretation regarding residence credit for a student will be made by the dean of the College of Graduate and Postdoctoral Studies or designate, on the advice of the chair of the students advisory committee. The place of residence during the PhD program is normally the University of Saskatchewan. Written permission from the dean of the College of Graduate and Postdoctoral Studies is required if students plan to study or do research elsewhere during the residence period. Following the residence period students may continue their research at the place of their choice, in consultation with their supervisor and advisory committee. However, at any time during the program, students may be required to spend their time at the University of Saskatchewan.

- 19.4 **Transfer credits.** Graduate work of high quality done in a recognized graduate school elsewhere may be accepted for credit at this university. Except in special circumstances, transferred credits will not reduce the minimum residence requirement, but may reduce the amount of course work to be done. In all cases at least six credit units of course work at the graduate level must be done at the University of Saskatchewan. Credits are transferred only after the student has established a satisfactory record in residence here for at least one year. Students required by their advisory committee to take courses at another university will receive both course credit and residence credit upon satisfactory completion of such courses.
- <http://www.usask.ca/cgps/policy-and-procedure/course-work.php#5>

## **20. Interdisciplinary Work**

- 20.1 The history department encourages interdisciplinary work.
- 20.2 Members of other departments may serve on a student's advisory committee. The thesis supervisor, however, must be from the history department, and members of the history department must constitute a majority of thesis committee members.
- 20.3 When approached by a student wishing to develop a formal interdisciplinary program of graduate studies, the department will co-operate, whenever possible given the resources of the department, using the guidelines approved by the College of Graduate and Postdoctoral Studies and by University Council.

## **21. Non-English Language Requirement**

- 21.1 The department believes that all graduate students, as prospective historians and participants in the international community of scholars, must have the ability to read scholarship in languages other than English.
- 21.2 Students will be expected to have a reading knowledge of the language that is identified as part of their program.
- 21.3 Knowledge of a second language will be demonstrated by passing a 2-hour written translation test for which a dictionary may be used. The standard for a pass in the examination is the ability to understand scholarly discourse of moderate complexity. Students who take and pass Hist 888 Reading French for History will have fulfilled the language requirement.
- 21.4 The graduate committee of the department will appoint an examiner for each candidate. Students who believe that their ability has not been adequately tested may appeal to the graduate studies committee.
- 21.5 The language examination will occur in December on a date and time arranged by the graduate studies director. Students must inform the graduate director at least two weeks prior if they intend to sit a language exam. A student who fails the examination is permitted to retake it in the second term or at another time arranged by the graduate director. Students cannot graduate without fulfilling the language requirement.
- 21.6 A student who has previously passed a University of Saskatchewan Department of History language exam to meet M.A. requirements will not, if the same language is required for a Ph.D. program, have to take another examination in the same language. Language exams or courses taken at other universities do not count toward the fulfillment of the language requirement.

## 22. Colloquia

- 22.1 The history department's graduate colloquium (History 990) is a central part of graduate student education, a showpiece for graduate studies, and a point of pride for the department. The colloquia provide professional training for student presenters and are at the same time one of the best ways of developing a sense of community among students and faculty.
- 22.2 Attendance and presentation of a paper at the graduate colloquia comprise part of the requirement for History 990. The paper may be an outline of the student's proposed research, a chapter from the thesis, or an aspect of the subject under research. The purpose is to give the student some experience in preparing and delivering a paper to an audience of faculty and other graduate students.
- 22.3 Supervisors will normally assist in the preparation of a paper for the colloquium if requested.
- 22.4 Ph.D. students who have already participated in the colloquium as part of an M.A. program **must** repeat History 990.
- 22.5 To meet their 990 requirements, PhD students will present a chapter of their dissertation to a PhD student research workshop. Normally, this workshop will take place in the third or fourth year of the student's program. Members of the student's thesis advisory committee will be expected to attend the research workshop and provide feedback on the chapter.
- 22.6 PhD students and alumni wishing to prepare for an academic job interview may request the Graduate Studies Director to arrange for a 'mock job talk'.

## 23. Registration, Residency, and Progress towards Degrees

- 23.1 **Continuous registration.** All students, whether full-time or part-time, must maintain continuous registration in History 994 (M.A. thesis research) or History 996 (Ph.D. thesis research) beginning with the first time they register in the program, and continuing until the thesis is submitted and successfully defended. Students may register on-line through the PAWS system at <http://paws.usask.ca>.
- 23.2 All students must remain registered in History 990 (graduate colloquium) until their colloquium requirement has been satisfied.
- 23.3 **Time in Program:** Candidates must complete their work in a reasonable amount of time. The Department of History expects **M.A. degrees** to be completed within **two (2) years**, and **Ph.D. degrees** within **six (6) years**. [The College of Graduate and Postdoctoral Studies sets a limit of 5 years for an M.A. program]. This time is measured from the date of first registration in the first work credited toward the program. PhD students must obtain permission for a termly time extension after Year Six. The extension application is made by submitting a written application to the graduate director stating the reason(s) for the extension and setting out a timetable for completion of the degree requirements. The department makes a recommendation concerning the student's application and conveys it to the Dean of the College of Graduate and Postdoctoral Studies, who makes the final decision.

Students' annual progress reports are expected to address concerns about completion of the program in a reasonable amount of time

- 23.6 If, in the opinion of the supervisor and advisory committee, a student is not achieving or maintaining satisfactory progress with any aspect of the program, the graduate committee may recommend to the College of Graduate and Postdoctoral Studies that the student be required to withdraw from the program and discontinue as a candidate for the degree.
- 23.7 Students are responsible for prompt notification to the department, the College of Graduate and Postdoctoral Studies and Student Central for any change in address, telephone number, or name. Any changes to personal information, such as address, must be made by the student online through PAWS. Name changes must be made through Student Central, Student and Enrolment Services Division. It is students' responsibility to check their mail in the departmental mailbox. It is not the responsibility of the department to forward their mail unless appropriate arrangements have been made.
- 23.8 Following the successful defence of the thesis, it is the responsibility of the student to apply to convocate. Students who have met all graduate program requirements must submit apply online <https://students.usask.ca/graduate/graduate-students.php#ProgramcompletionandConvocation>
- 23.9 Residence Requirement: MA students must make Saskatoon or its environs the centre of their life for the first eight months of their program. PhD students must make Saskatoon or its environs the centre of their life for the first sixteen months of their program.

#### **24. Duties of Supervisors, Committee Members, and Students**

The department has adopted a statement concerning the duties of supervisors, advisory committee members, and students, which is included as **Appendix 2** to this document. Supervisors are also responsible to become familiar with the contents of the Handbook for Graduate Student Supervisors (2013).

## APPENDIX 1

### SCHOLARSHIPS, FELLOWSHIPS, AND RESEARCH FUNDING FOR GRADUATE STUDENTS IN HISTORY

#### Internal Fellowships

Fellowships are awarded on the basis of academic achievement and teaching ability or potential. Funds for internal scholarships come from the CGPS, the College of Arts and Science, and Departmental monies. In most cases, fellowships are awarded with services components to the department, such as seminar leading or its equivalent, totalling approximately 10 to 12 hours per week.

MA students receiving internal fellowships normally will receive \$20,000 per year for two years. PhD students will normally receive \$24,000 per year for four years.

Renewal of internal funding beyond the first year is dependent on satisfactory academic performance in the program (as determined by the graduate studies committee), maintenance of full-time status, and in some cases continued residence in Saskatoon; satisfactory teaching performance as demonstrated in evaluations is also required where teaching duties are involved.

A PhD candidate will not be considered for internal scholarship support unless the candidate (where eligible) has applied for a major outside scholarship and has submitted a copy of the application to the graduate studies committee. Masters students receiving internal funding are expected to apply for a SSHRC Masters scholarship for the second year of their study.

#### Departmental Teaching

Unless otherwise agreed to by the graduate studies committee, students receiving internal fellowships will be expected to lead two seminar sections (or equivalent) per term per academic year. Students might be permitted to lead additional seminars depending upon the department's teaching requirements. In such cases, the student will be paid at the going hourly rate for graduate student employment.

#### OTHER GRADUATE AWARDS

The College of Graduate and Postdoctoral Studies <https://students.usask.ca/money/awards/graduate-awards.php>

... has information on additional awards and scholarships open to graduate students in history and in all departments.

## APPENDIX 2

### THE DUTIES OF SUPERVISORS, ADVISORY COMMITTEE MEMBERS, AND STUDENTS

Please also refer to the CGPS Student-Supervisor Relationship  
<https://students.usask.ca/graduate/supervisors.php>

#### **Duties of a Supervisor:**

- a. To help the student evolve a suitable and manageable thesis topic, keeping in mind the resources available to the student.
- b. To be reasonably accessible to the student for discussion of the graduate program of the student, the research for the thesis and the writing of the thesis. This involves assisting the student to refine the topic as research reveals the potentialities.
- c. To require students to submit annual progress reports.
- d. To hold formal advisory committee meetings at least once a year, with the student present, and keep and submit to the graduate director the formal records of such meetings.
- e. To encourage, advise, and guide the student through the various phases of the graduate program.
- f. To respond within a reasonable interval to the student's drafts of the thesis, with criticism and suggestions.
- g. To ensure, as much as possible, that a thesis submitted by the student is worthy of examination, to inform the student about the procedure of an oral examination.
- h. To ensure that the student has made adequate revisions to the thesis, as prescribed by the examining committee, before the thesis is bound and submitted to the College of Graduate and Postdoctoral Studies.
- i. Supervisors of minor and major PhD fields shall:
  - in consultation with the student, agree on an appropriate list of readings for each field;
  - hold regular (usually fortnightly) meetings with the student to discuss these readings;
  - direct the student in the appropriate 3 or 6 cu reading course.

#### **Duties of Members of Advisory Committees:**

- a. To discuss and, eventually, approve a student's research program, particularly the thesis topic, and to make constructive suggestions about research and organization of the thesis.
- b. To be reasonably accessible to the student for discussion of the thesis.
- c. To respond within a reasonable interval to the student's early drafts of the thesis, if requested by the supervisor, with criticisms and suggestions.
- d. To respond within a reasonable interval (normally within three weeks for an M.A.) to a question from the supervisor on whether a complete thesis is ready to go to examination.

- e. To participate in the oral examination of the student, in field examinations and thesis examinations.

**Duties of Students:**

- a. To go through the proper process of enrolment and to maintain registration, conforming to the university, college and department requirements throughout their graduate career.
- b. To maintain a regular pace of progress in order to fulfill the program, course, examination and language requirements at a reasonable pace so that they can proceed to their thesis research and writing without delay.
- c. To seek out on a regular basis, and take into serious consideration, the advice of their supervisor and advisory committee regarding their research and writing.
- d. To prepare and present a written thesis proposal to their supervisor and committee members by the required date and to prepare to meet with the committee to discuss the ideas and procedures contained therein. Thereafter, students are to maintain regular contact with their supervisor and advisory committee, keeping them advised of progress made in course work, research and writing.
- e. To enrol in and complete the required course work while conforming to required standards of ethics and academic performance. It is advisable to complete the course work during the first year in the graduate program.
- f. To support the work of fellow students by attending the department's colloquia and participating in them by asking questions and making comments.
- g. To prepare for and take the required language examination(s) at the stipulated time.
- h. To prepare a paper to be delivered at one of the department's colloquia. To consult with their supervisor prior to the colloquium presentation concerning content and mode of presentation. To present the paper before their peers and the faculty at the assigned time.
- i. To carry out research for, write and revise a thesis in consultation with and under the guidance of their supervisor and committee. M.A. students should be ready to defend their thesis within five years, though it is advisable to plan to be ready within two years. PhD candidates should complete and defend their thesis within six years though it is advisable to plan to do so in four to five years.

## APPENDIX 3

### COUNTDOWN TO THESIS DEFENCE

Frequently, students complete their programs in a rush, hurrying to finish their theses before some deadline such as commencement of employment elsewhere. This approach is not a good idea and causes headaches for supervisors and advisory committee members as well as anxiety (and sometimes unpleasant surprises) for students. To alleviate such problems, the following is a rough guide to what students should plan as a countdown to their desired date of thesis defence. The times required for the latter stages are rather rigid. Students must be aware of this process, and aware that failure to follow the schedule outlined below may make it impossible for faculty members to assist them to meet their desired deadlines.

#### Normal Countdown to Thesis Defence

Note: times are given as rough estimates counting backwards from the desired completion date. All other requirements of the program must be satisfied before the thesis goes to defence. Generally the higher time allowances are appropriate to Ph.D. theses, while the lower ones may be sufficient for M.A. theses.

minus 12-18 mos. (suggested):

- discuss schedule with supervisor and, if necessary, advisory committee and/or graduate director
- deliver draft chapters to supervisor, and revise to take account of supervisor's comments

minus 4-6 mos. (suggested):

- deliver complete, revised thesis draft to supervisor
- receive supervisor's further comments; begin further revisions

minus 3-4 mos. (suggested):

- deliver complete, final thesis draft to supervisor
- carry out last minute touch ups and formatting
- obtain supervisor's agreement that the thesis is ready

minus 6-8 weeks (required minimum):

- deliver final thesis draft to supervisor for distribution to advisory committee. The advisory committee is normally allowed three weeks for an M.A. and 4 weeks for a Ph.D. to determine whether the thesis is suitable to proceed to examination.
- be prepared to carry out further changes if members of the advisory committee identify deficiencies in content or presentation

minus 4-6 weeks (required minimum):

- provide examination copy of the thesis to graduate secretary for forwarding to external examiner (3 weeks to read an M.A.; 4 weeks to read a Ph.D.) and the CGPS

**Oral defence!**

**Please note that this is a normal countdown only. At various stages, students may find that considerably more work is needed on some part of their research or their manuscript, significantly delaying one of the stages in the above process. For this reason, it is important to plan ahead and plan carefully, allowing both time and flexibility for completion.**